



ST. ROSE OF LIMA

RELIGIOUS EDUCATION

38 Church Hill Road Newtown, CT 06470

Need to Create an Account?

Creating a user account is a one-time process. This process requires the submission of personal details to verify your identity. It takes just a few minutes to complete:

1. In your web browser, enter **[the Web Address for ParishSOFT Family Suite:](https://bridgeport.parishsoftfamilysuite.com/)**

<https://bridgeport.parishsoftfamilysuite.com/>

The ParishSOFT Welcome screen is displayed:

Welcome! Sign In Below

Username:*

Password:*

[New User?](#) [Lost password?](#)

For security purposes - we only support the following browsers:
IE 8.0+, Firefox 3.0+, Safari 3.0+ and Chrome 2.0+.
If you do not have any of these installed on your system you must install or upgrade to one of them before you can login.

Use of this software, website, and services is subject to the [Terms of Use](#)

2. Click the **New User?** link to display the **New User Registration Form:**

Tips: (1) Organization is **St. Rose of Lima Parish, Newtown**; (2) create a Username that you will remember; (3) anything with “*” is a required field and must be filled in.

New User Registration Form

Step 1: Account Request

Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.

Organization:*

User Name:*

Password: A temporary password will be generated and emailed to you. Monitor your spam folder!

Step 2: Personal Information

This information is used to verify your identity in the database OR create a new family record.

First Name:* Country:*

Last Name:* Address:*

Nick Name: City:*

Primary Phone:* Region:*

Birth Date:* Postal Code:*

Step 3: Email Address

Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional fields help us find or update your family record.

Current Email:* Prior Email #1:

Confirm Current:* Prior Email #2:

3. Complete Steps 1 - 3 on the form. Required fields are marked with a red asterisk: *.
4. Click .
5. The application attempts to verify your personal information.
 - **If the application *can verify all of the information in your registration request***, it displays a confirmation message to inform you that your registration was successful. The application also sends an email containing your login credentials (username and a temporary password) to the email address you provided in your registration.
 - After you receive the email, log in to your account. Check your **Spam or Junk E-mail** folder if the email does not arrive within a few minutes after you submit your request.

- If you have a username and password, type them in the Username and Password fields. Then, click Login.
 - If you cannot remember your credentials, click the Lost password? link. Look in your Spam folder if you do not get an email.
 - If you are prompted to change a temporary password, keep the following in mind: your password is case sensitive and must contain at least six characters, two of which must be numbers. After you log in, your Home Page is displayed.
- **If the application *cannot verify all of the information in your registration request***, it displays an acknowledgment message to notify you that your registration was received. **Your registration request is put on hold** until an administrator can personally review it.
 - Review time varies, but the process is **typically completed within three days**. Upon approval, you will receive an email containing your login credentials (username and a temporary password).
 - Check your **Spam or Junk E-mail** folder if the email does not arrive within that time frame.
 - After you receive the email, log in to your account. Follow the login instructions above.
 - **If the application *cannot verify any of the information in your registration request***, it displays a message to inform you that the registration was not successful. The message provides one or more options to help resolve the problem. Choose the option that best fits your particular circumstance.

If you need assistance resolving the problem, please contact the Parish Office for support at database@strosechurch.com.