



## 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:

https://bridgeport.parishsoftfamilysuite.com

ParishSOFT®

Username \*

Password \*

Log In

New User? Lost password?

Or

Login With MinistryID

What's this?

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.

# ParishSOFT®

## 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 emailed to you following account approval.**  
Please monitor your spam folder. If you do not receive an email in the next few days, contact the organization.

### Step 2 Personal Information

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

First Name \*

Postal Code \*

Last Name \*

Address \*

Nick Name

City:

Primary Phone \*

State/Region:

Birth Date \*  
eg. MM/DD/YYYY

Country:

### Step 3 Email Address

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

Current Email \*  
eg. email@domain.com


Prior Email #1  
optional

Confirm Current \*

Prior Email #2  
optional

Submit Registration

Cancel

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.
    - When you are prompted to change a temporary password, it is easiest to **copy and paste the temporary password** into the field since it often contains a mix of unusual characters. When creating a new password, it 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 **if you have not heard back within 24 hours, contact us via [email](#)**. 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](mailto:database@strosechurch.com).