

## Registration Process New Faith Formation Families



New Families to Faith Formation must create two (2) accounts. The first is called a “My Own Church” account. The second is called a “ParishSoft” account.

How to create a **My Own Church** account :

1. On a DESKTOP computer, go to the Saint Thomas Parish website main page and click on the purple My Own Church icon. PLEASE NOTE THAT YOU CANNOT CREATE AN MOC ACCOUNT ON A MOBILE DEVICE.
2. Skip the Password box and click on the "New User" link on the bottom left.
3. Organization: Select St. Thomas Aquinas Parish, Bridgewater, MA from the drop down. PLEASE NOTE There are several ST. THOMAS AQUINAS PARISHE. Please be sure and select BRIDGEWATER, MA.
4. Create a unique User Name (please write it down). PLEASE NOTE THAT THE SYSTEM WILL TELL YOU IF THAT SCREEN NAME IS AVAILABLE WITH A GREEN CHECK MARK.
5. Follow the prompts to finish creating your MOC Account.
6. Use your head of household's name to create your account. DO NOT use a child's name.
7. Be sure to include a phone number. We are unable to host your child in class without a phone number for emergency purposes.
8. Submit and you are done!

In 24-48 hours, you will receive an email message with a temporary password to use. Please check your junk/spam/trash folders, as well as your inbox.

How to create a **ParishSoft** account :

1. Using a desktop or laptop computer, go to [boston.parishsoftfamilysuite.com](http://boston.parishsoftfamilysuite.com).

2. Mobile phones will not work for this process.
3. Log-In using the credentials you created when opening your “My Own Church” account. If you cannot login, please click “Forgot Password” and reset your password.
4. Click on the “My Own Church” link.
5. Go to the “My Family” tab at the top.
6. Click on “Family Details”.
7. Click on “Edit Details” (teal blue button at the bottom of the page).
8. Fill in all data related to your family, your children especially, by clicking “Family Details.” Please fill in as much information about your children as you can. This will help with later communications. Please note that if your student is not entered into your family profile, you will not be able to register him/her for classes.
9. Save your changes when you are done.

Once **Registration Opens** on Monday, September 14:

In ParishSoft, click the “Home” tab.

Click the “Faith Formation” tab at the top.

Select Online Registration to the left.

Select term (2020-2021).

Choose your student’s name to add your student.

Select grade.

Indicate any special needs required.

Repeat these same steps for each child you wish to add.

Hit Submit to complete the data.

Click the “Home” tab at the top.

Click the “My Offerings” Tab.

Click On-Line Giving.

To pay for classes, you will be taken to a separate website called WESHARE.

Click "Attend this Event".

Please complete all data fields and pay for your student(s) so we may mark your registration complete.

Online Learning credentials will be emailed to families prior to the first week of classes, which is October 11, 2020.

Please reach out to Kristine Smith, Administrative Assistant, at [faithformation@sta-parish.org](mailto:faithformation@sta-parish.org) or 508-697-3652 if you need any assistance with this process.