

Registration Process Returning Faith Formation Families



Please log into ParishSoft to ensure you have access to your account.

The fastest way to check your credentials is to head to the Saint Thomas Aquinas website and click on the MY OWN CHURCH ICON, which can be found in the lower right hand corner. This will take you to the ParishSoft Main Page.

[Saint Thomas Aquinas Home Page](#)

If you have forgotten your User Name, please email Kristine Smith, Administrative Assistant, at faithformation@sta-parish.com. Kristine will look up your record and respond to your email. Please include your First and Last name so we can find the correct record.

If you have forgotten your Password, please click “Lost Password?” and follow the prompts to reset your password.

Please be sure that all of your children are listed in your profile and that your contact information and address is up-to-date.

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 or 508-697-3652 if you need any assistance with this process.