



THE HOLY ROOD
COLLABORATIVE

Family Faith Formation Program 2024/25

DIRECTIONS: NEW FAMILIES ONLINE REGISTRATION

St. John the Evangelist, St. Mary and St. Margaret of Scotland

phone: (978) 256-2374 website: www.theholyrood.org

REQUEST A MY OWN CHURCH ACCOUNT

1. Visit www.theholyrood.org/faith-formation-registration
2. Click on your Parish
3. Click on the ConnectNow image
4. Click on the "New User?" link
5. From the drop-down box at the ORGANIZATION prompt, choose the parish in which you are registering
 - St Mary Parish, Chelmsford (no period (.) after St)
 - St John the Evangelist Parish, North Chelmsford (no period (.) after St)
 - St. Margaret Parish, Lowell
6. Create a Username (please write it down)
7. First and Last Name = You or Your Spouse's name, NOT child[ren]'s name
your child[ren]'s name and information will be entered at the registration phase
8. SUBMIT
9. In 3-5 business days, you will receive an email message from ParishSOFT
this will include a temporary password... write it down!
if not found in your inbox, please check your spam/junk folder

OPEN YOUR ACCOUNT

1. Visit www.theholyrood.org/faith-formation-registration
2. Click on your Parish
3. Click on the ConnectNow image
4. Enter the Username you created when you requested your MOC Account
5. Enter the temporary password exactly as it was given to you
6. Click on the blue LOG IN button
7. Create your own password [case sensitive and must include 1 special character] and write it down
8. At the message "password successfully sent" click on the 'HERE' link
sign in using your own newly created password
9. Agree to Terms of Use

UPDATE FAMILY INFORMATION

1. Click on the "MY FAMILY" blue link under "quick links"
2. Click on "FAMILY DETAIL" link above "my family"

REGISTER YOUR CHILD(REN)

1. Click on 'REL ED ONLINE REG' in left hand navigation bar
2. Select enrollment term 2024/2025
3. Add students and select their September 2024 grade-level

STILL HAVE QUESTIONS? Contact Elaine at ekindler@theholyrood.org