

# WANT TO ACCESS THE DIRECTORY ON YOUR SMARTPHONE? USE THE FREE APP!

To access the digital directory on your smartphone, we highly recommend using the **Instant Church Directory** app instead of a web browser. To download the app, simply go to the App Store on your mobile device, search for *Instant Church Directory* and download it. You will use your email address listed in the directory to CREATE A LOGIN the first time you use the directory app.



**Need help?**  
**Call the parish**  
**office at 223-1033.**



## 5 STEPS TO GET STARTED USING A WEB BROWSER:

**1**

Cathedral of the Holy Spirit  
519 Raymond Street | Bismarck, ND 58501  
701-223-1033

Home | Faith Formation | Stewardship Opportunities | Parish eGiving | Our Story

Instant Church Directory™

- Go to **cathedralparish.com**. Click on the Instant Church Directory logo which will take you to the login page.

**2**

Instant Church Directory™  
Church Member Sign In

Email address in your church's directory

Password

Sign In

Forgot password?

**First time signing in?**

Create Login

Are you a church admin? Sign in here.

- Click on the **Create Login** button under **First time signing in?**

**3**

Instant Church Directory™  
Welcome!

Get started by using your email address to connect to your church's directory.

It's a good idea to use a strong password that you're not using elsewhere.

Password must be at least 8 characters and contain at least two of the following special characters: Capital Letters, Numbers or Symbols.

Email address in your church's directory

Create a password

Confirm password

Submit

- Enter the email address that we have on file for you in our church database. If you don't remember that email address or have never provided the parish office with an email address, contact a staff member at the parish office to help you.
- Create a password.
- Type the same password in the **Confirm Password** field and click **Submit**.
- Check your email inbox for an email from service@instantchurchdirectory.com. To complete the sign-up process, you will need to verify your email address by clicking on the link sent to you in that email.
- Once you confirm your email, you may sign in.

**4**

Instant Church Directory™

Home | Staff | Groups | Birthdays | Anniversaries

Howell

1427 Spring Valley Drive  
Springfield, SC 29155  
chris101@icd.com  
will@willbismarck.com  
will@icdparish.com  
(333) 333-3456  
Nov 10

Groups  
Men's Small Group  
Will

**Edit My Family**

- Scroll down to find your family (a house icon will appear by your last name). Click on your last name and then click **Edit My Family**.

**5**

Instant Church Directory™

Home | Staff | Groups | Birthdays | Anniversaries

Edit My Family

Family Last Name: Howell

Adults/Parents: will, Stephany

Children: Add Child

Address: 1427 Spring Valley Drive  
City: Springfield State: SC ZIP: 29155  
Family Phone Number(s):  
Family Email(s):

**Submit Edits**

- Here you can edit/add family details (your address, phone numbers, children's names, birthdays, anniversary date, etc.) and upload a family photo. Any information provided by you will be viewable by other parishioners, so only add information that you don't mind other parishioners viewing. We ask that you please include at least the following:
  - \* Your family's last name
  - \* First names of family members (click **Add Adult/Parent** or **Add Child**)
  - \* A family (or individual) photo (click **Upload Photo**)
- Please note: If you change your family email, you will need to choose "Create Login" the next time you try to log in on a web browser or the mobile app.
- Click the **Submit Edits** button. Each time you make a change and click **Submit Edits**, your submission needs to be reviewed by the parish office. To see the edits you made, you will need to wait at least 24 hours for your submission to be approved by the parish office.

**IF YOU NEED HELP WITH ANY OF THE ABOVE, CALL THE PARISH OFFICE AT 223-1033.**