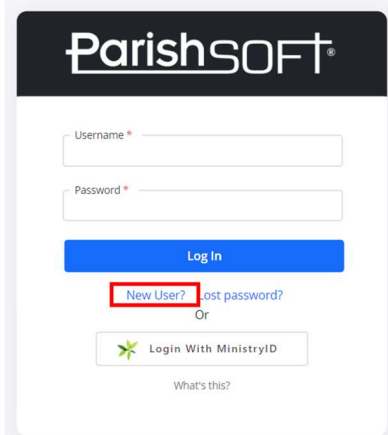


Welcome to Holy Spirit's Directory managed by My Own Church. Connect to the website: [Holy Spirit Parishsoft](https://siouxfalls.parishsoftfamilysuite.com/) or <https://siouxfalls.parishsoftfamilysuite.com/>

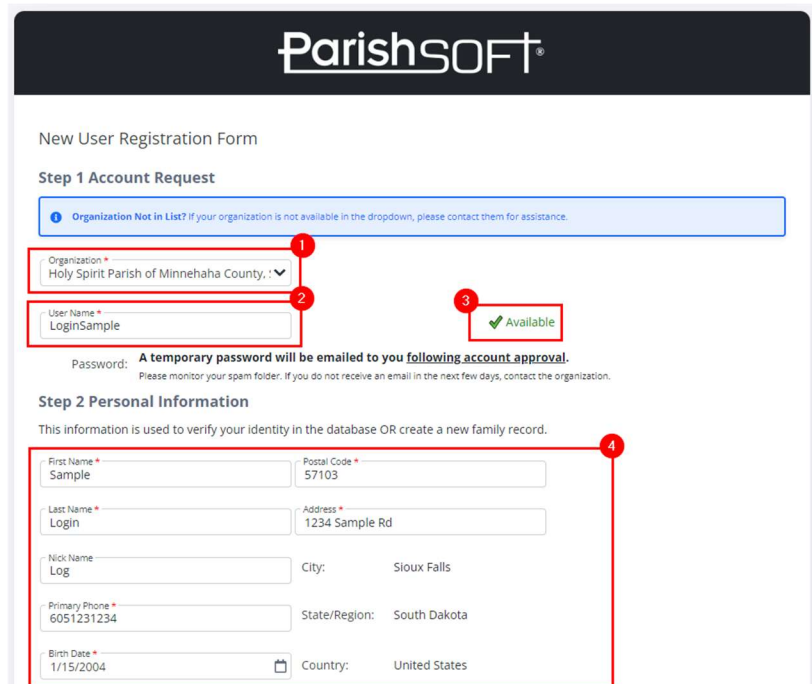
Click New User?



The login page features the ParishSoft logo at the top. Below it are input fields for 'Username *' and 'Password *'. A blue 'Log In' button is positioned below the password field. Underneath the button are links for 'New User?' (highlighted with a red box), 'Lost password?', and 'Or'. Below these links is a 'Login With MinistryID' button with a green star icon. At the bottom, there is a link that says 'What's this?'.

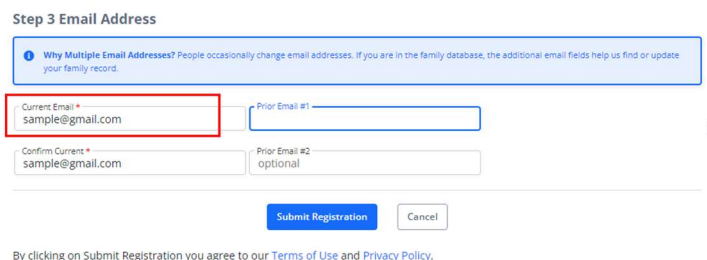
Creating a New User enables you to manage your Family Details and Offering. It is a secured site requiring a login and password to access. Information is submitted through the New User Registration Form. Holy Spirit personnel will approve the request. Once approved, you will receive a temporary password in your inbox. These requests are typically processed within 24 hours. If you have not received a temporary password, please check your spam folder.

1. Be sure to select Holy Spirit Parish of Minnehaha County
2. Your login should be your LastNameFirstName. All logins are case sensitive.
3. If the User Name you entered is available, a message will appear. If not available, please add a number to the end of the User Name.
4. All * fields are required. Recall, this is a secured site. Requests are each reviewed and approved by Holy Spirit staff.



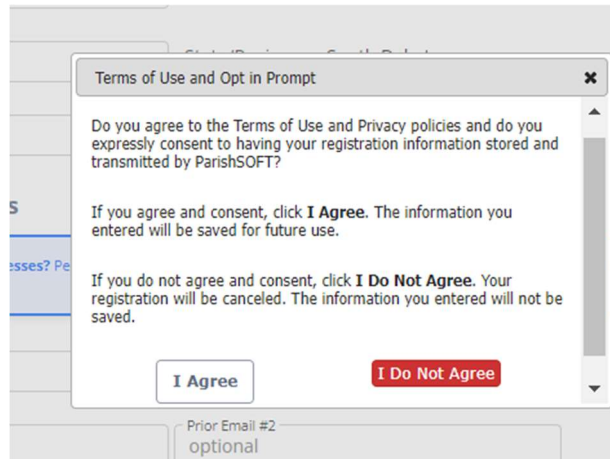
The registration form is titled 'New User Registration Form' and is divided into two steps.
Step 1 Account Request includes a dropdown for 'Organization *' (set to 'Holy Spirit Parish of Minnehaha County'), a 'User Name *' field (containing 'LoginSample'), and a 'Password' field. A message states: 'A 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.' A green 'Available' message with a checkmark is shown next to the username field.
Step 2 Personal Information includes fields for 'First Name *' (Sample), 'Last Name *' (Login), 'Nick Name' (Log), 'Primary Phone *' (6051231234), 'Birth Date *' (1/15/2004), 'Postal Code *' (57103), 'Address *' (1234 Sample Rd), 'City' (Sioux Falls), 'State/Region' (South Dakota), and 'Country' (United States). Red numbers 1 through 4 are placed near various fields to correspond with the numbered list in the adjacent column.

Email address is required for matching with current Holy Spirit parishioners. This is also the email addressed used for Password resets and Holy Spirit Communications.



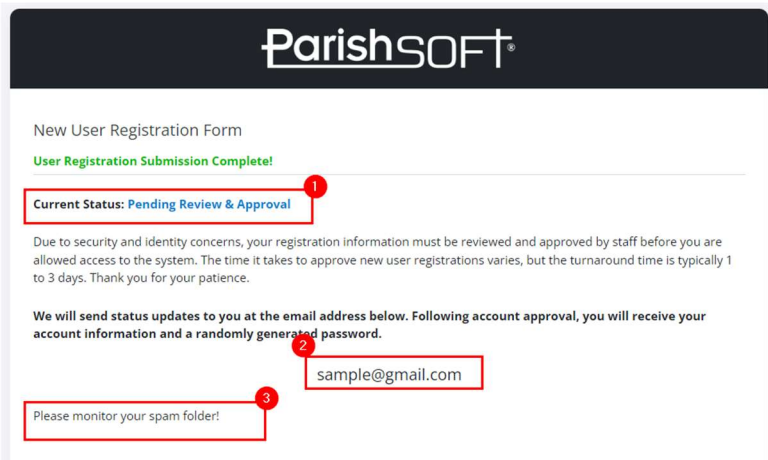
This section is titled 'Step 3 Email Address'. It contains a message: 'Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional email fields help us find or update your family record.' Below this are input fields for 'Current Email *' (sample@gmail.com), 'Prior Email #1', 'Confirm Current *' (sample@gmail.com), and 'Prior Email #2 optional'. At the bottom are 'Submit Registration' and 'Cancel' buttons. A footer note states: 'By clicking on Submit Registration you agree to our Terms of Use and Privacy Policy.'

You will be prompted to agree to the terms of use.



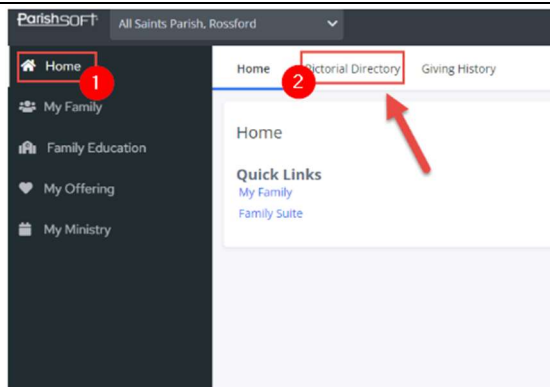
After agreeing to the Terms and Conditions, you will see:

1. Status of request
2. Note the email address that will be used by Holy Spirit office for your temporary password.
3. Note, this email may end up in your Spam folder.



The **Pictorial Directory** displays all people with a relationship to Holy Spirit Parish. You may search for a person by Family or Member.

All information is secured and only persons who “Opt-In” will have their picture and/or contact information shared. This can be managed on the MyOwnChurch, My Family tab.



To search the directory:

1. Pictorial Directory
2. Select Search Options, Families or Members
3. Enter a Last Name or First Name to Filter the list.
4. Click Search
5. Results will be displayed here.

Recall the confidentiality agreement, information is used for church business only as you agreed upon in the Terms of Use above.

