

## **St. Jerome Catholic Church Self-Registration Instructions**

Welcome and thank you for registering with St. Jerome Catholic Church in Newport News, Virginia! The Catholic Diocese of Richmond uses a centralized parishioner database called Parishsoft. The link is:

<https://richmond.pariahsoftfamilysuite.com/>

If you are already registered at another parish within the Catholic Diocese of Richmond, it's very likely you are already in that system!

Here is how to register with your new parish.

### **STEP 1:**

Using the registration link, click "New User?" See picture below:

ParishSOFT® Connecting People and the Church

Welcome - Log In Below

Username:\*

Password:\*  [Log In](#)

[New User?](#) [Lost password?](#)

For security purposes - we only support  
**IE 9.0+, Edge, Chrome, Firefox**  
If you do not have any of these browsers, please  
upgrade to one of them before you log in.

Use of this software, website, and services is subject to the [Terms of I](#)

Application Version #: 4.4.7.17, Database Version #: 4.4.7.17 updated on: 1/15/20  
[Release Notes](#)

### **STEP 2:**

Select "Saint Jerome, Newport News" as your organization, choose a User Name for the website, and fill in some basic information about yourself. See picture on following page:

### Step 1: Account Request

**Organization Not in List?** If your organization is not available in the dropdown, please contact them for assistance.

Organization:\* Saint Jerome, Newport News

User Name:\*

Password: **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.

### Step 2: Personal Information

This information is used to verify your identity in the database OR create a new family record.

First Name:\*

Postal Code:\*

Last Name:\*

Address:\*

Nick Name:

City:

Primary Phone:\* eg. 555-123-1234

State/Region:

Birth Date:\* eg. MM/DD/YYYY

Country:

### Step 3: Email Address

**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.

Current Email:\* eg. email@domain.com

Prior Email #1: optional

Confirm Current:\*

Prior Email #2: optional

### STEP 3:

The parish staff will approve your registration, and you will receive an email with a temporary password to finish filling in your information.

### STEP 4:

Expect to be contacted by a member of the Parish Council, they would love the opportunity to meet with a new parishioner and make you aware of our many events, classes (for children, teens and adults), and ministries

### ALL DONE:

Thank you again for using our online registration process and we look forward to seeing you.