

**Step 1:** member.stjohnvalleyne.com

(if that url isn't working for some reason Omaha.parishsoftfamilysuite.com will take you there too)

ParishSOFT® Connecting People and the Church

Welcome - Log In Below

Username:

Password:  [Log In](#)

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

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

Application Version #: 4.5.3.4803, Application Date: 8/6/2019 10:51:54 PM, Database Version #: 4.5.3.4803 updated on: 8/6/2019

[Release Notes](#)

Click "New User"

**Step 2:** Complete ALL fields with an asterisk ( \* ) and then Click "submit"

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New User Registration Form

**Step 1: Account Request**

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

Organization:

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:  State/Region:

Birth Date:  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:  Prior Email #1:

Confirm Current:  Prior Email #2:

[Submit Registration](#) [Cancel](#)

By clicking on Submit Registration you agree to our [Terms of Use](#) and [Privacy Policy](#).

**Step 3:** You will receive this message once submitted. Next step, watch your email (including Spam folder) for an email

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New User Registration Form

**User Registration Submission Complete!**

Current Status: [Pending Review & Approval](#)

Due to security and identity concerns, your registration information must be reviewed and approved by staff before you are allowed access to the system. The time it takes to approve new user registrations varies, but the turnaround time is typically 1 to 3 days. Thank you for your patience.

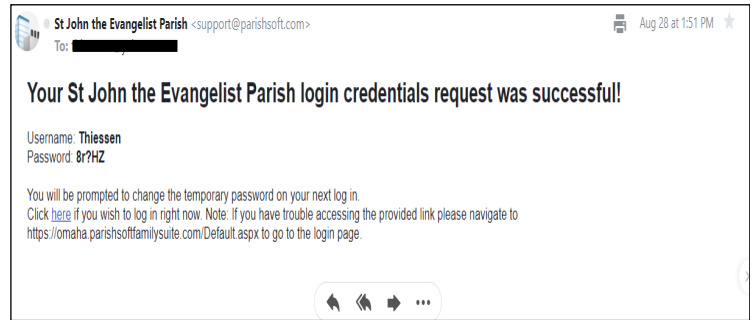
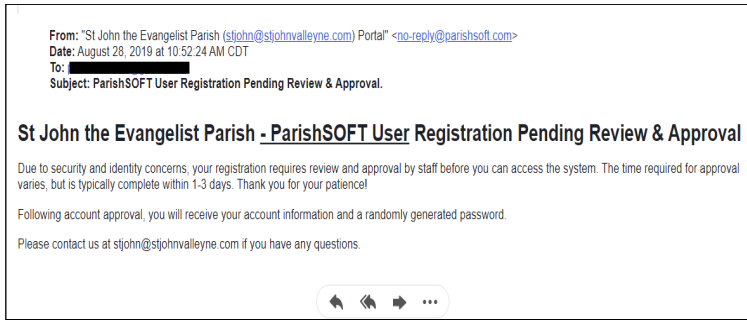
We will send status updates to you at the email address below. Following account approval, you will receive your account information and a randomly generated password.

**Your Email Address Will Appear Here**

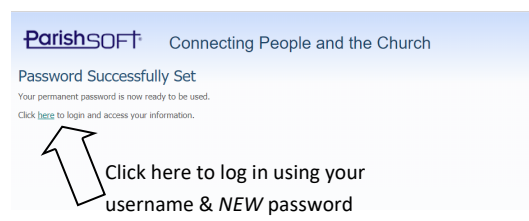
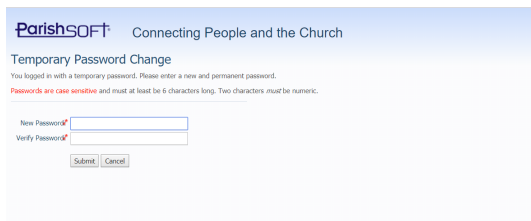
Please monitor your spam folder!

[< Back to Login page](#)

**Step 4:** You will receive 2 emails. The first email “ParishSOFT User Registration Pending Review & Approval” just states that the church received your information and will process it. The second email “St John the Evangelist Parish login credentials” will give you your username and a temporary password. Use the “Click here” in the email to redirect to the website.



**Step 5:** Log in using your username and the temporary password. Follow the prompts to change the password to one of your choosing. Then, log in using your username and NEW password.



**Step 6:** Once logged in click “My Family” tab & then click “Family Details”



**Step 7:** Use the “family details” tab to update family information & use the “member details” to edit member details. You will have to click on the **Edit Details** button BEFORE it will allow you to edit. If opting out of directory, uncheck the publishing options. Be sure to SAVE all changes!

