

# Process for Online Religious Education Registrations

**Step 1:** Family signs up for a My Own Church Account (This gives parent access to parishsoft family details).

**Step 2:** Register for RE class through My Own Church account under the Religious Education Tab.

## Step 1

### How to sign up for a new My Own Church Account

(if you already have an account, you may skip this step)

1. Go to <https://denver.parishsoftfamilysuite.com>
2. Click the **New User?** Link to display the New User Registration Form



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 \* 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

Submit Registration Cancel

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

that your registration was successful.



Use the drop down menu and select:  
*St. Michael Catholic Church, Craig OR  
Holy Family Catholic Church, Meeker OR  
St Ignatius Catholic Church, Rangely*

Complete Steps 1 – 3 on the form. Required fields are marked with a red asterisk: \*

3. Click Submit Registration

The application will verify your personal information and display a confirmation message to inform you

You will receive an email containing your login credentials (username and temporary password) to the email address you provided in your registration. When you log in the first time you will be prompted to change your password.

## Step 2

### Register Online for Religious Education Classes

**ParishSOFT**  
by Ministry Brands™

1. After receiving Login credentials go to <https://denver.parishsoftfamilysuite.com> to log in to your My Own Church Account

Username \*

Password \*

**Log In**

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

2. On the home page click on the Religious Education Link

St. Michael Catholic Church  
Craig

Home Giving History

Home

**Quick Links**  
[My Family](#)

**Suspense Activity**  
My data changes that were not approved: (0). [View Activity](#)

3. Follow Prompts and Complete sections 1 – 3.

In section one, correct any details that need corrected and **add children** to family record.

St. Michael Catholic Church  
Craig

Online Registration

**1. Review Current Family Details**

First Name	Last Name	Primary Phone	Emergency Phone	Primary Address	Family Email
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Information Correct? Make sure your information is current: **Update Family Record**

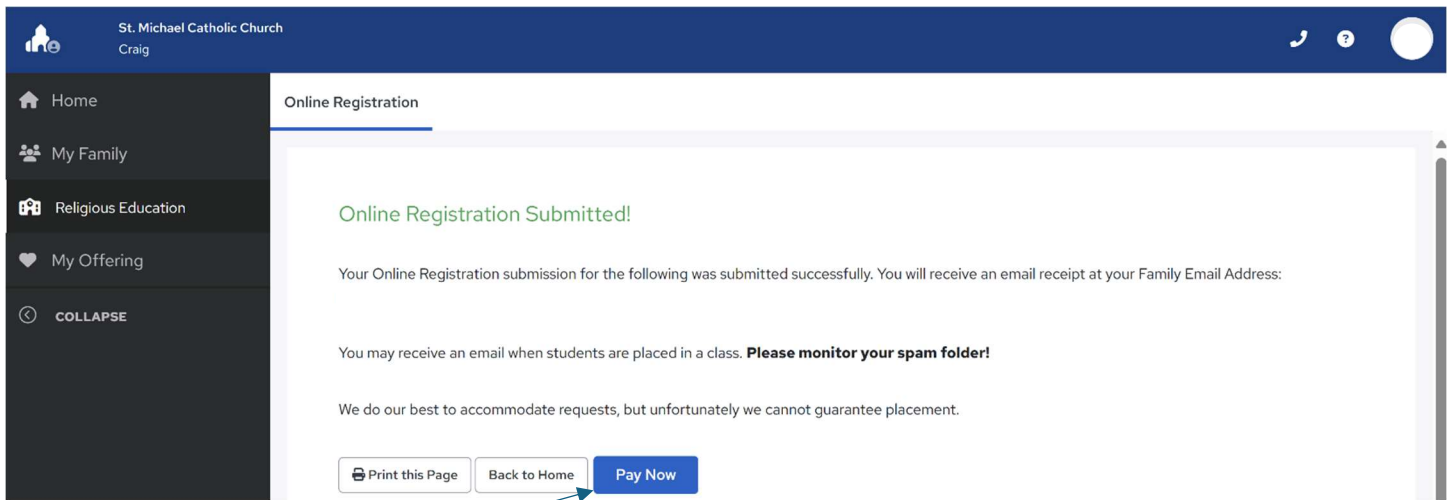
**2. Select Enrollment Term**

**3. Add Students**

Total Students: 0

You must Select an Enrollment Term to Add a Student.

After you **Submit Registration** you will receive a confirmation page that looks like this:



4. Click the Pay Now button to pay by bank account or credit card.

By clicking Pay Now you will be directed to our payment page, please follow the prompts to complete a one time payment.

**2024-2025 Religious Education Cost is \$60 per student (or \$90 per immediate family).**

All Done.

Congratulations!!



If you have any questions  
contact the office at  
970-824-5330 ext 4.