

St Rose of Lima Catholic Church  
Online Religious Education Registration  
2017-2018

St. Rose of Lima and all of the parishes in the Archdiocese of Washington have begun using ConnectNow software by ParishSoft to connect parishioners to their parish. This year, we will be using ConnectNow to process our registration for religious education.

**Part One: Signing up for a ParishSoft ConnectNow Account**

- Go to: <https://connectnow.parishsoft.com/washingtondc/>
- Click “New User?”
- Complete the requested information, in particular:
  - *Organization:* St. Rose of Lima, Gaithersburg
  - *User Name:* Choose a username
  - *Current Email/Prior Email:* Please use an email address that you have previously given the parish if possible
- Click “Submit Registration”
- After the registration has been submitted it will be processed and you will receive an email with a temporary password. You will need to log in and change your password. Please allow three business days for it to be processed and accepted. If it has not been processed within three days, check your spam/junk folder to make sure that the email is not there. If you do not receive an email with password, contact Fr. Justin Huber (fatherjustin@StRose.com)

**Part Two: Registering for Religious Education Classes**

- After your account is active, go to <https://connectnow.parishsoft.com/washingtondc/> to log in.
- When you log in, you should see menu along the top labeled, “Family Education”.
- Click “Family Education” – you will see “Online Registration” directly below. Click “Online Registration” to begin the process.
- Review your family details (Step 1) to ensure that your contact information is correct.
- For Enrollment Term (Step 2) select “2017 – 2018”
- Once the enrollment term has been selected, click “+ Add Student” (Step 3).
- This will allow you to submit preferences for each student
  - Select the student name
  - Select the grade for which you are registering your child (their grade for the 2017-2018 school year)
  - Describe any special learning needs or medical needs.
  - Select Class preferences. The available classes are determined based on the grade level that you have submitted for your child. Typically, the options will be Tuesday evening classes or Family Formation.
  - Once finished, click “Save Student.” If you have additional students, click “+ Add Student” again to add additional students.
- Once finished, click “Submit Registration”
- You will then receive an email with instructions on who to submit payment for religious education.
- Registration is NOT complete until payment is received by the parish and you receive a confirmation email.