

Creating a user account is a one-time process. The process requires you to submit a few details of personal information to verify your identity to the system. It takes just a few minutes to complete the information required to set up an account. Use the following procedure to set up an account.

1 In your web browser, enter the URL for ConnectNow:

**<https://connectnow.parishsoft.com/manchester>**

The ConnectNow **Welcome** screen is displayed:

2 Click the **New User?** link to display the **New User Registration Form:**

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

Select **Our Lady of the Miraculous Medal, Hampton** in the *Organization* dropdown menu.

4 Click **Submit Registration** to submit your information to the system. The system attempts to verify your personal information.

5 Do one of the following:

- If the system can verify all of the information in your registration request, it displays a confirmation message to inform you that your registration was successful. The system also sends an email containing your login credentials (username and temporary password) to the email address you provided in your registration.

After you receive the email, log in to your account. Check your **Spam** or **Junk E-mail** folder if the email does not arrive within a few minutes after you submit your request.

- If the system cannot verify all of the information in your registration request, it displays an acknowledgement message to notify you that your registration was received. Your registration request is put on hold until an administrator can personally review it.
- Review time varies, but the process is typically completed within three days. Upon approval, you will receive an email containing your login credentials (username and temporary password). Check your **Spam** or **Junk E-mail** folder if the email does not arrive within that time frame. After you receive the email, log in to your account.
- If the system cannot verify the information in your registration request, it displays a message to inform you that the registration was not successful. The message provides one or more options to help you resolve the problem. Choose the option that best fits your particular circumstance. If you need assistance resolving the problem, Chris or Sherry at 603-926-2206.