PARISHSOFT
NEWSLETTER

Brought to you weekly by the Diocese of Salt Lake City

Our Goal is to make ParishSOFT information easily accessible to all Parishes in the Diocese, and guide all with simple tips & tricks when using ParishSOFT 💡

Our Weekly Focus: How to Capture New Member Information

An important part of ParishSOFT is having accurate data information and maintenance of the information.

This helps parishes and the diocese know how many parishioners we have and effectively be able to communicate with our communities. When registering a new parishioner and/or family, we need to capture the following information correctly (highlights included):

- First Name
- Last Name
- Type (i.e. Head, Husband, Wife, Son, Daughter, etc.)
- Birth Date
- Salutations (i.e. Mr., Mrs., Miss, Rev, etc.)
- Email Address
- Address Line
- Postal Code

If you are adding more than one family member when registering a new family to your parish, you will select the option "Save & New":

When you are done capturing all the details of the new family and/or members on ParishSOFT, you will select the option "Save & Finish":

ParishSOFT Latest Update

ParishSOFT has been introducing a Two-Factor Authentication login portal that began **Tuesday, February 13, 2024.** Essentially when you login, a secure code will be sent to your email when you attempt to login. You will need to enter the code emailed to you when you login.

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ParishSOFT Latest Update (cont.)

PLEASE NOTE that each login attempt will require you to access your email for the secure code. However, Administrators and users will have the option to check a box opting out of the verification for 30 days, but this will lapse after 30 days and require verification via the secure code sent to your email address.

For more information regarding the Security Best Practices and why ParishSOFT is making this change, please **_click here_**.

If you have any questions or challenges with the Two-Factor Authentication, please contact me via email or telephone.

For more information on training and updates, you can visit the ParishSOFT website via the links provided for their **Success Lab** and **Home Support Page**.
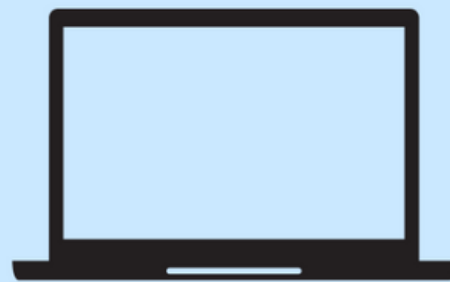
ParishSOFT Success Lab

ParishSOFT Home Support Page

For All ParishSOFT FamilySuite related matters, contact:

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