



# Immaculate Heart of Mary Church Census

## Instructions for Entering Your Individual and Family Information

1. After registering for the census, you will receive an automated email telling you that your registration is being reviewed and approved for security purposes.
2. You will receive a second email that will include your username and a temporary password. Write them down being careful to note upper and lower case letters.
3. Click on the link in the email to take you to the login page.
4. Login using your username and temporary password from the email. You will be immediately prompted to create a new password. Your new password...
  - a. Must be at least 6 characters long
  - b. Must contain two numbers
5. Enter your new password into the Password box and then enter it again into the Verify Password box. Write it down so that you will remember it for future use.
6. The next screen to appear will have a "Click here" link that will take you back to the login page. Click the link and then login with your username and new password.
7. You will see a Terms of Use screen. Read and click "I agree".
8. You will now be taken to the homepage. Click "My Family".
9. On the "My Family" screen, click "Family Detail". Now you are ready to enter your data.
10. Click "Edit Details" at the bottom of the screen. Then you can add or edit any information on the page. On the right you will see tabs for Home, Mailing and Other addresses:
  - a. Home: Fill in the address of your residence closest to IHM Church.
  - b. Mailing: Fill in the address under this tab if you use a P.O. Box to receive mail.
  - c. Other: Fill in this address if you have a residence that you use outside of Austintown. Also fill in the box to enter the dates you stay in that home.
11. When you are finished adding information on this screen, click the "Save" button at the bottom of the screen. You may see an Invalid Address error pop-up. If so, just hit "OK".
12. Click "Member Details" tab at the top of the screen. You will see the first name of the person who registered in the system.
13. Click "Edit Details" at the bottom of the screen and add/edit any of the details on this screen. Click on all the tabs to add detail to your profile. View the accompanying video for more information. Click "Save" when finished.
14. Look for the "Add" button on the second level of tabs from the top of the screen. Click "Add" to add another family member to the system. Fill in the details for this person and then click "Add" at the bottom of the screen to save this person's information or "Add & New" if you have additional family members to add. View the accompanying video for more information.
15. After you have added all of your family members and their information, you are finished. You may return to the system with your Username & Password and update the information at any time. You can access the system from the IHM Parish homepage or by accessing <https://connectnow.parishsoft.com/youngstown/>