

Please follow these directions to access or set up your “My Own Church” account and complete Faith Formation Online Registration:

1. Go to the SFX parish website: www.stfrancissartell.org
Click the **button on the home page** that says “2017-18 Faith Formation Registration”.
2. You should see a login page for Connect Now (our database).

Returning users: If you set up a user name and password last fall please use that to log in.

- If you don’t remember your user name please contact us for help, or... have another family member set up their own user name and password by clicking “New User” Your child cannot access registration, however, so it must be an adult.
- If you forget your password and are locked out, close your browser and start again or request a new password.

New users: Choose “New User” which is below the login boxes.

2. Choose St. Francis Xavier, Sartell, from dropdown menu. Create a User Name of your choice.
3. Complete the form and send. **This is NOT an automated process. We receive your request and have to process everything manually to generate a temporary password for you. We try to check for requests several times daily.**

You will receive a confirmation email shortly with a temporary password. At that point you can reset a password of your choosing.

Please call us at the Faith Formation Office, 320-252-8761, or you may call Shelby’s cell if it is after 5 pm, 320-282-2488 if you are experiencing difficulty with this process.

Once you have your user name and password set up you may continue with registration for this year:

3. When you have logged in, choose “My Own Church” from the list.
4. Select the “St. Francis Faith Formation” tab.
5. Click “**Online Registration**” (**it’s on the blue bar, under Home and My Family**)
 - Update your family contact information as needed. We especially need current email, cell phone, emergency contact info and mailing address. **You will need to click the “Edit” button** at the bottom of the screen when you are on your family information page. Once you have done that you will be able to edit any information which needs updating.
 - Choose the enrollment term “2017-2018”
 - Click “Add Student” button.
 - Select your child’s name from the dropdown list.
 - Choose the grade for NEXT year
 - Enter info regarding special learning needs and medical info
 - Select the class/session you wish to register your child for.

When you have registered all of your children click the “Submit Registration” button at the bottom of the page. You will receive a confirmation of the registration within 1-3 days. We need to confirm each individual registration manually. If you do not hear from us please contact us to confirm.

Your payment can be made on the SFX parish website using the DONATE button or by check to SFX.