

How to Effectively Manage Staff and Permissions in ParishSOFT Family Suite

Elaine Tank
ParishSOFT



ParishSOFT®
Celebrating 20 Years of Service

Today's Agenda

- **Importance of Permissions**
- **What is Appropriate Access?**
 - **Permission Guidelines**
- **Best Practices**
- **Types of Access**
- **Granting Access**
- **Ending Access**

Importance of Permissions

Why do we need permissions?

- Access to the Program
- Access Control
- Data Security



What is Appropriate Access?

- Grant only the privileges that are required for the job function, not every member needs a login.
- Limit who has the ability to delete.
 - Are delete permissions needed to perform their job?
- Only one or two Organization Admin
 - Only a select few need full rights to the application.

Trust just simply
is not an
acceptable
security strategy.

What is Appropriate Access?

Permission Guidelines

- **Pastor, Parish Administrator and/or Business Managers:** Organization Admin
- **Secretary:** Add/Edit/Print for Family Directory
 - View/Print for other Modules; Delete rights??
- **Bookkeeper:** Add/Edit/Print for Offerings and Family Directory.
- **Religious Ed Coordinator:** Add/Edit/Print for Religious Education & Tuition
- **Liturgy Coordinator (Or Ministry Scheduler):** Add/Edit/Print for Ministry Scheduler and View/Print for Family Directory.



Best Practices

- Email Accounts that use your organization's domain name
- Individual Accounts with Unique Logins
 - NO shared accounts
- Periodic Authorization Reviews



Best Practices

- Set up email accounts that use your organization's domain name.
- Named user email accounts
- <https://www.parishsoft.com/news/where-are-you-with-email/>





Best Practices



Use Individual Accounts with Unique Logins

Welcome - Log In Below

Username:*

Password:*



NOT shared accounts

Welcome - Log In Below

Username:*

Password:*



Best Practices

- **Schedule periodic authorization reviews of all user accounts.**
 - **Change in Job Responsibilities**
 - **Individuals Leave**



Types of Access

- **Organization Admin**
- **ParishSOFT Access**
- **Suspense Reviewer**
- **ParishSOFT Modules**

Types of Access: Organization Admin

Assignments Positions Access Rights Notes St William Parish, Ann Arbor: Administrator

Start Date: 5/1/2017 End Date: Assignment Deleted Primary Assignment Show in Kenedy Dir.
 Grant Login Privileges Edit/View Pastoral Notes

ParishSOFT Modules

Organization Admin

[Select All](#) - [Clear All](#)

<p>Family Directory</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View<ul style="list-style-type: none"><input checked="" type="checkbox"/> Add/Edit<input checked="" type="checkbox"/> Delete<input checked="" type="checkbox"/> Print<input checked="" type="checkbox"/> Import	<p>Offering</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View<ul style="list-style-type: none"><input checked="" type="checkbox"/> Add/Edit<input checked="" type="checkbox"/> Close Batch<input checked="" type="checkbox"/> Delete<input checked="" type="checkbox"/> Giving History<input checked="" type="checkbox"/> Import<input checked="" type="checkbox"/> Print	<p>Ministry Scheduler</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View<ul style="list-style-type: none"><input checked="" type="checkbox"/> Add/Edit<input checked="" type="checkbox"/> Delete<input checked="" type="checkbox"/> Print	<p>Religious Education</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View<ul style="list-style-type: none"><input checked="" type="checkbox"/> Add/Edit<input checked="" type="checkbox"/> Delete<input checked="" type="checkbox"/> Print<input checked="" type="checkbox"/> Tuition
<p>Tuition</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View<ul style="list-style-type: none"><input checked="" type="checkbox"/> Add/Edit<input checked="" type="checkbox"/> Delete<input checked="" type="checkbox"/> Print<input checked="" type="checkbox"/> Import	<p>IQ</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> View<ul style="list-style-type: none"><input checked="" type="checkbox"/> Add/Edit<input checked="" type="checkbox"/> Delete<input checked="" type="checkbox"/> Import/Export	<p>ParishSOFT</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> ParishSOFT Access<input checked="" type="checkbox"/> Suspense Reviewer	

Types of Access: ParishSOFT Access

Assignments Positions Access Rights Notes St William Parish, Ann Arbor: Administrator

Start Date: 5/1/2017 End Date: Assignment Deleted Primary Assignment Show in Kenedy Dir.
 Grant Login Privileges Edit/View Pastoral Notes

ParishSOFT Modules

Organization Admin

Family Directory

- View
 - Add/Edit
 - Delete
 - Print
 - Import

Offering

- View
 - Add/Edit
 - Close Batch
 - Delete
 - Giving History
 - Import
 - Print

Ministry Scheduler

- View
 - Add/Edit
 - Delete
 - Print

Religious Education

- View
 - Add/Edit
 - Delete
 - Print
- Tuition

Tuition

- View
 - Add/Edit
 - Delete
 - Print
 - Import

IQ

- View
 - Add/Edit
 - Delete
 - Import/Export

ParishSOFT

- ParishSOFT Access
- Suspense Reviewer

[Select All](#) - [Clear All](#)

Types of Access: Suspense Reviewer

Assignments Positions Access Rights Notes St William Parish, Ann Arbor: Administrator

Start Date: 5/1/2017 End Date: Assignment Deleted Primary Assignment Show in Kenedy Dir.
 Grant Login Privileges Edit/View Pastoral Notes

ParishSOFT Modules

Organization Admin

Family Directory

- View
 - Add/Edit
 - Delete
 - Print
 - Import

Offering

- View
 - Add/Edit
 - Close Batch
 - Delete
 - Giving History
 - Import
 - Print

Ministry Scheduler

- View
 - Add/Edit
 - Delete
 - Print

Religious Education

- View
 - Add/Edit
 - Delete
 - Print
- Tuition

Tuition

- View
 - Add/Edit
 - Delete
 - Print
 - Import

IQ

- View
 - Add/Edit
 - Delete
 - Import/Export

ParishSOFT

- ParishSOFT Access
- Suspense Reviewer

Select All - Clear All

Types of Access: ParishSOFT Module Access

ParishSOFT Modules

Organization Admin

Family Directory

- View
 - Add/Edit
 - Delete
 - Print
 - Import

Offering

- View
 - Add/Edit
 - Close Batch
 - Delete
 - Giving History
 - Import
 - Print

Ministry Scheduler

- View
 - Add/Edit
 - Delete
 - Print

Religious Education

- View
 - Add/Edit
 - Delete
 - Print
- Tuition

Tuition

- View
 - Add/Edit
 - Delete
 - Print
 - Import

IQ

- View
 - Add/Edit
 - Delete
 - Import/Export

ParishSOFT

- ParishSOFT Access
- Suspense Reviewer

[Select All](#) - [Clear All](#)

Types of Access

- **Organization Admin**
- **ParishSOFT Access**
- **Suspense Reviewer**
- **ParishSOFT Modules**

Granting Access

What You Need to Grant Access and Add a New Staff Member to your organization.

1. Organization Admin Permissions
 - Grant Login Privileges
2. An Email Address for the user you are adding.
3. A Family Record for the new user within the organization you are creating the staff record for.



Granting Access

ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT

St William Parish, Ann Arbor
Spindler.Kim (Kimberly Spindler)

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | **Administration**

Suspense ▾ | Lookups | System Setup ▾ | Organizations | **Manage Staff** | Module Settings | Utilities ▾ | Notifications

Staff List

St William Parish, Ann Arbor

A-Z | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

0-9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Filter Criteria: None | Filter Column: Name Ascending | Clear Filter

10 records ▾ | [Icons] | Position ▾

<input type="checkbox"/>	Name	Title	Suffix	Nick Name	Primary Position	Date of Birth	Organization	Organiza
<input type="checkbox"/>	Admin, Dio	Ms			Administrator	7/29/1960	St William Parish	50003
<input type="checkbox"/>	Scott, Lisa	Ms			Administrative Assistant	5/9/1971	St William Parish	50003
<input type="checkbox"/>	Spindler, Kimberly	Mrs.			Administrator	2/20/1973	St William Parish	50003
<input type="checkbox"/>	Trainer, Joe	Mr.			Bookkeeper	9/13/1981	St William Parish	50003

Page 1 of 1 (4 Records) < 1 >

Granting Access

HELP - CONTACT - HOME - SIGN OUT

ParishSOFT® Family Suite

St William Parish, Ann Arbor
User30 (Kimberly Spindler)

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | **Administration**

Suspense ▾ | Lookups | System Setup ▾ | Organizations | **Manage Staff** | Module Settings | Utilities ▾ | Notifications

Staff List

St William Parish, Ann Arbor ▾

A-Z | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

0-9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Filter Criteria: None | Filter Column: Name Ascending | Clear Filter

10 records ▾ | | | | | | | | | Position: ▾

<input type="checkbox"/>	Name	Title	Suffix	Nick Name	Primary Position	Date of Birth	Organization
<input type="checkbox"/>	Admin, Dio	Ms			unknown	7/29/1960	St William Parish
<input type="checkbox"/>	Scott, Lisa	Ms			Administrative Assistant	5/9/1971	St William Parish
<input type="checkbox"/>	Spindler, Kimberly	Mrs.			Administrator	2/20/1973	St William Parish
<input type="checkbox"/>	Trainer, Joe	Mr.			Bookkeeper	9/13/1981	St William Parish

Page 1 of 1 (4 Records) < 1 >

Granting Access

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | Administration

Suspense ▾ | Lookups | System Setup ▾ | Organizations | Manage Staff | Module Settings | Utilities ▾ | Notifications |

Add Staff

St William Parish, Ann Arbor

Prefix:

First Name:*

Last Name:*

Nick Name:

Middle Name:

Suffix:

Email Address:*

Gender:

Birth Date:

Maiden Name:

Staff Address

Address Type:

Find Member

Organization:

1 Last Name:*

First Name:

City:

2 Search

Add New Member Cancel



Granting Access

Member Search

Last Name:*
First Name:

1	Member Name	First Name	Last Name	EmailAddress	Address	City
<input checked="" type="radio"/>	Abler, Jason	Jason	Abler	abler@demoemail	2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Tracey	Tracey	Abler	cmann@parishsoft.	2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Griffin	Griffin	Abler		2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Parker	Parker	Abler		2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Spencer	Spencer	Abler		2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Parker	Parker	Abler		2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Griffin	Griffin	Abler		2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Tracey	Tracey	Abler	cmann@parishsoft.	2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Jason	Jason	Abler	abler@demoemail	2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Spencer	Spencer	Abler		2351 Ellsworth Rd	Ypsilanti

Page 1 of 16 (160 Records) ...

Granting Access

trainingdemo4.parishsoftfamilysuite.com says
Staff has been added successfully

OK

Member Search

Last Name:* Abler

First Name:

Search

	Member Name	First Name	Last Name	EmailAddress	Address	City
<input checked="" type="radio"/>	Abler, Jason	Jason	Abler	abler@demoemail	2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Tracey	Tracey	Abler	cmann@parishsoft.	2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Griffin	Griffin	Abler		2351 Ellsworth Rd	Ypsilanti
<input type="radio"/>	Abler, Parker	Parker	Abler			

 Please Wait While Your Content Loads...

Granting Access: Assignments

Abler, Jason (1000020)

Assignments

Positions

Access Rights

Notes

St William Parish, Ann Arbor: unknown

Additional Information

Username:*

SS Num:

Email Address:*

abler@demoemailaddress

Email Username:

Email Password:

Outgoing Mail Server:

Reset Password

Add Assignment

Add Additional Assignment

Assignments Details

Pri. Assignment	Organization	City	Primary Position	Hire Date	Release Date
<input checked="" type="checkbox"/>	St William Parish	Ann Arbor	unknown	5/25/2018	

1 of 1 (1 Assignments) < 1 >

Edit Details

Close

Granting Access: Assignments

Abler, Jason (1000020)

Assignments | Positions | Access Rights | Notes

St William Parish, Ann Arbor: unknown

1 Additional Information

Username*: Abler.Jason

SS Num:

2 Email Address*: abler@demoemailaddress

Email Username:

Email Password:

Outgoing Mail Server:

Reset Password

Add Assignment

Add Additional Assignment

Assignments Details

	Pri. Assignment	Organization	City	Primary Position	Hire Date	Release Date
-	<input checked="" type="checkbox"/>	St William Parish	Ann Arbor	unknown	5/25/2018	

1 of 1 (1 Assignments) < 1 >

3 Save Save & Close Cancel



Granting Access: Positions

Abler, Jason (1000020)

1

Assignments **Positions** Access Rights Notes

St William Parish, Ann Arbor: unknown

Edit Position
unknown

Org Directory Order
 Update Position

Position Notes

Position Details
Position listed at the top of the list is Primary

- unknown
- Administrative Assistant
- Administrator
- Adult Faith Formation
- Adult Faith Formation Coordinator
- Altar & Rosary
- ASP Clerk
- Associate Pastor
- Associate Pastor (Order)

2

Edit Details Close

Granting Access: Positions

Abler, Jason (1000020)

St William Parish, Ann Arbor: unknown

Assignments

Positions

Access Rights

Notes

Edit Position

unknown

Org Directory Order

Update Position

Position Notes

Position Details

Position listed at the top of the list is Primary

unknown

Administrative Assistant

Administrator

Adult Faith Formation

Adult Faith Formation Coordinator

Altar & Rosary

ASP Clerk

Associate Pastor

Associate Pastor (Order)

Save

Save & Close

Cancel

Granting Access: Positions

Abler, Jason (1000020)

Assignments

Positions

Access Rights

Notes

St William Parish, Ann Arbor: unknown

Edit Position

unknown

Org Directory Order

Update Position

Position Notes

Click on "Adult Faith Formation" and drag it to the top.

Position Details

Position listed at the top of the list is Primary

unknown

Adult Faith Formation

Administrative Assistant

Administrator

Adult Faith Formation Coordinator

Altar & Rosary

ASP Clerk

Associate Pastor

Associate Pastor (Order)

Save

Save & Close

Cancel

Granting Access: Positions

Abler, Jason (1000020)

St William Parish, Ann Arbor: unknown

Assignments

Positions

Access Rights

Notes

Edit Position

Adult Faith Formation

Org Directory Order

Update Position

Position Notes

Position Details

Position listed at the top of the list is Primary

Adult Faith Formation

unknown

Administrative Assistant

Administrator

Adult Faith Formation

Adult Faith Formation Coordinator

Altar & Rosary

ASP Clerk

Associate Pastor

Un-check the box next to unknown



Save

Save & Close

Cancel

Granting Access: Positions

Abler, Jason (1000020)

St William Parish, Ann Arbor: unknown

Assignments

Positions

Access Rights

Notes

Edit Position

Adult Faith Formation

Org Directory Order

Update Position

Position Notes

Position Details

Position listed at the top of the list is Primary

Adult Faith Formation

unknown

Administrative Assistant

Administrator

Adult Faith Formation Coordinator

Altar & Rosary

ASP Clerk

Associate Pastor

Associate Pastor (Order)

Save

Save & Close

Cancel

Granting Access: Access Rights

Abler, Jason (1000020)

Assignments Positions **Access Rights** Notes

St William Parish, Ann Arbor: Adult Faith Formation

Start Date: 5/25/2018 End Date:

Assignment Deleted Primary Assignment Show in Kenedy Dir.
 Grant Login Privileges Edit/View Pastoral Notes

ParishSOFT Modules

Organization Admin

Family Directory

- View
 - Add/Edit
 - Delete
 - Print
 - Import

Offering

- View
 - Add/Edit
 - Close Batch
 - Delete
 - Giving History
 - Import
 - Print

Ministry Scheduler

- View
 - Add/Edit
 - Delete
 - Print

Religious Education

- View
 - Add/Edit
 - Delete
 - Print
- Tuition

Tuition

- View
 - Add/Edit
 - Delete
 - Print
 - Import

IQ

- View
 - Add/Edit
 - Delete
 - Import/Export

ParishSOFT

- ParishSOFT Access
- Suspense Reviewer

[Select All](#) - [Clear All](#)

 **Edit Details** Close

Granting Access: Access Rights

Abler, Jason (1000020)

Assignments Positions **Access Rights** Notes

St William Parish, Ann Arbor: Adult Faith Formation

Start Date: 5/25/2018 End Date: Assignment Deleted Primary Assignmer Show in Kenedy Dir.
 Grant Login Privile Edit/View Pastoral Notes

ParishSOFT Modules

Organization Admin

6

Family Directory <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add/Edit <input type="checkbox"/> Delete <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Import	Offering <input type="checkbox"/> View <input type="checkbox"/> Add/Edit <input type="checkbox"/> Close Batch <input type="checkbox"/> Delete <input type="checkbox"/> Giving History <input type="checkbox"/> Import <input type="checkbox"/> Print	Ministry Scheduler <input type="checkbox"/> View <input type="checkbox"/> Add/Edit <input type="checkbox"/> Delete <input type="checkbox"/> Print	Religious Education <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add/Edit <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Tuition
Tuition <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add/Edit <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Import	IQ <input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add/Edit <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Import/Export	ParishSOFT <input checked="" type="checkbox"/> ParishSOFT Access <input checked="" type="checkbox"/> Suspense Reviewer	Select All - Clear All

7

Granting Access

ParishSOFT® Family Suite

HELP - CONTACT - HOME - SIGN OUT

St William Parish, Ann Arbor
Spindler.Kim (Kimberly Spindler)

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | Administration

Suspense ▾ | Lookups | System Setup ▾ | Organizations | **Manage Staff** | Module Settings | Utilities ▾ | Notifications

Staff List

St William Parish, Ann Arbor ▾

A-Z | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

0-9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Filter Criteria: None | Filter Column: Name Ascending | Clear Filter

10 records ▾ | Position:

<input type="checkbox"/>	Name	Title	Suffix	Nick Name	Primary Position	Date of Birth	Organization	Organiza
<input type="checkbox"/>	Abler, Jason	Mr.			Adult Faith Formation	3/16/1981	St William Parish	50003
<input type="checkbox"/>	Admin, Dio	Ms			Administrator	7/29/1960	St William Parish	50003
<input type="checkbox"/>	Scott, Lisa	Ms			Administrative Assistant	5/9/1971	St William Parish	50003
<input type="checkbox"/>	Spindler, Kimberly	Mrs.			Administrator	2/20/1973	St William Parish	50003
<input type="checkbox"/>	Trainer, Joe	Mr.			Bookkeeper	9/13/1981	St William Parish	50003

Page 1 of 1 (5 Records) < 1 >

Ending Access

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | **Administration**

Suspense ▾ | Lookups | System Setup ▾ | Organizations | **Manage Staff** | Module Settings | Utilities ▾ | Notifications |

Staff List

St William Parish, Ann Arbor

A-Z A B C D E F G H I J K L M N O P Q R S T U V W
0-9 0 1 2 3 4 5 6 7 8 9 Filter Criteria: None Filter Column: Name Ascending

10 records ▾ [Icons] Position ▾

<input type="checkbox"/>	Name	Title	Suffix	Nick Name	Primary Position	Date of Birth	Organization
<input type="checkbox"/>	Abler, Jason	Mr.			Adult Faith Formation	3/16/1981	St William Parish
<input type="checkbox"/>	Admin, Dio	Ms			Administrator	7/29/1960	St William Parish
<input type="checkbox"/>	Scott, Lisa	Ms			Administrative Assistant	5/9/1971	St William Parish
<input type="checkbox"/>	Spindler, Kimberly	Mrs.			Administrator	2/20/1973	St William Parish
<input type="checkbox"/>	Trainer, Joe	Mr.			Bookkeeper	9/13/1981	St William Parish

Page 1 of 1 (5 Records) < 1 >

Ending Access

Trainer, Joe (1010968)

Assignments Positions **Access Rights** Notes

St William Parish, Ann Arbor: Bookkeeper

Start Date: 4/7/2017 End Date: Assignment Deleted Primary Assignment Show in Kenedy Dir.
 Grant Login Privileges Edit/View Pastoral Notes

ParishSOFT Modules

Organization Admin

Family Directory

- View
 - Add/Edit
 - Delete
 - Print
 - Import

Offering

- View
 - Add/Edit
 - Close Batch
 - Delete
 - Giving History
 - Import
 - Print

Ministry Scheduler

- View
 - Add/Edit
 - Delete
 - Print

Religious Education

- View
 - Add/Edit
 - Delete
 - Print
- Tuition

Tuition

- View
 - Add/Edit
 - Delete
 - Print
 - Import

IQ

- View
 - Add/Edit
 - Delete
 - Import/Export

ParishSOFT

- ParishSOFT Access
- Suspense Reviewer

[Select All](#) - [Clear All](#)

 **Edit Details** Close



Ending Access

Trainer, Joe (1010968)

Assignments Positions **Access Rights** Notes

St William Parish, Ann Arbor: Bookkeeper

Start Date: 4/7/2017 End Date: Assignment Deleted

Primary Assignment Show in Kenedy Dir.
 Grant Login Privileges Edit/View Pastoral Notes

1

To specify a specific date click the calendar icon.

To end date as of today, select the Assignment Deleted checkbox.

ParishSOFT Modules

- Organization Admin

Family Directory

- View
 - Add/Edit
 - Delete
 - Print
 - Import

Offering

- View
 - Add/Edit
 - Close Batch
 - Delete
 - Giving History
 - Import
 - Print

Ministry Scheduler

- View
 - Add/Edit
 - Delete
 - Print

Religious Education

- View
 - Add/Edit
 - Delete
 - Print
- Tuition

Tuition

- View
 - Add/Edit
 - Delete
 - Print
 - Import

IQ

- View
 - Add/Edit
 - Delete
 - Import/Export

ParishSOFT

- ParishSOFT Access
- Suspense Reviewer

Select All - Clear All

2

Save Save & Close Cancel

Reset Password

Home | Family Directory | Religious Education | Offering | Ministry Scheduler | Tuition | IQ | **Administration** ¹

Suspense ▾ | Lookups | System Setup ▾ | Organizations | **Manage Staff** ² | Module Settings | Utilities ▾ | Notifications

Staff List

St William Parish, Ann Arbor

A-Z | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X

0-9 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Filter Criteria: None | Filter Column: Name Ascending

10 records ▾ | Position

<input type="checkbox"/>	Name	Title	Suffix	Nick Name	Primary Position	Date of Birth	Organization
<input type="checkbox"/>	Admin, Dio	Ms			unknown	7/29/1960	St William Parish
<input type="checkbox"/>	Scott, Lisa ³	Ms			Administrative Assistant	5/9/1971	St William Parish
<input type="checkbox"/>	Spindler, Kimberly	Mrs.			Administrator	2/20/1973	St William Parish
<input type="checkbox"/>	Trainer, Joe	Mr.			Bookkeeper	9/13/1981	St William Parish

Page 1 of 1 (4 Records) < 1 >

Reset Password

Scott, Lisa (1010879)

1 **Assignments** Positions Access Rights Notes St William Parish, Ann Arbor: Administrative Assistant

Additional Information

Username:*

SS Num:

Email Address:*

Email Username:

Email Password:

Outgoing Mail Server:

Add Assignment

Assignments Details

Pri. Assignment	Organization	City	Primary Position	Hire Date	Release Date
<input checked="" type="checkbox"/>	St William Parish	Ann Arbor	Administrative Assistant	10/20/2017	

1 of 1 (1 Assignments) **1**

2

Reset Password

Scott, Lisa (1010879)

Assignments Positions Access Rights Notes St William Parish, Ann Arbor: Administrative Assistant

Additional Information

Username:* lscott

SS Num:

Email Address:* scott@d

Email Username:

Email Password:

Outgoing Mail Server:

1 **Reset Password**

2 trainingdemo4.parishsoftfamilysuite.com says
Do you wish to Reset the password?
OK Cancel

3 **Reset Password Confirmation**
User new temporary password has been sent!
An email with the user's new temporary password has been sent to scott@demoemailaddress.com. It should arrive shortly.
OK

Release Date

Add Assignment

Add Additional Assignment

Save Save & Close **Cancel**

Reset Password

ParishSOFT®

Connecting People and the Church

Welcome - Log In Below

Username:*

Password:*

Log In

[New User?](#)

[Lost password?](#)

For security purposes - we only support the following browsers

IE 9.0+, Edge, Chrome, Firefox and Safari.

If you do not have any of these installed on your system you must install or upgrade to one of them before you can login.

Use of this software, website, and services is subject to the [Terms of Use](#)

Application Version #: 4.4.3.8, Database Version #: 4.4.3.8 updated on: 3/13/2018

[Release Notes](#)

ParishSOFT®

Celebrating 20 Years of Service

Reset Password

ParishSOFT®

Connecting People and the Church

Reset Password

Please enter all required information below to receive an E-Mail with your username and new temporary password.

1

User Name:	<input type="text" value="ETank"/>
First Name:*	<input type="text" value="Elaine"/>
Last Name:*	<input type="text" value="Tank"/>
E-Mail:*	<input type="text" value="Tank#@demoemailadres"/>
Postal Code:*	<input type="text" value="48108"/>

Phone Number:

2

<input type="button" value="Send Password"/>	<input type="button" value="Cancel"/>
--	---------------------------------------

ParishSOFT®

Celebrating 20 Years of Service

Reset Password

ParishSOFT®

Connecting People and the Church

Your new temporary password has been sent!



An email with your new temporary password has been sent to TankE@demoemailaddress.com. It should arrive shortly.

Once you have your password you can [Click Here](#) to login to your account.
If you have not received an email please [Contact Us](#) for further assistance.

ParishSOFT®
Celebrating 20 Years of Service

QUESTIONS?

QUESTIONS?

ParishSOFT®
Celebrating 20 Years of Service



Thank you!

Elaine Tank
ParishSOFT



ParishSOFT®
Celebrating 20 Years of Service