



St. Theresa Catholic Church Office of Faith Formation (CCE)

705 St. Theresa Boulevard
Sugar Land, TX 77498
(281) 494-1156
www.sugarlandcatholic.com

Register for My Own Church online: Register for an online account by going to connectnow.parishsoft.com/Galveston

1. Click on **New User**.

2. Select **St. Theresa Parish, Sugar Land** from the menu.
3. Think of a unique name you can remember easily for your **User Name**.
(Example: *jsmith0123*)

4. Enter your **personal information**.

5. Enter your Email Address.

6. You will receive a message indicating your registration for a user account has been received. To protect user privacy, all account requests are moderated at the parish office. You should receive an email within 3 business days informing you that your request has been approved.
7. Check your email settings so that faithformation@sugarlandcatholic.com is on your approved email list. When you receive an email back from our office, it will also have a temporary password for you to login and register children for CCE.
8. This is a one-time step. After you have created your account, you will be able to use it to view and edit your personal information, view your tithe offering, and register your child for CCE and Sacrament Classes.

Please see the reverse side to view instructions on registering once you have received the confirmation email from our office with your temporary password.

Register for Classes: Once you have received a return email from the parish office with a temporary password, to go connectnow.parishsoft.com/Galveston

1. Enter your **Username** and **Password**. You will be prompted to change your password after you successfully log in.

2. Choose the **My Education** tab and click on **Online Registration**.

3. Review your personal data in Step 1 to ensure it is accurate.
4. Under **Step 2: Select Enrollment Term**, choose **2017 CCE**.
 - a. If your child is entering the 2nd grade for the coming school year, then you will also need to enroll for 2017 Sacraments. But you have to complete the 2017 CCE step first, then come back after Step 5 below.
 - b. If your child currently attends a Catholic school and you are only looking to enroll for First Communion, then choose 2017 Sacraments.
 - c. If your child is not baptized in the Roman Catholic Church, you need to stop this part of the registration process and contact [Paul Stoessel](#) to register.
 - d. If your child needs to receive the Sacrament of Confirmation, you still only need to register for 2017 CCE at this time. You will be given instructions by the High School Youth Ministry team on how to register for Confirmation.

Term	Start Date	End Date
2017 CCE	08/01/2017	07/31/2018
2018 Confirmation	02/18/2018	02/17/2019
2017 Sacraments	08/01/2017	06/30/2019

(Please note that the start/end dates that you see reflect the active enrollment period and not the actual start/end dates of class.)

5. Under **Step 3: Add a new student**, find your child's name under the drop-down menu and choose the appropriate grade for the current school year.
 - a. Be sure to specify any special needs or allergy/medical information that we need to know.
 - b. Under Class Preferences, choose the appropriate class day and time. It will not be necessary to select a 2nd or 3rd preference.
 - c. Once you have chosen your Class Preference, click on **Save Student**.
 - d. Repeat the above process for any additional children you wish to add to CCE before proceeding to add anyone for First Communion.
 - e. Once you have added all the children for CCE, click **Submit Registration**.
 - f. If your child is also of the appropriate age to make First Communion, you need to go back to Step 4 above, but this time choose **2017 Sacraments**.
6. If you have any questions, please send an email to faithformation@sugarlandcatholic.com or call the Parish Office at 281-494-1156.