



Updating Church Records

We are updating our records at St. Theresa Catholic and need your help! We need current emails, addresses and phone numbers on file. It's important for us to have accurate information so we can keep you informed on parish news and events.

The My Own Church application is your personal portal to your family's church records. This application enables you to quickly and easily view and make changes to your own church records as it connects you to our parish database, Parish Soft. You can do this anytime and anywhere from any Web-enabled device as long as you have an Internet connection.

My Own Church gives you secure and personal access to the information in your family and member records. You can access your personal records using a smartphone, tablet, or computer. As a church member, you can log in and perform any of the following tasks in My Own Church:

- Manage your own church records and keep your personal information accurate and up to date. For example, if you move or change phone numbers, you can quickly and easily log in to your account and update this information for yourself. No need to call your church, fill out and submit paper forms, and then wait for someone at the church to update your records.
- Add a record for a new family member.
- View your personal giving history.
- Upload a family photo and individual photos of family members.

Note that any changes you make to your records must first be approved by an authorized church administrator so there may be a short delay in getting your records updated.

Are you ready to begin?

1. Go to [MyOwnChurch](https://desmoines.parishsoftfamilysuite.com), <https://desmoines.parishsoftfamilysuite.com>

Click on New User and create your account. St. Theresa will be notified to approve that you are a parishioner. If you register during a business day you will be approved within 1 day; holidays and weekends may take 3 days for approval.

There is a chance that you may already have an account set up. If you have difficulties creating a new user account click on "forgot password" and enter your email address.



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2. Once approved you will receive an email with a temporary password. Once you are logged in you may change your password.

3. Once you are logged in you may edit or make additions to your family information. After you log in to your account click on “my family” and then click on “family detail”. Review your information and make sure your address, email and phone are correct as well as review the boxes checked in publishing your information. We ask that every family has the receive email box checked so we can email you weekly updates and important information from the church as it arises.

If you need to make edits, click on edit details and then begin editing. Make sure to click on save when you are finished with your edits.

4. Click on “member details”. This is where you may edit each member of your family. We ask that you enter current phone numbers, email addresses, addresses, and other information that you have regarding each member of your family that uses your address as their permanent address. Make sure to click on save when you are finished with your edits.

You may add family members here as well. Click add when you have completed entering all of the new family member’s information.

Feel free to browse through the data screens and update any and all of your family’s information. The more current our database is the better to serve you. If you discover errors under sacramental records or need to delete a member of your family you will need to contact the parish office as you will not be able to make these changes.

Feel free to call the office 515-279-4654 ext. 300 or email Tatia at teischeid@stsdsm.com with any questions.

We thank you and appreciate you taking the time to update your records with the parish.