

Saint Joseph CATHOLIC CHURCH

The Basics of *MyStJoseph*

1. Logging into *MyStJoseph*

- A. Use your web browser and go to my.sjohio.org.
- B. If for some reason, you're asked for St. Joseph's site number, it is 95853.
- C. If you don't have a login:
 - 1) You can create one on this site.
 - 2) However, our parish must have an email on file for you.
 - 3) If you receive Fr. Joe's monthly emails, it's likely being sent on an email address that will allow you to log into the MyStJoseph system.
- D. If you're unsure, you can email Judy Rawlins (jrawlins@sjohio.org) to update your parish registration prior to attempting to create a log-in.
- E. You may wish to bookmark my.sjohio.org for easy access.

Need a login? [Click here](#)



ACS Technologies [Privacy Policy](#) | [Terms of Use](#)

2. Home Screen

- A. My Overview: Quick view of links, calendar, search box, and groups (ministries).
- B. My Profile: Includes My Giving History and My Pledge History
 - 1) Update personal information by editing personal profile.
 - a) Use pencil icon near the top right corner - change info or upload personal picture.
 - b) Click on Family Info, then edit, and you can upload new family photo.
- C. My Account: Set your Account Settings and Personal Preferences
 - 1) Account Settings - Edit your email, password, and social media connections.

- 2) Personal Preferences - Set how much (or if any) of your contact information is available to other parishioners so that they (or group leaders) can search for you.
- 3) You must specifically set what information is available; otherwise, none is seen.



3. Directories: Individual and Family – With or without photos
 - A. You can only find parishioners who have chosen to ALLOW others to search them.
 - B. Click on the directory type and selection you desire.
 - C. You can print it out or look at on computer screen.
4. Groups: Ministries/Activities
 - A. This will allow you to see all our available ministries along with ones you've joined.
 - B. If you join a ministry (activity), click Available Activities
 - 1) Scroll down and select the ones you wish to join.
 - 2) Click Request to Join
 - 3) The Ministry Leader(s) will receive your email and return it.
 - C. If you want to print a directory of a specific ministry (activity) to which you belong:
 - 1) Select group of interest.
 - 2) Click on the drop box and choose Print directory, then click Go.
 - 3) You might have to hold down Ctrl and click Preview.
 - D. When you belong to a ministry and depending on your role in the ministry, you might also be able to export to Excel, send an individual or group email, or print mailing labels.
4. Events (Calendar)
 - A. Our Calendar is arranged by Commissions and is color-coded by commission.
 - B. Some events are private and will not appear on public calendars.
 - C. On left side, click calendars of interest and then click Go
 - D. Click on event of interest and see details. Close as indicated.
 - E. Maneuver through months by clicking on appropriate buttons.
 - F. View or print calendars by Month, Week, Day or List.
 - G. You may Request a Room/Event by clicking on Add Event.

- 1) Please follow the on-screen directions.
- 2) Select the option “Select to Request Event”.
- 3) It is an electronic form similar to our printed forms.
- 4) Select “Pending Calendar” as the calendar for the event to appear.
- 5) Fill out the form.
- 6) You must click “Save” to complete the request submission.
- 7) You will receive an email when your request is confirmed.
 - a) It is possible there was a conflict, check the email you receive as it will list the confirmed location.
 - b) Your event is scheduled in the location and with items when your email arrives.

Welcome, Joe Member [Report a Problem](#) [More Info](#) [Sign Out](#)

Home Directories Groups **Events**

View Events [Add Event](#) [Print](#)

Calendars [Go](#)

- Select All Calendars
- Show Published Events
- Community Life Commission
- Liturgy Commission
- Main Calendar
- PENDING CALENDAR**
- Social Concerns Commission
- Spiritual Life Commission
- Stewardship Commission
- Youth Commission

[Show Calendar Legend](#)

December 2017 < November January >						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 Mass Candy Making Office Hours Cenacle Prayer Hour of Reparat... More...	2 Office Hours Confessions Hour of Reparat... Christmas Cand... CLOW More...
3 Mission of Hope... Mass Candy Sales Rosary for Peace Office Hours More...	4 Office Hours Adult Bible Study Mass Ministry of Assis... Baptism Class More...	5 Mass Office Hours Holy Hour for th... Prayer Shawl Divorce Care More...	6 Mass Office Hours Children's Bells Special Ed PSR Adult Bible Study More...	7 Mass Office Hours Mom's of Faith Evening Prayer RCIA More...	8 Mass School Mass Office Hours Mass Cenacle Prayer More...	9 Mass Sacred Space Office Hours Community Life ... Confessions More...
10 Mass Coffee & Donuts Fair Trade Coffe... Candy Sales Rosary for Peace More...	11 Office Hours Adult Bible Study Special Needs F... Mass Feeding Our Fa... More...	12 Mass Office Hours Carpenter's Ste... Holy Hour for th... Prayer Shawl More...	13 Mass Office Hours Children's Bells Special Ed PSR Adult Bible Study More...	14 Mass Office Hours Moms of Faith Evening Prayer RCIA More...	15 Mass Office Hours Cenacle Prayer Sacred Steps fo... Sacred Steps to ... More...	16 Office Hours Jesus' B' day Party Confessions Animal Shelter ... CLOW More...
17 Mass Coffee & Donuts Animal Shelter ... Rosary for Peace Preschool Advent	18 Office Hours Adult Bible Study Mass Legion of Mary More...	19 Mass Office Hours Holy Hour for th... Prayer Shawl Divorce Care	20 School Mass Office Hours Children's Bells Youth Choir Adult Bible Study	21 Mass Office Hours Evening Prayer ... RCIA Working the Ste...	22 Mass Office Hours Cenacle Prayer	23 Office Hours Confessions Confessions CLOW Mass

5. Security Concerns: Adequate security is in place to protect sensitive information.
 - A. Securing a login is done through the email address we have on file.
 - B. You can only see your Giving Records, no one else's.
 - C. Any change made generates a "change request" that our Parish Office Staff will review and then either accept or reject.
 - D. Report a problem at the top right of each screen.

6. BONUS: ACS *My Church Life* App

- A. This is available in Google Play and App Store.
- B. Download it to your phone or tablet.
- C. You first have to have set-up an account at my.sjohio.org.
- D. Log in with your *MyStJoseph* email or ID and password.
- E. Look up members' and attenders' pictures (if available), addresses, phone numbers, and email addresses. Again, parishioners control whatever information they are willing to share with one another. Touch the email address, and the email program opens; touch the phone number and you can call or text; touch the address, and a map will open up.

