

# ST. CHARLES

CATHOLIC CHURCH | CLARENDON

Every adult in the parish is asked to activate their free account at ParishStaq, St Charles's new online, digital hub. It is simply THE BEST way to stay connected and receive the customized information you need such as: access to your personalized St Charles portal, review of online giving, volunteer participation, schedules, calendars & more!

## Register your ParishStaq account today!

1. Scan the QR code or [click the link](#) to get to the login page.
2. Click on "Request Account"
3. Fill out the brief contact information form to match your profile

**St Charles Borromeo Catholic Church**

Username  
This field is required  
Password

Keep me logged in for 30 days

**LOGIN**

**Request Account** [Forgot Password?](#)

Or

Login as Pushpay admin

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ENGLISH

**Connect with us**

Forms Find a Group

Events

**Welcome to St Charles Borromeo Catholic Church**

If you do not yet have a login to participate in this community, you can get one by clicking 'Request Account' on the left. An email will be sent with a link shortly.

Once you log in, make sure you will begin to personalize the registration opportunities presented to you. Community participation is optional, but we encourage it. Take a look at recent activity, fill out your profile, join or look for an opportunity to help.

We hope you enjoy your online experience.

**Request Access to St. Charles Online**

First Name\* Last Name\*

Email\*

Mobile Phone Mobile Carrier

Home Phone

Street\*

City\* State\* Postal Code\*

Birthday\* Gender\*

Marital Status\*

Are you already a registered parishioner? \*

Yes

No, please register me

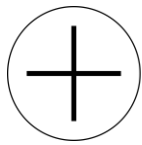
I'm not sure

Additional comments  
Is there anything else you'd like to share with us?  
Type your answer

**CANCEL** **SUBMIT**



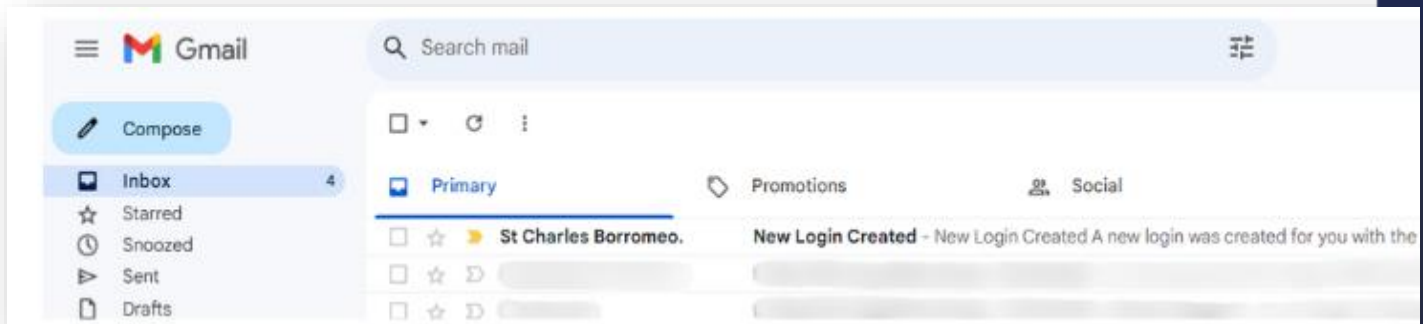
**Need more help? Please call the parish office at 703-527-5500**



# ST. CHARLES

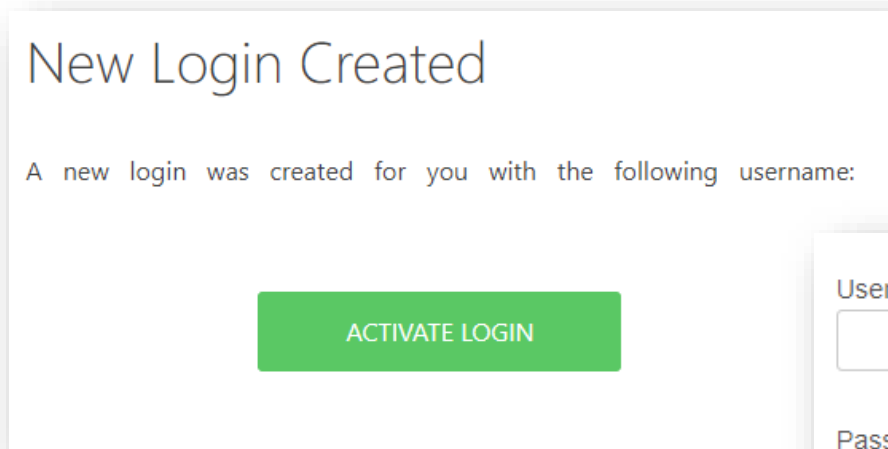
CATHOLIC CHURCH | CLARENDON

4. Next, look for an email from “St Charles Borromeo Catholic Church”



**Note:** You may receive the email instantly or it may take 24 - 48 hours for it to arrive in your inbox. If you don't see it, please check your spam folder and then contact the parish office M-F 9am 5pm

5. Open the email and click on the “Activate Login” button. Alternatively, you may be invited to reset your password if you've been activated before



6. Create a username and password. The system will auto-generate a username for you (usually your email address).

*Passwords must be at least 6 characters and letters and numbers*

Username

Password

*Must have both letters & numbers and be at least six characters*

Confirm Password

Submit

[Go to Login page](#)

 ParishStaq™

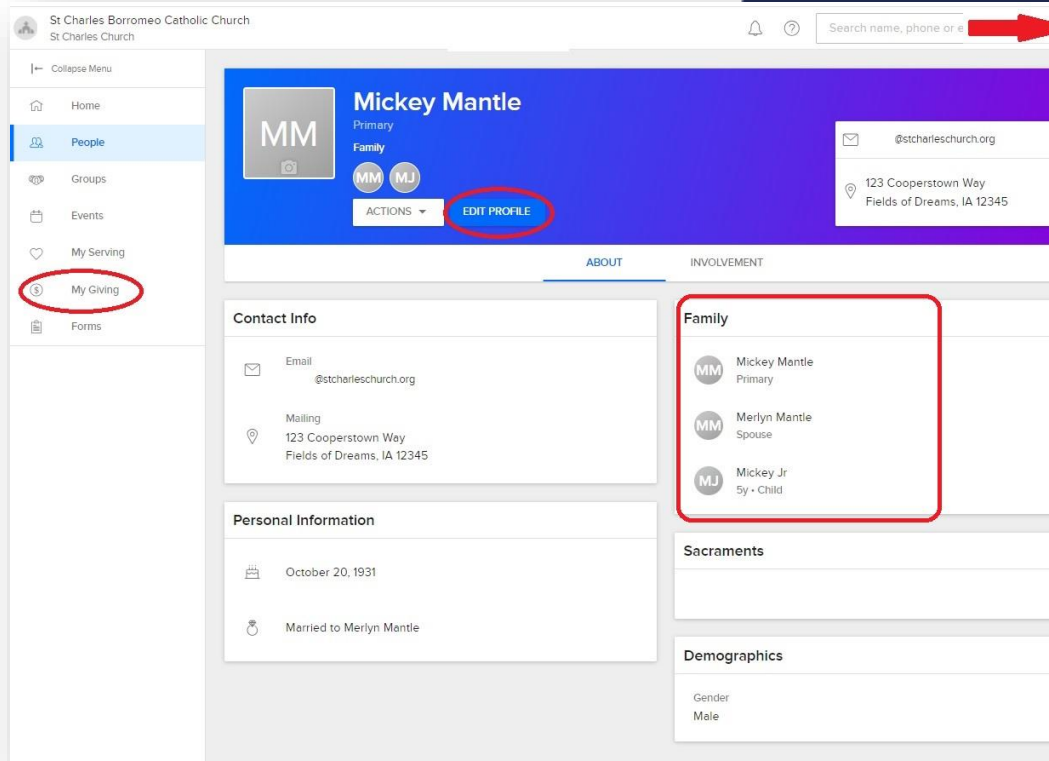
Need more help? Please call the parish office at 703-527-5500

# Congratulations, you've logged in!

Now that you've successfully logged into your account, this section of the guide will show you how to check and update your family's profile, add family members if needed, and check your Giving History. Similar information is also on the Home page of the portal.

1. Access your profile by clicking on your initials in the top right-hand corner of the screen
2. Edit your profile using the "Edit Profile" button. Be sure to check your address, email address, phone number and mobile carrier.
3. Edit the profiles of your family members. Are any of your family members missing? Add them using the "[Add a family member](#)" form on the Home page
4. Add a picture to your profile

**Note** : You can also update your privacy and communication settings under the "Actions" menu. Your privacy settings allow other parishioners to find you in the system. Children under 18 are never searchable



The screenshot displays the user profile for Mickey Mantle. The profile header includes the name, initials (MM), and a family status indicator. A red circle highlights the "EDIT PROFILE" button. The left sidebar shows navigation options, with "My Giving" circled in red. The main content area is divided into sections: Contact Info (Email: @stcharleschurch.org, Mailing: 123 Cooperstown Way, Fields of Dreams, IA 12345), Personal Information (Date of Birth: October 20, 1931, Married to: Merlyn Mantle), Family (Listed members: Mickey Mantle Primary, Merlyn Mantle Spouse, Mickey Jr 5y - Child), Sacraments, and Demographics (Gender: Male). A red arrow points to the search bar in the top right corner.