

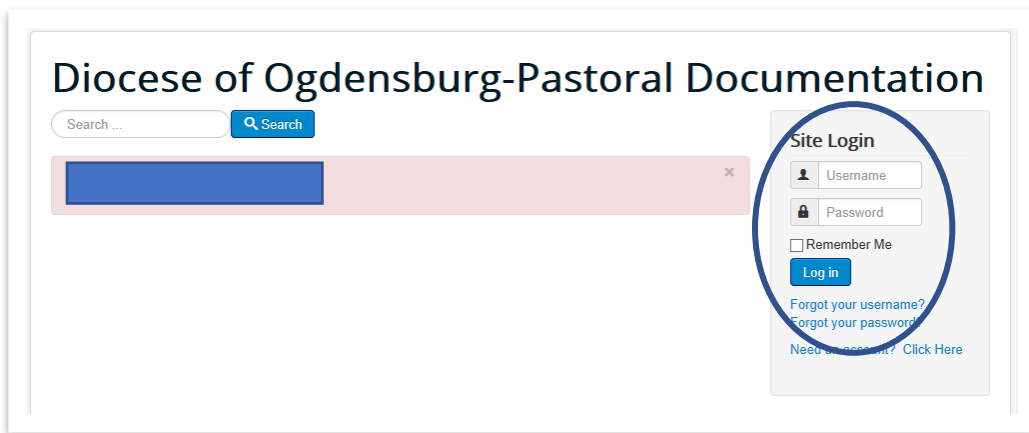
Overview of the New Pastoral Documentation Site

User Accounts

Site Login

You must login to the pastoral site to access the webpages and files. Enter your Username and Password (*see figure 1*).

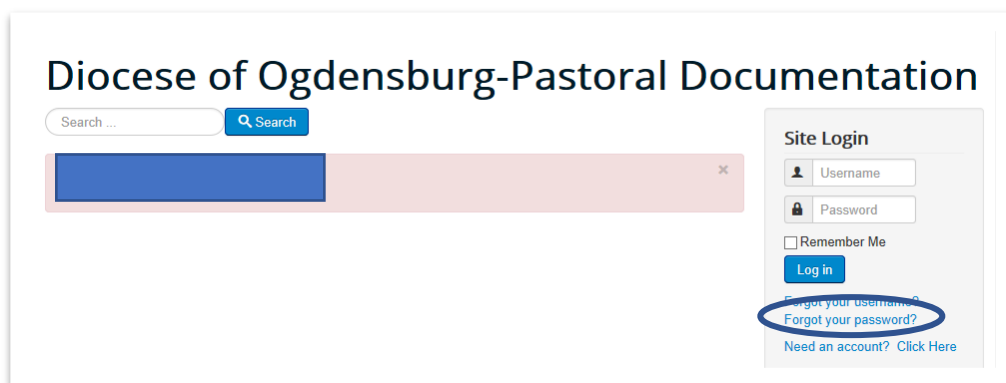
Figure 1



Forgot your Password

If you forgot your password or would like to change your password, click on *Forgot your password?* (*see figure 2*).

Figure 2



Please enter your email address, check the Captcha box and click Submit (*see figure 3*).

Figure 3

The screenshot shows a web form titled "Diocese of Ogdensburg-Pastoral Documentation". Below the title, there is a message: "Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account." The form contains two input fields: "Email Address *" and "Captcha *". The "Captcha *" field includes a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. A blue "Submit" button is located below the input fields. A blue oval highlights the "Captcha *" section.

You will receive an email with a verification code (*see sample below*).

-----Original Message-----
From: Pastoral Docs [mailto:web@rcdony.org]
Sent: Wednesday, March 8, 2017 2:01 PM
To: Diocesan Office [mailto:office@rcdony.org]
Subject: Your Pastoral Documentation password reset request

Hello,

A request has been made to reset your Pastoral Documentation account password. To reset your password, you will need to submit this verification code in order to verify that the request was legitimate.

The verification code is b653e43942de7e587b1542057cf24feb

Select the URL below and proceed with resetting your password.

<http://pastoral1.rcdony.org/component/users/?view=reset&layout=confirm&token=b653e43942de7e587b1542057cf24feb>

Thank you.

Click on the link in the email. It will direct you to a page with the verification code automatically entered for you. You will need to enter your Username and click submit (*see figure 4*).

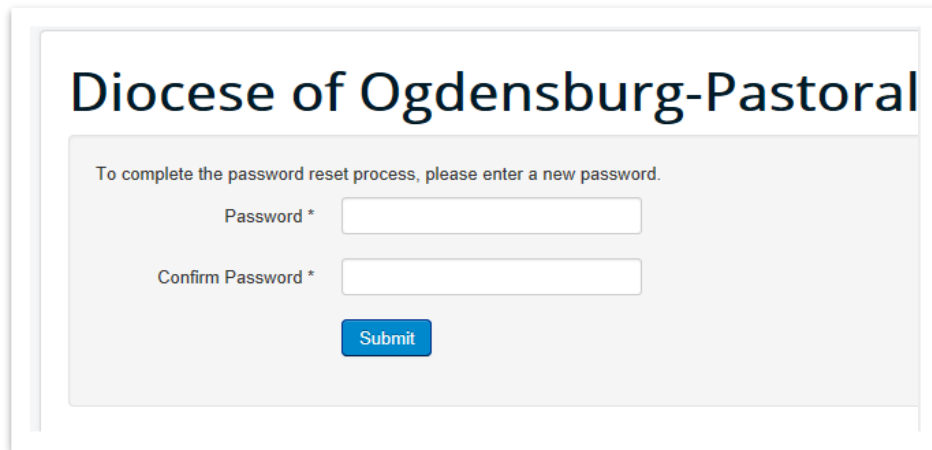
Figure 4

The screenshot shows a web form titled "Diocese of Ogdensburg-Pastoral Documentation". Below the title, there is a message: "An email has been sent to your email address. The email contains a verification code, please paste the verification code and confirm you are the owner of this account." The form contains two input fields: "Username *" and "Verification Code *". The "Verification Code *" field contains the text "3e43942de7e587b1542057cf24feb". A blue "Submit" button is located below the input fields.

Create your new Password and confirm Password (*see figure 5*). The Password must contain at least 6 characters:

- Minimum Password length is 6
- You need at least 1 number
- You need at least 1 symbol
- You need at least 1 upper case letter
- You need at least 1 lower case letter

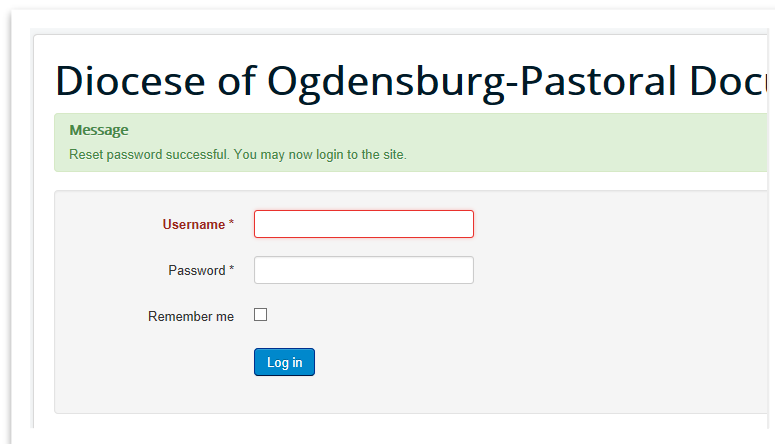
Figure 5



The screenshot shows a web form titled "Diocese of Ogdensburg-Pastoral". Below the title, it says "To complete the password reset process, please enter a new password." There are two input fields: "Password *" and "Confirm Password *". Below these fields is a blue "Submit" button.

You will receive a message when your Password is successfully accepted. You can now login into the site (*see figure 6*).

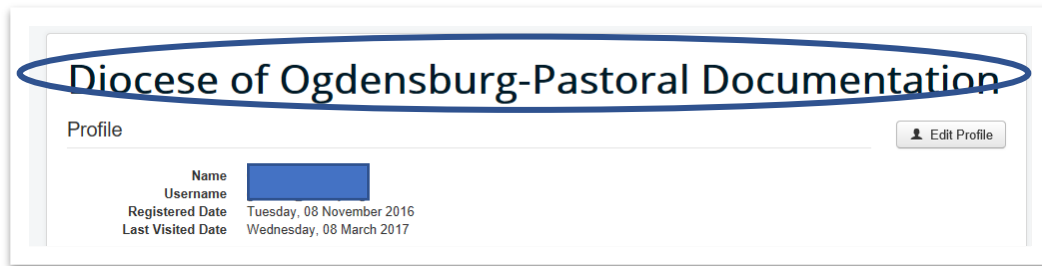
Figure 6



The screenshot shows a web form titled "Diocese of Ogdensburg-Pastoral Doc". At the top, there is a green message box that says "Message: Reset password successful. You may now login to the site." Below the message box, there are three input fields: "Username *", "Password *", and "Remember me" with a checkbox. Below these fields is a blue "Log in" button.

Once your login, click on the “Diocese of Ogdensburg-Pastoral Documentation” header to return to the home page (*see figure 7*).

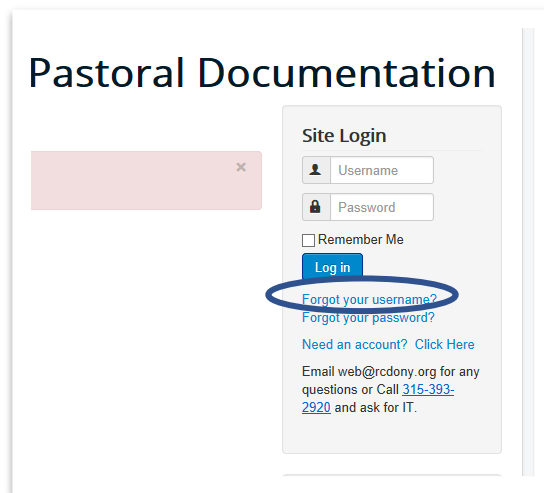
Figure 7



Forgot your Username

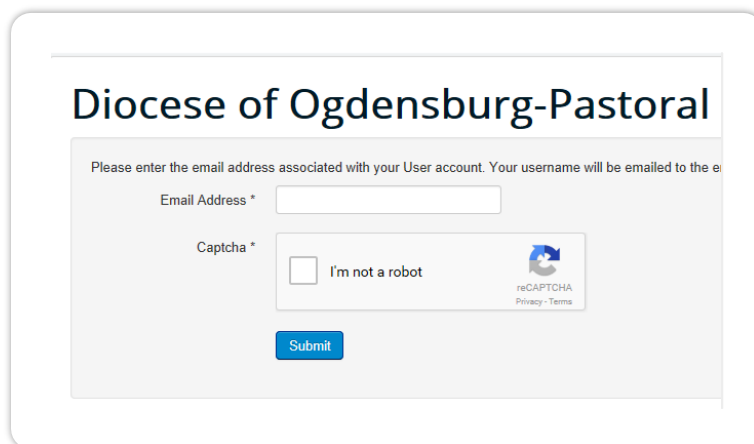
If you forgot your Username, click on *Forgot your username?* (see figure 8).

Figure 8

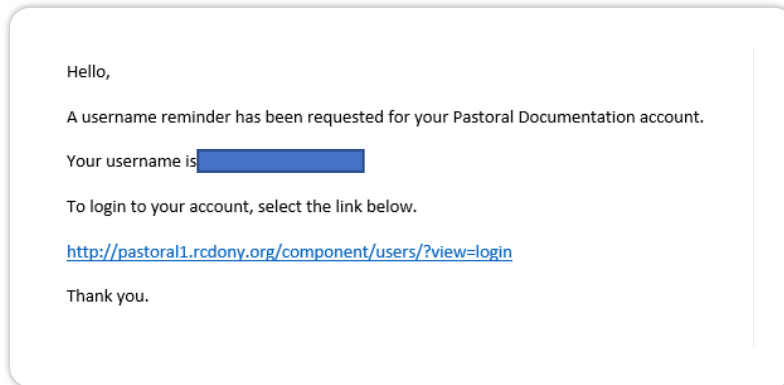


Please enter your email address, check the Captcha box and click Submit (see figure 9).

Figure 9



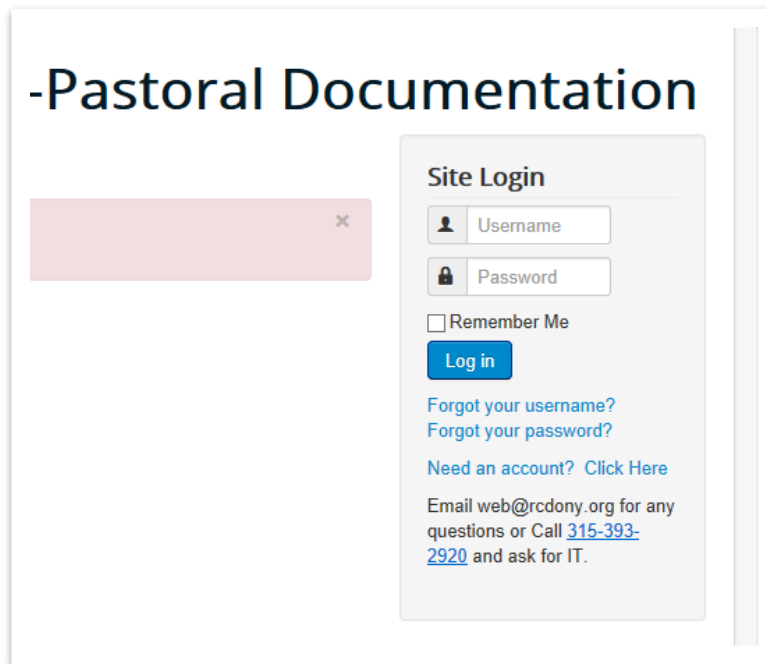
You will receive an email with your Username provided. Please do not change your Username. (see sample below).



Creating an Account

If you do not have access to the Pastoral Documentation Site and would like access, you must click on *Need an account?* (see figure 10).

Figure 10



Fill out the form. The Pastor listed on your form must approve your request before an account can be created. If your request is approved, you will receive an email. Follow the prompts in the email.

Documents can be searched by the following:

Site Search

You can search the site by using keyword(s) or a part of the file name (*see figure 11*).

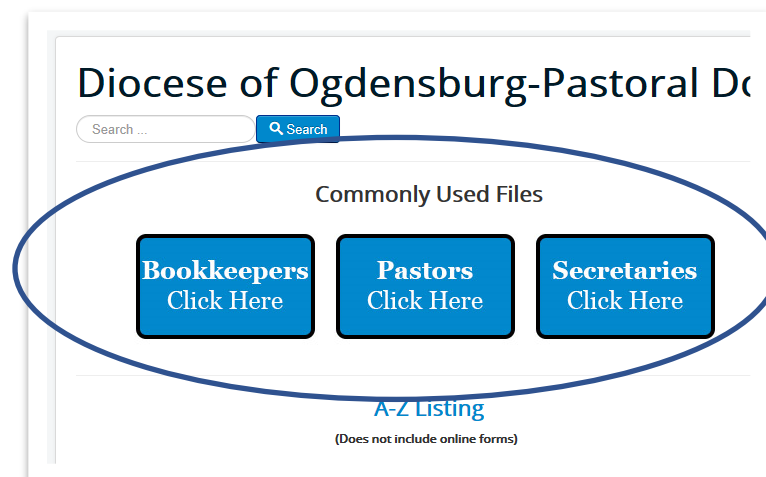
Figure 11



Commonly Used Files

We placed commonly used files for Bookkeepers, Pastors and Secretaries into their own sections. If you do not see the file you are searching for in this section, please try another search method (*see figure 12*).

Figure 12



Alphabetic Listing

Lists all documents in A-Z order, except online forms i.e. Spiritual Report, Pastors Annual Report, Bishop's Fund Material Request. (see figure 13).

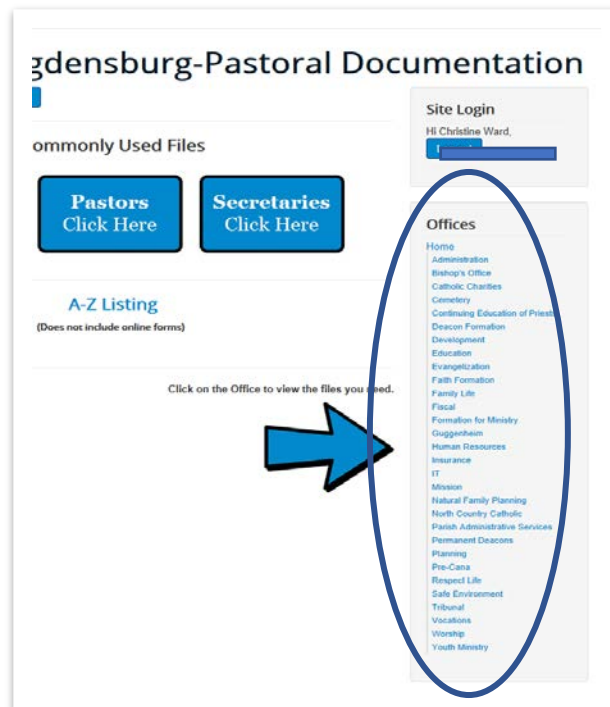
Figure 13



Offices

Search files by office (see figure 14).

Figure 14



If you have any questions or suggestions, please email web@rcdony.org.