

MY OWN CHURCH

St. Michael's uses a Parish Database system, called My Own Church, for updating your family information. You will be able to update all of your family information, including names, addresses, phone numbers, email addresses, etc, as well as be able to view your giving history. All you need to do is visit <http://www.stmichael-aurora.org/youth.html> and click the "My Own Church" logo at the bottom of the left menu column. Then follow these simple instructions:

1. Click on the "New User?" link to create a new account.
2. In Step 1, select St Michael the Archangel Parish, Aurora in the "Organization" drop-down menu.
3. Type a unique user name in the "User Name" field. The system will automatically check if your user name is available and the result will be displayed to the right of the box.
4. Enter your personal information in Step 2. All fields with a red * are required.
5. Enter and confirm your current email address in Step 3.
6. Click "Submit Registration". If the email address you entered matches an email address we have on file, your registration will be automatically approved and a temporary password will be emailed to you. If the email address did not match, your registration will be manually approved by a member of the office staff and then a temporary password will be emailed to you.
7. Log-in with the temporary password and follow the prompts to create a permanent password.

Once you are logged into My Own Church, there are several tabs listed across the top, including Home, My Family, Family Education, My Offering, and My Ministry.

My Family

You can view your family information by clicking on the "My Family" tab and then the "Family Detail" link. You can update names, addresses, phone numbers, email addresses, etc. on these screens. All updates will be manually approved by our office before they become a permanent part of our database.

Family Education

St. Michael's is currently not using the Family Education tab, but this may be used in the future.

My Offering

If you click on the "My Offering" tab then "Giving History" link, you can view your giving history to the church. If you find any discrepancies in your Giving History, please contact the Church Office.

My Ministry

St. Michael's is currently not using the My Ministry tab, but this may be used in the future.

For more information, contact Brenda or Sharon in the Parish office.