

User Guide to complete Official Catholic Directory for Schools



**Diocese of San Bernardino
Office of the Chancellor
909-475-5143**

Welcome to the User Guide. This document will provide instructions and guidelines on completing the Official Catholic Directory Report. The information for this report is collected and submitted to the Office of the Chancellor, every year in the early fall.

On the lower left corner of the document, there is a version number reflecting the month and year the guide was updated. Be sure you have the most current version. Also, be sure everyone responsible for completing any part of the report has a copy. The guidebook will assist you in completing your part of the report.

You may call the Statistical Research Specialist at 909-475-5143 or email aalba@sbdioocese.org for assistance.

October 8, 2021, is the deadline to turn in **The Official Catholic Directory** report.

Which should reflect the data from **July 1, 2020 through June 30, 2021**

Access reports on the Diocesan Website

To open the Official Catholic Directory Web Form ([we recommend Google Chrome as the best browser to do these tasks](#)).

If the link does not work, look for blocked COOKIES in your browser.

- 1.) Go to the diocesan website www.sbdioocese.org
- 2.) Select the ministries tab – view all offices
- 3.) Select the Office of the Chancellor
- 4.) On the right-hand side under PARISH STAFF
- 5.) Click the link of the Official Catholic Directory Web Form (for parishes and schools) - ***a user guide is available for your convenience***

PARISH STAFF

Statistical Reports User Guide

Guía del Usuario

Catholic Schools User Guide

Status Animarum Web Form

Official Catholic Directory Web Form
(for parishes and schools)

Login Information

There are 2 logins that are case sensitive

Login 1: the screen looks like the first image shown below. **The login is case sensitive**, therefore be sure to enter the Username and Password exactly as written below:

Sign in

<https://aimesync.parishsoft.net>

Username

sanbernardinouser

Password

SBdio2@!2

Sign in

Cancel

If the first login does not work, copy the sign in link below:

<https://aimesync.parishsoft.net>

Login 2:

← → ↻ aimsync.parishsoft.net/sanbernardino/parish/ocdlogon.php

UserName

Password

Log On

**Username and password
YOU use to access
ParishSOFT**

For assistance call the Statistical Research Specialist 909-475-5143

**To reset password call Eric Kuske 909-475-5403 or email
ekuske@sbdiocese.org**

OFFICIAL CATHOLIC DIRECTORY

If you are responsible for more than one entity (i.e., parish and mission), you will have to choose the entity you will be working on.

- a. Review that all general information is correct (address, phone, fax, email, website, etc...)

Final Submission to Chancellor

Enter/Confirm this Year's Info

Organization Name:

Kenedy Organization ID:

Child of OrgID: (Use Parent Kenedy Org ID)

EIN:

Year Founded:

Ethnic Affiliation:

County:

Email Address:

Web Address:

Cemetery: (Parish; Joint; Diocesan)

Kenedy Directory Page:

Diocese Initials: Diocese Page Number: Opt out:

Address Type: Mailing

Attn: Title/Position

Address 1:

Address 2:

City: ▼

State: Zip Code:

Phone: Fax:

- b. Update the following
 - i. Principal
 - ii. Librarian

Current Personnel Information:

Person ID:

Prefix: Firstname: M.I. Lastname: Suffix:

Ordination Year:

Position Held:

Home Diocese: (if not this Diocese)

E-mail:

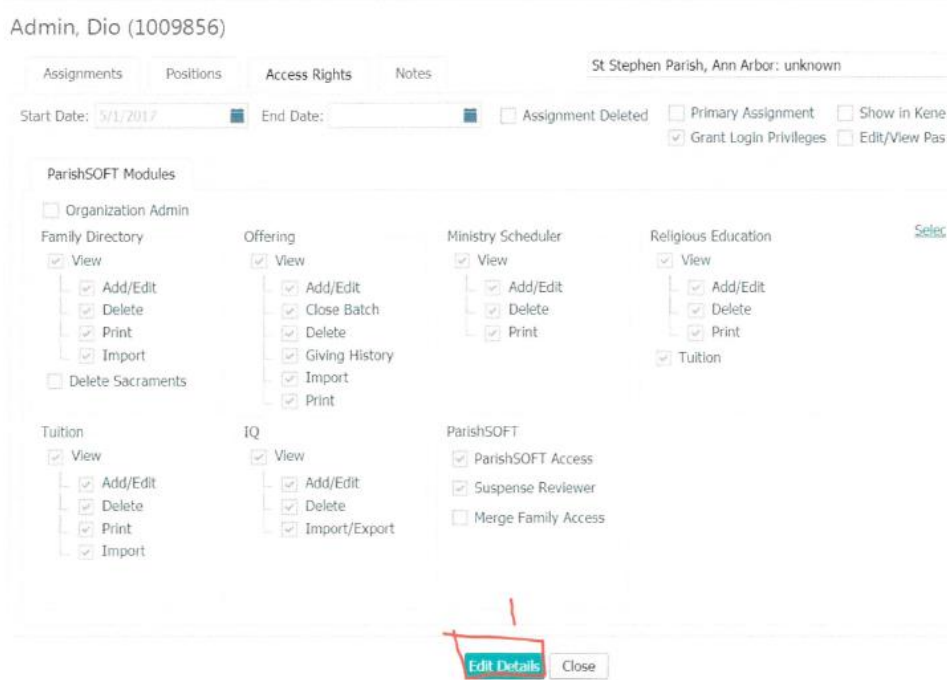
Mr. Christopher Barrows, 0, Principal, mbarrows@aquinashs.net

For RELOAD PERSONNEL button to work, you must first make sure the names of the current positions have been selected to appear in the Kennedy report. This is done thru the ParishSOFT staff tab, see images below: [follow numbered steps 1, 2, 3](#)

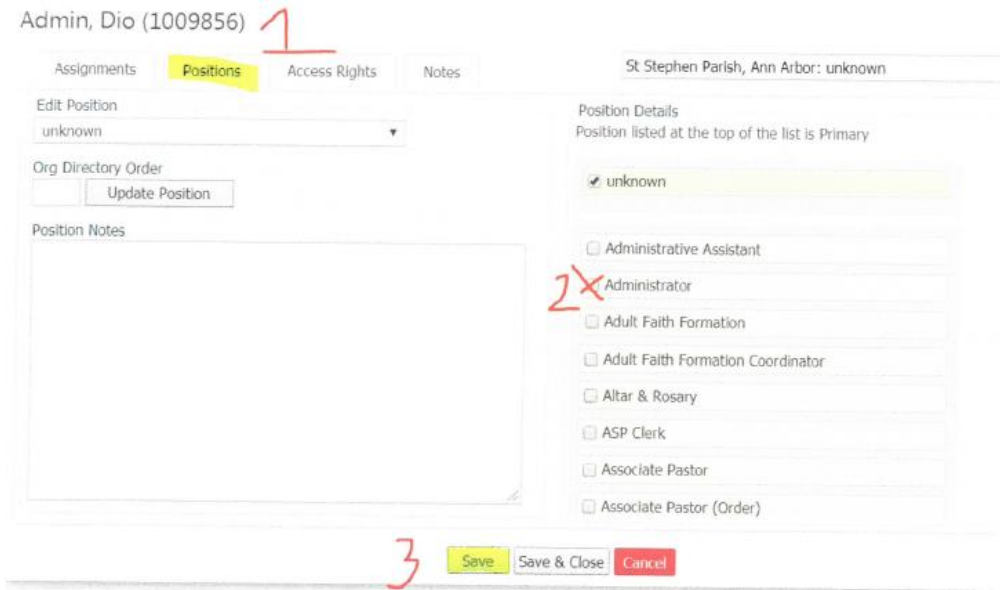
Family Suite / Administration Tab / Manage Staff / select staff



After the person's record opens you must select EDIT DETAILS in order to be able to change their position: Principal or Librarian.



Follow numbered steps – 1, 2, 3 Put the position you chose at the beginning of the list



After selecting their position and saving the changes, you must check the Show in Kennedy.

Admin, Dio (1009856)

Assignments Positions Access Rights Notes St Stephen Parish, Ann Arbor: unknown

Start Date: 5/1/2017 End Date: Assignment Deleted Primary Assignment Show in Kennedy Edit/View Pa

Grant Login Privileges

ParishSOFT Modules

Organization Admin

Family Directory View

- Add/Edit
- Delete
- Print
- Import

Delete Sacraments

Offering View

- Add/Edit
- Close Batch
- Delete
- Giving History
- Import
- Print

Ministry Scheduler View

- Add/Edit
- Delete
- Print

Religious Education View

- Add/Edit
- Delete
- Print

Tuition

Tuition View

- Add/Edit
- Delete
- Print
- Import

IQ View

- Add/Edit
- Delete
- Import/Export

ParishSOFT

- ParishSOFT Access
- Suspense Reviewer
- Merge Family Access

Save Save & Close Cancel

NOTE: not selecting a position and not checking off the show in Kennedy Form will result in the person's name and position not to show when clicking on the **Reload Personnel** button.

Annual Educational Data: The totals given in this report should cover a 12 MONTH PERIOD.

You may use statistics projecting to the end of the fiscal year.

Total Priests:

Scholastics:

Brothers: Order:

Sisters: Order:

Lay Teachers:

Total Staff:

Consolidated

School Type: Consolidated

Grade Level:

Number of Elementary School Students:

Number of High School Students:

Total Enrollment:

Signature Title: Date:

Submit to Diocese Final Submission to Chancellor