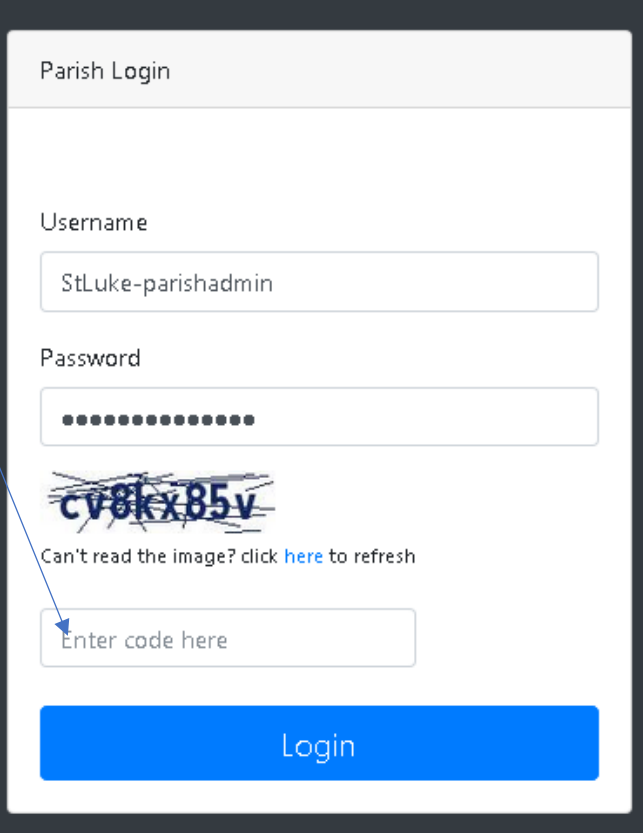# Parish Place
Logging in and Changing Password

1. Click the Parish Place login link you were sent by Kathy Papalia . Questions? contact Kathy Papalia via email it@eriercd.org or phone 814-824-1184.

2. Key in your user name and password. Both are case-sensitive.

3. Type the "Captcha" code in the "Enter code here" box. The Captcha code is covered by random cross-hatching. The use of Captcha's is intended as a security measure. Captchas distinguish human from machine input as a way of blocking robotic attempts to hack your website.

   If you can't read the code, click the blue "here" link to get a new code.
   If you made an error, you will be presented with a new Captcha code.
   If a code expires because you were slow to enter the code, you will receive an error and a new Captcha code.

4. Click the **Login** button.

Changing your password
Passwords must be 12 characters long and include 3 of the following: Uppercase letters, lowercase letters, numbers, special characters - **@, #, $, =, -, _, %, ^, &, +**

1. Click the yellow **Change Password** button. (If your screen resolution is very low or your monitor is very small, the Change Password button is hidden behind a hamburger menu which appears in the upper right corner of the screen.)
2. Type your new password in the **New Password** Field.
3. Type your new password in the **Confirm Password** field.
4. Click the **Change Password** button. You should see the message "Password has been changed" at the top of the screen.

Logging out
1. Click the red **Logout** button in the upper right corner of the screen. (If your screen resolution is very low or your monitor is very small, the Logout button is hidden behind a hamburger menu which appears in the upper right corner of the screen.)
2. Click the **Logout** button again.
3. Close the browser.