Sitepass User Guide:

Diocese of Parramatta Clergy

Covers:

- Logging into your profile & uploading a photo
- Signing in and signing out of a church/site

Logging into your profile & uploading a photo

Note: Please complete these steps on a desktop or laptop, not a mobile device.

STEP 1

Login to Sitepass

Visit the login URL provided in your invitation email.

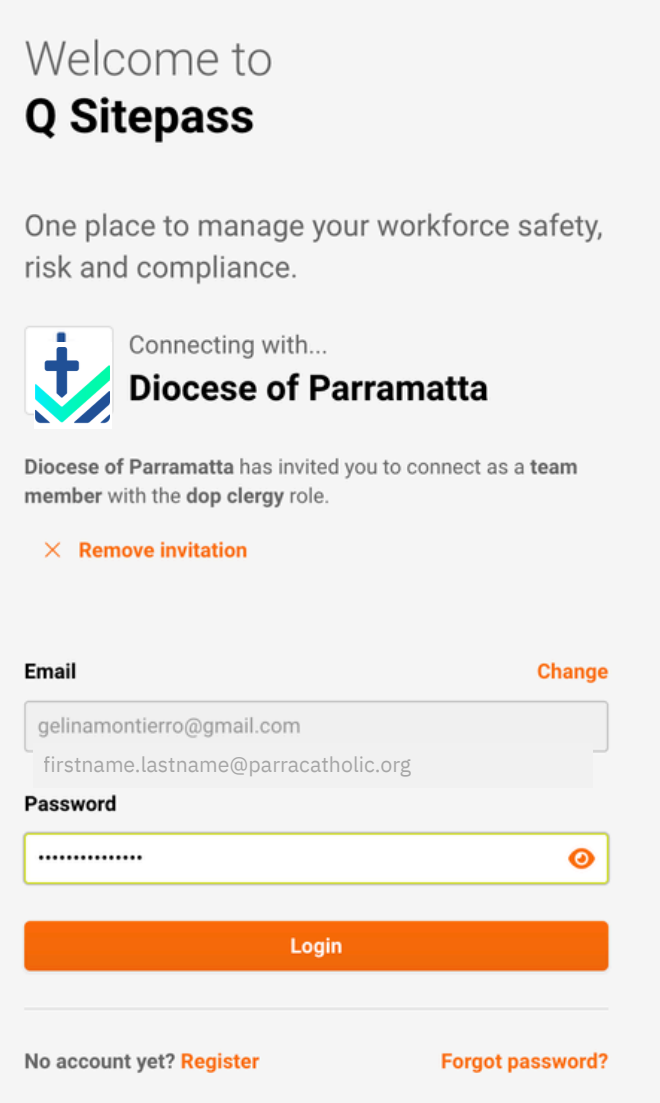
All Diocese of Parramatta clergy have already been setup with a Sitepass account — you do not need to create a new one.

Click 'Login to existing account'.



STEP 2

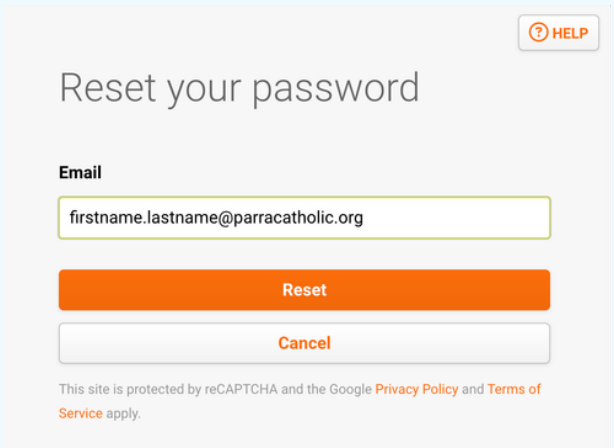
Enter your login details



Enter your login email (your **@parracatholic.org** email address) and select 'Continue.'

Enter your password and click ‘Login’.

Note: you will be emailed a reset password link by the Sitepass Support Team. Follow the instruction in the email to reset your password before logging in for the first time. Direct all queries to sitepass@parracatholic.org



If you forget your password, click ‘Forgot password?’ to reset it.

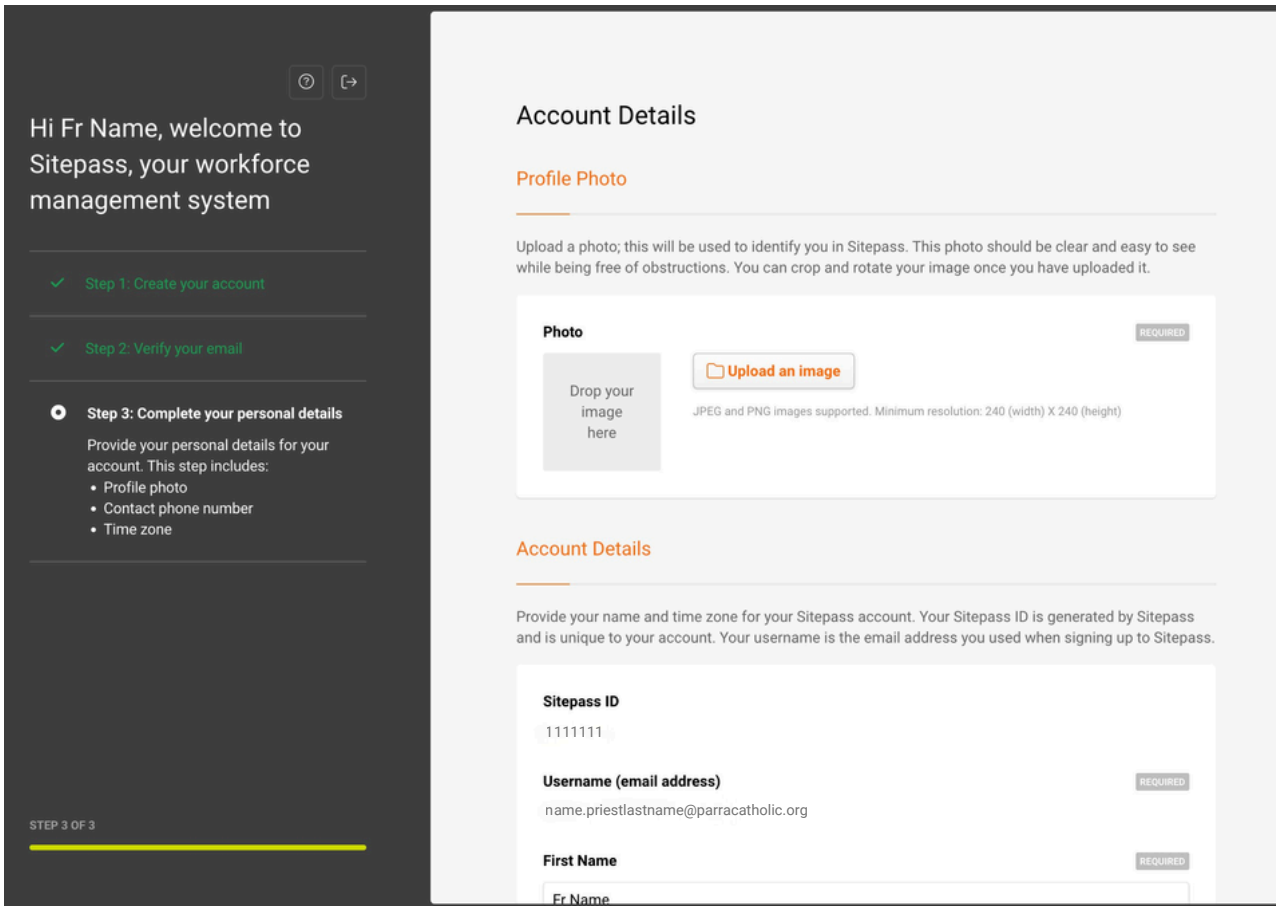
On the ‘Reset your password’ page, enter your email address, click Reset.

An email will be sent to your inbox with further instruction. You may need to check your junk/spam email folder.

STEP 3

Complete your profile setup

Once you've logged in for the first time, your screen will look like the image below.



3a. Upload a profile photo.

Upload a clear photo of yourself, which will be used to identify you. You can crop and rotate the image after uploading.

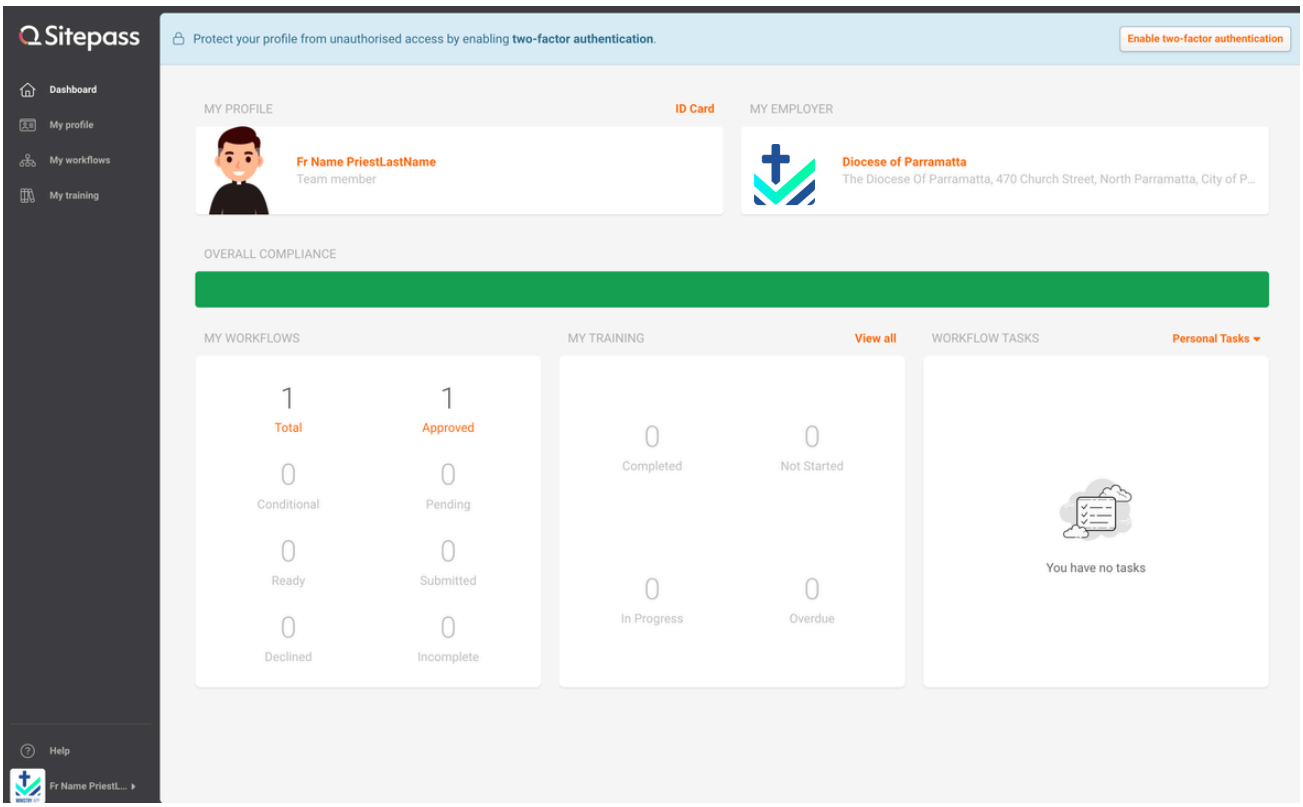
3b. Confirm your pre-filled account details

Check that your First Name, Surname, Time Zone, email address, mobile number and Date of birth are correct.
Once everything is complete, click '**Finish Setup**.'

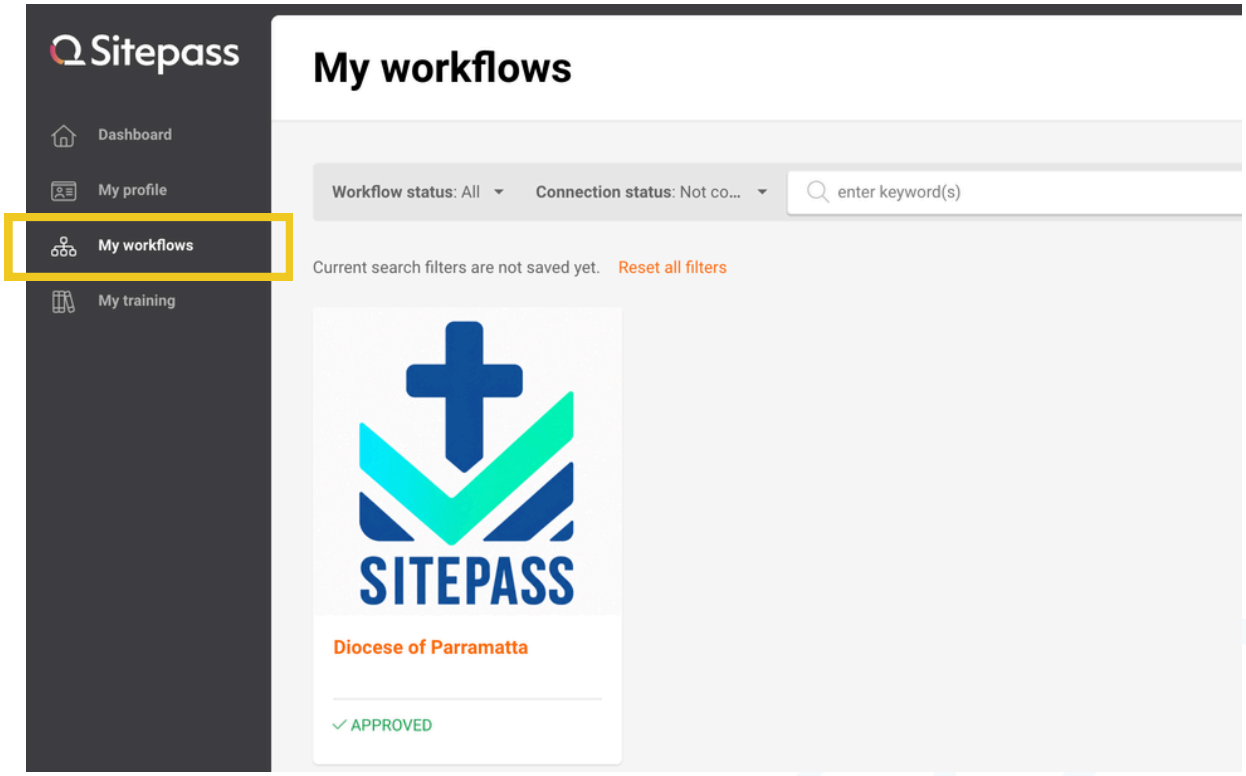
STEP 4

Check your ACMR, WWCC, Ministry Card details.

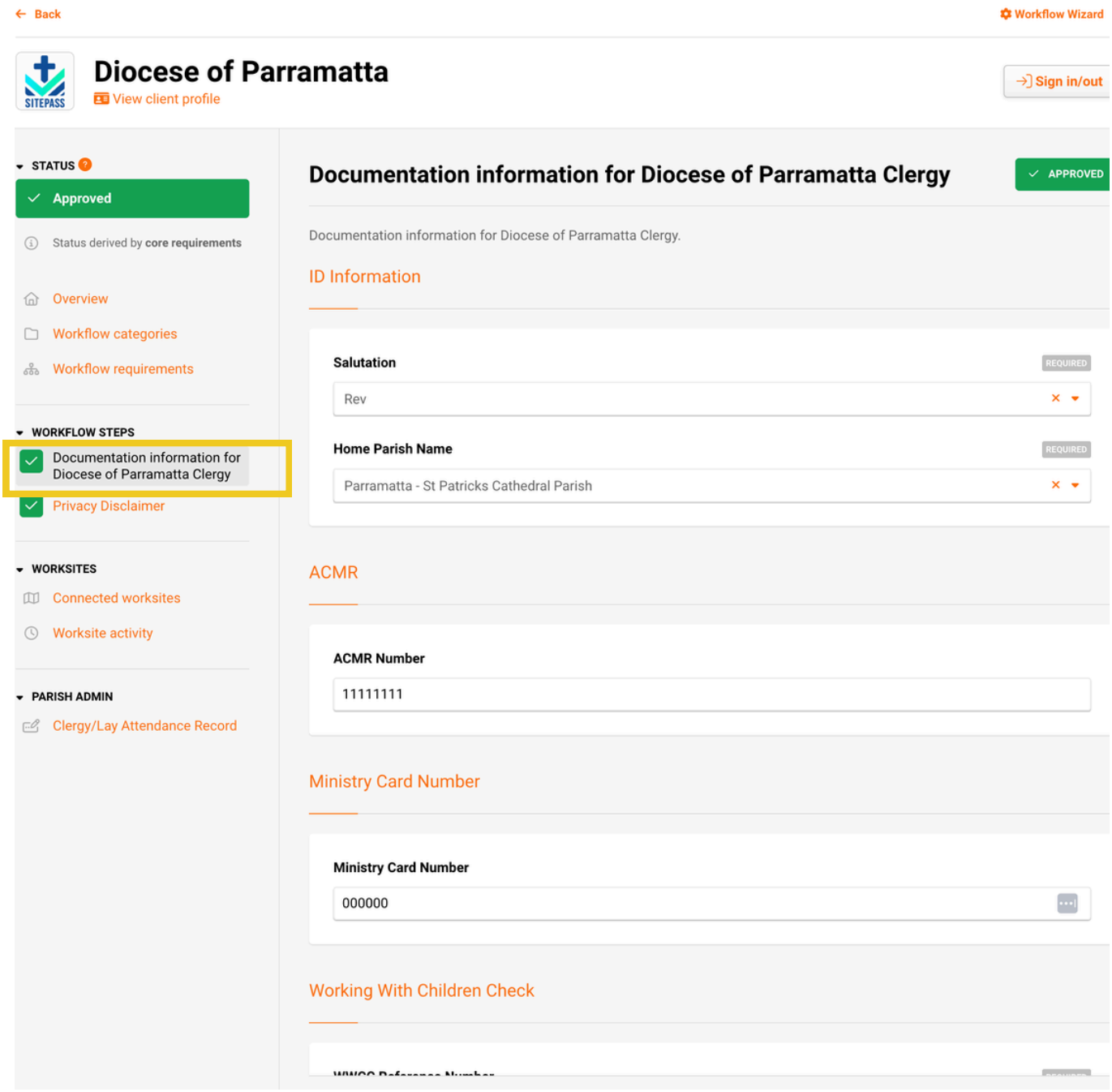
After finishing your initial setup, you'll be taken to the Dashboard (see below).

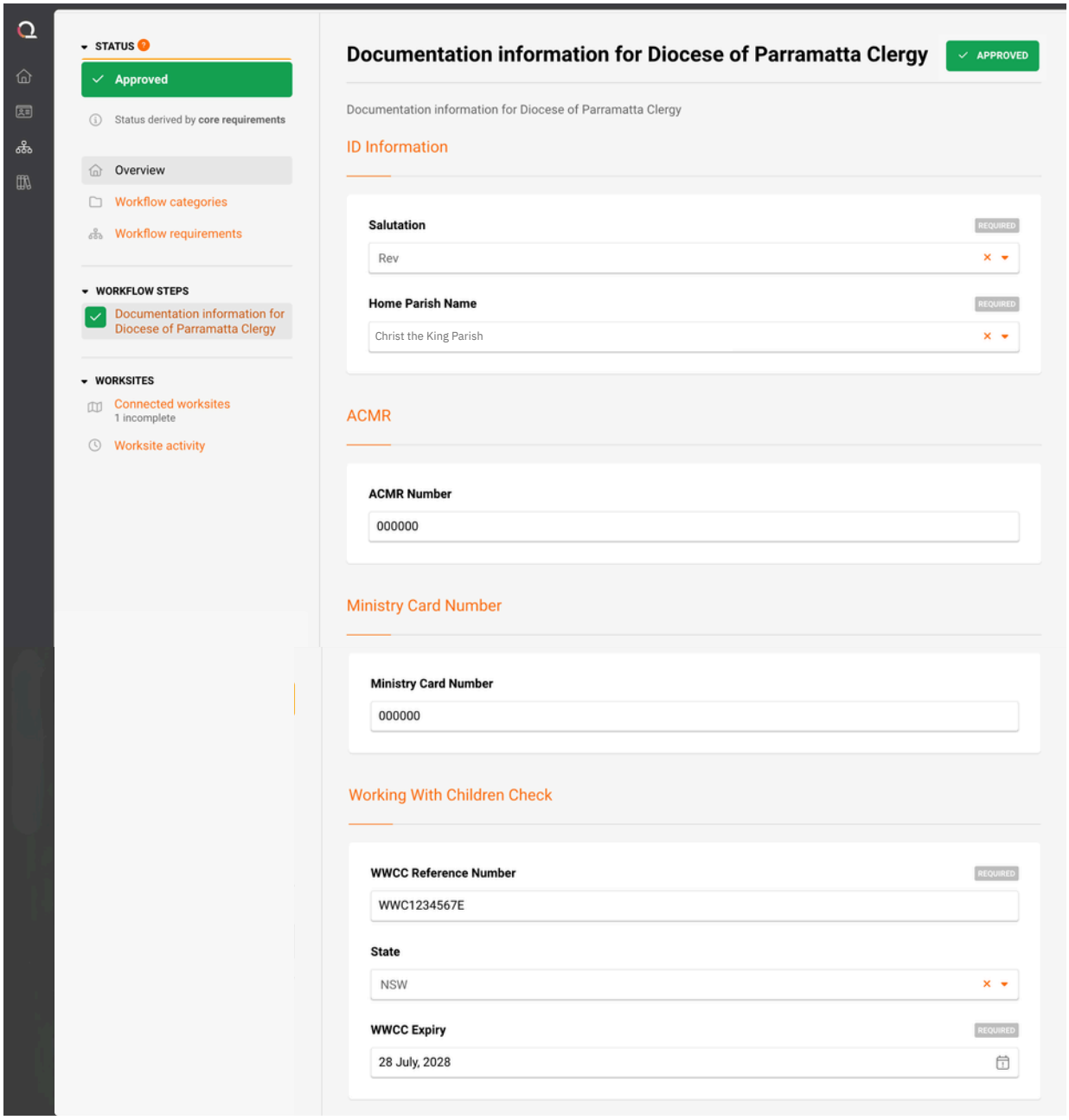


Click **'My workflows'**  then select **'Diocese of Parramatta'**



Under '**Workflow Steps**,' click '**Documentation Information for Diocese of Parramatta Clergy**.'





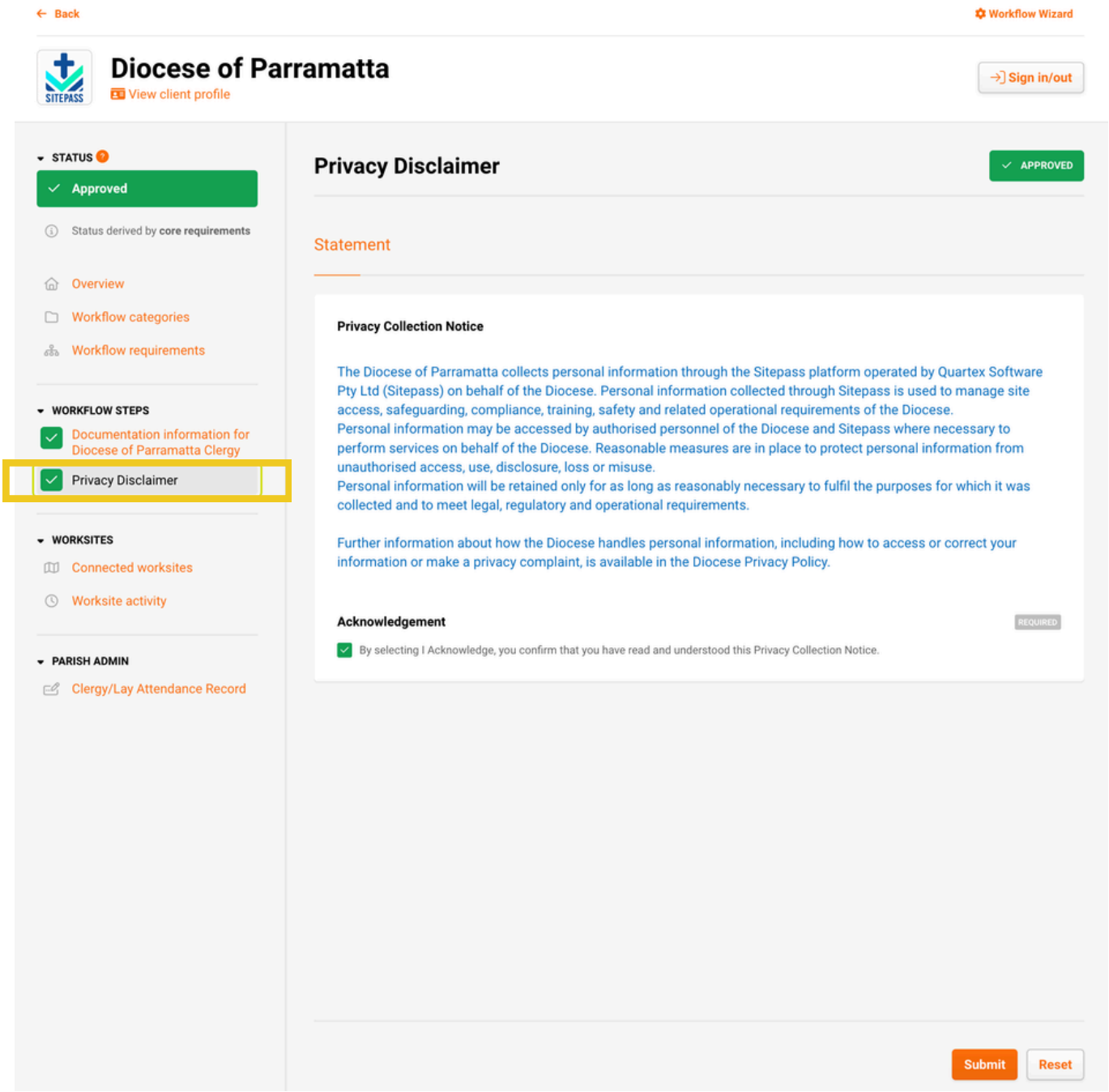
Check that your pre-filled details are accurate, including Salutation, Home Parish Name, ACMR Number,Ministry Card Number, and Working With Children Check.

If everything is correct, no further action is needed.
If anything is incorrect, click into the field to edit it. Once corrected, click '**Submit.**'



Your Status will change to 'Submitted' while a Chancery Administrator reviews the update (this typically takes 1-2 business days). Once approved, your status will return to 'Approved'.

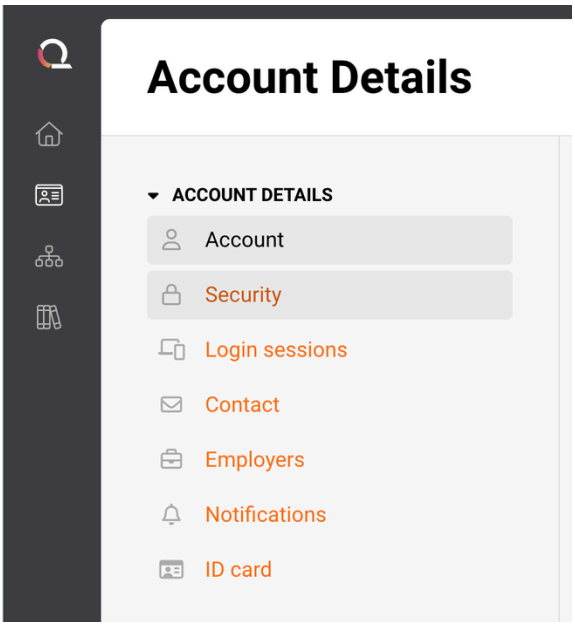
Click '**Privacy Disclaimer**', read the Privacy Collection Notice and click the checkbox to acknowledge you've read it. Click Submit.



STEP 5

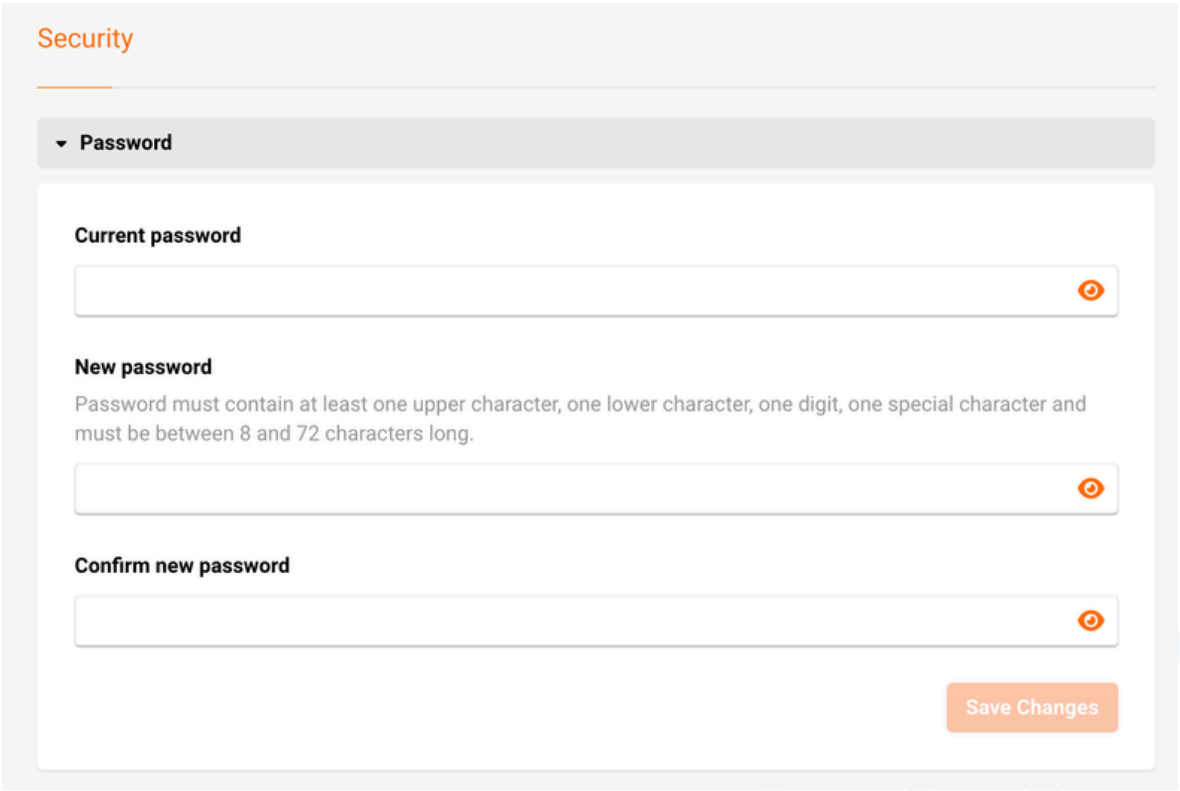
Change your password.

Your initial password will be provided by the Office for Safeguarding, Diocese of Parramatta. Once logged in, it is strongly advised that you change it.



Click '**My profile**'  then select '**Security**.'

Enter your Current password, then enter your New password once and again for confirmation. Click '**Save Changes**.'



Signing in and signing out of a church/site

Note: These steps must be completed with a mobile with a camera function.

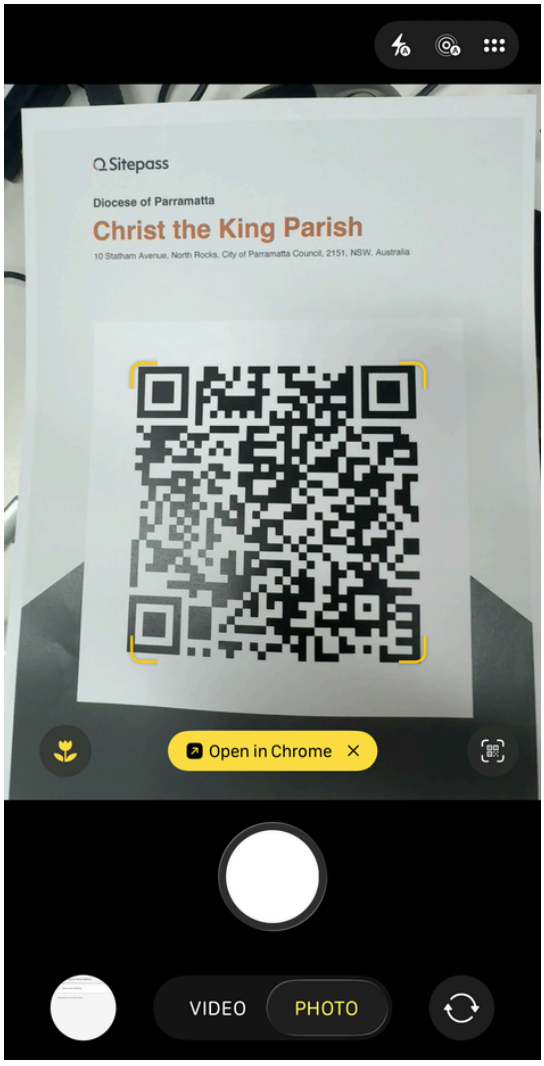
Every church in the Diocese of Parramatta has a QR code on display. This replaces the physical sacristy register usually kept inside the sacristy.

Signing In

STEP 1

Scan the QR code.

Open the camera app on your mobile phone and scan the QR code.
Tap the link that appears.

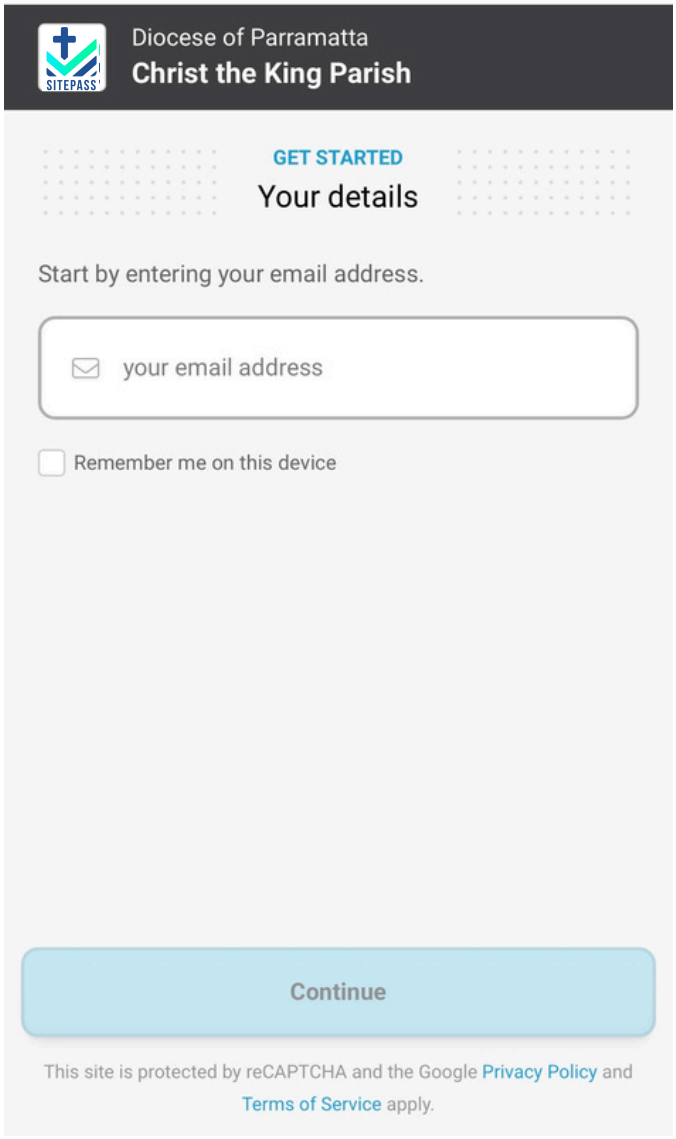


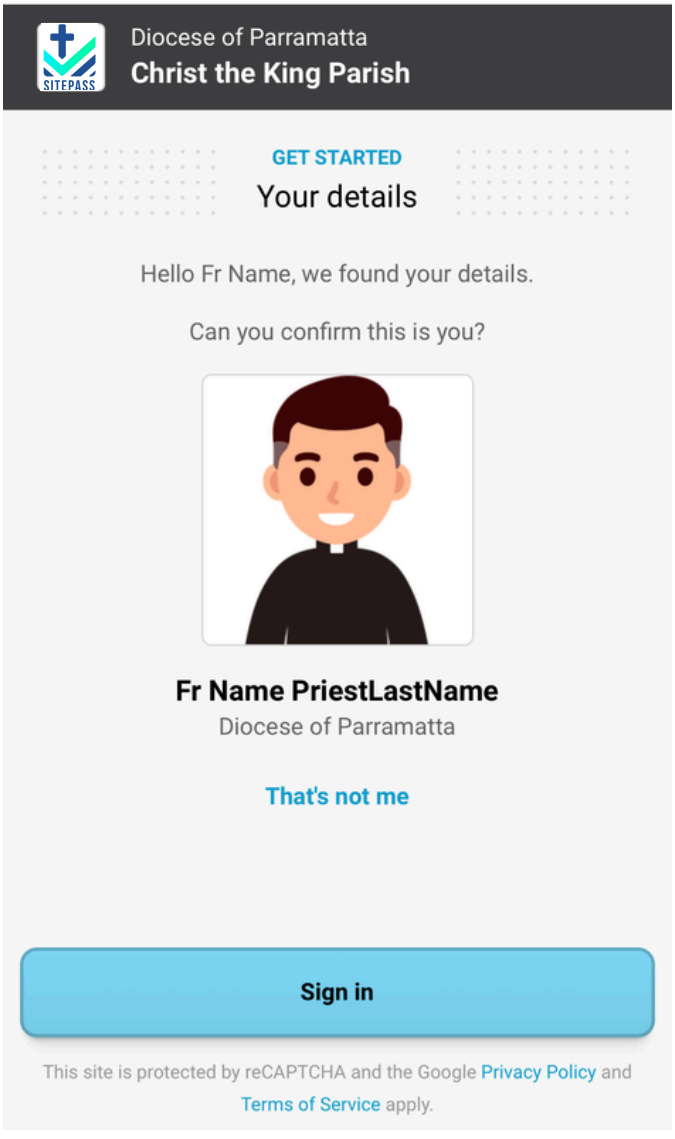
STEP 2

Login and confirm

Enter your email (@parracatholic.org) and password.

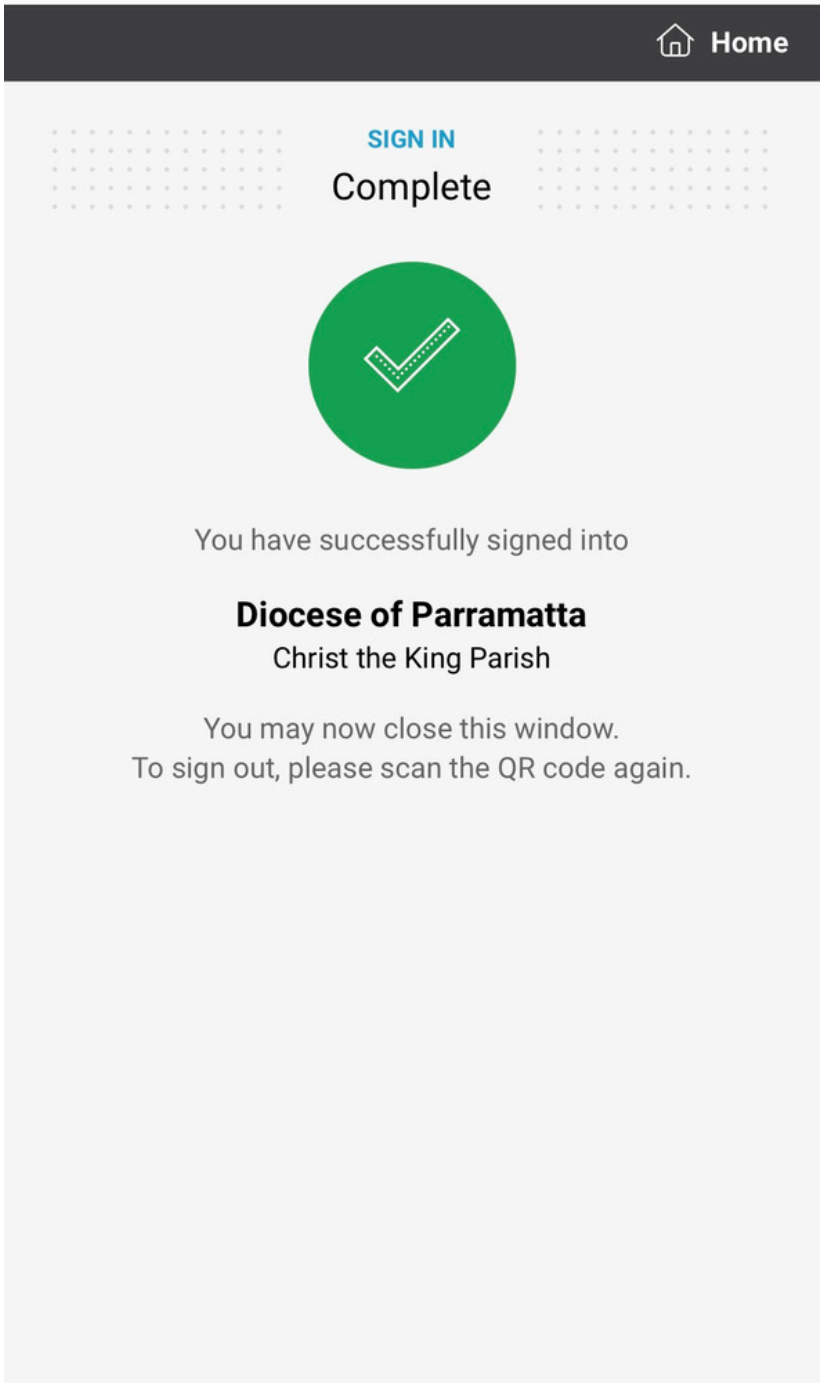
Confirm the profile shown is you, then select 'Sign In.'





STEP 3

Done. You're now signed in.

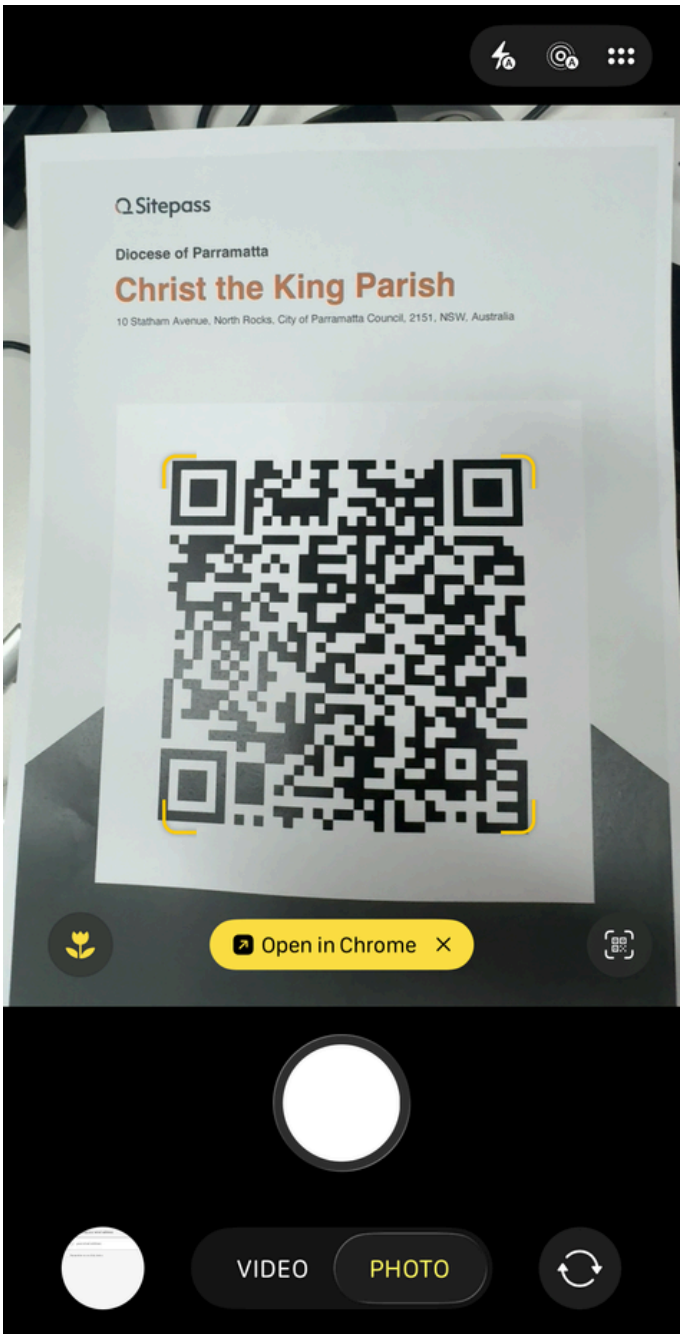


Signing Out

STEP 4

Scan the QR code

Once your visit is complete, don't forget to sign out. Open the camera app on your mobile phone and scan the QR code. Tap the link that appears.



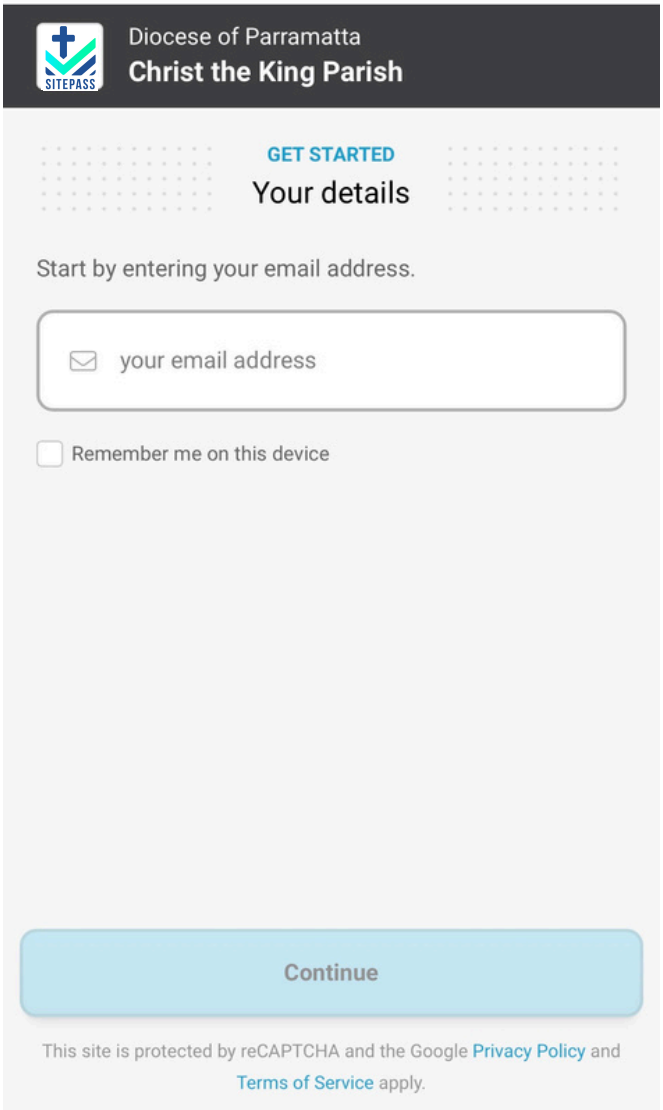
STEP 5

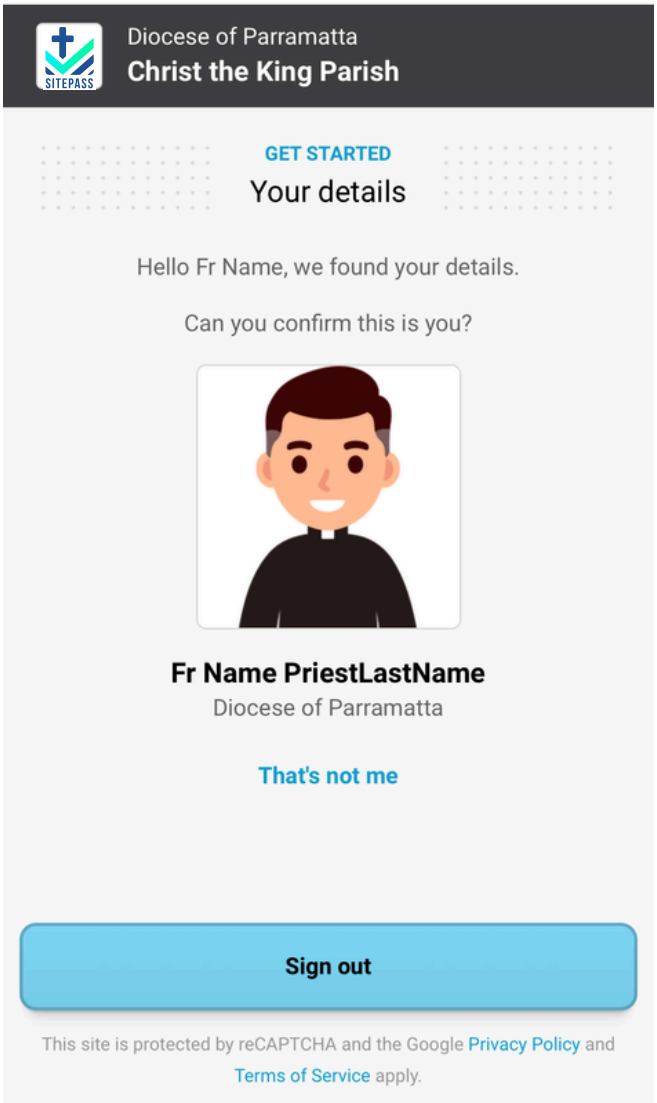
Confirm your details.

Enter your email address.

If you're using the same device you signed in with, it will remember you — you'll only need to enter your email.

Confirm the profile shown is you, then select 'Sign Out.'





STEP 6

Done. You're now signed out.

