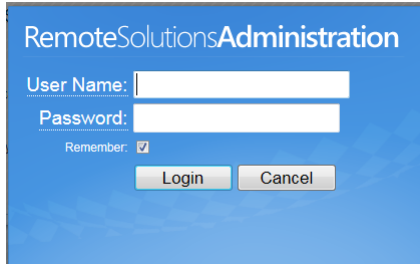


# Administrating Your Parish Remote Solutions

Login to the website listed in the email sent to you. Use the username and password provided.



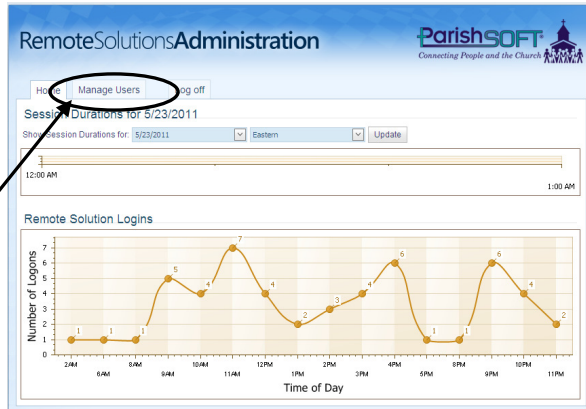
RemoteSolutionsAdministration

User Name:

Password:

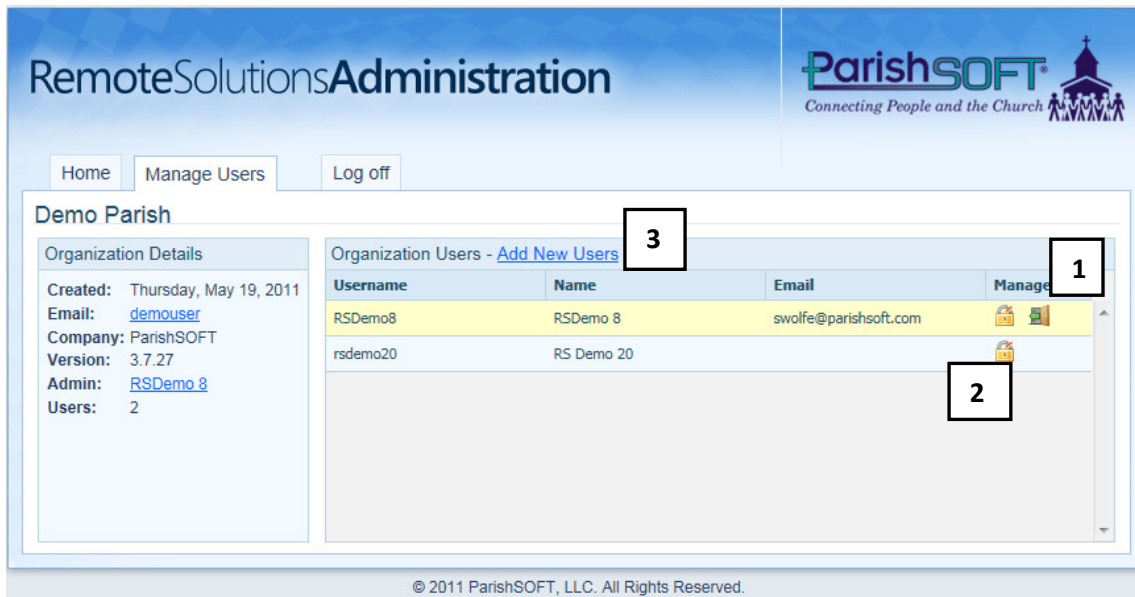
Remember:

Login Cancel



Click on the Manage Users tab.

You will see the Manage Users Screen as shown below.



RemoteSolutionsAdministration

Home Manage Users Log off

Demo Parish

Organization Details

Created: Thursday, May 19, 2011

Email: [demouser](#)



Company: ParishSOFT

Version: 3.7.27

Admin: [RSDemo 8](#)

Users: 2

Organization Users - [Add New Users](#) 3

Username	Name	Email	Manage
RSDemo8	RSDemo 8	swolfe@parishsoft.com	
rsdemo20	RS Demo 20		

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From the Manage User screen you can:

1. Log a user out.

a. Click the door to the right of the user's name.




2. Reset a User Password.

a. Click the lock to the right of the user's name.



3. Add new user. [Add New Users](#)

**Add New Users**

 Enter one name per line below, starting with the first name. Use a comma to separate first and last name: e.g. *John, Smith*

Dan, Demo

[Verify Users](#) [Cancel](#)

- a. In the Add new User Screen you enter the name of the new user by first name, a comma and last name.
  - i. You can add multiple users at the same time.

**Verify Users**

Successfully identified 1 new user(s).

Username	First Name	Last Name
DDemo1	Dan	Demo

[Create 1 Users](#) [Cancel](#)

- b. Once all users are added click the Verify Users link.
  - i. Click Create 1 User to complete the process.
    1. The number will match the number of users you entered.
- c. You will receive and email with the users password.
  - i. Users can change their own password by clicking the Start button, select Window Security and finally Change Password.