SACRED HEART *of* JESUS
CATHOLIC PARISH AND SCHOOL

STEP BY STEP INSTRUCTIONS:
LOGIN GUIDE

Step 1: Clear cache

- Logging in desktop, laptop, or tablet: If this is the first time logging in with the upgraded system, ensure that all your browsing history and cache is cleared from your web browser.
- Logging in using iPhone: If you'd prefer to log in through your phone, you will need to clear out your login/web browser history there too. For iPhone users this path should help: Settings>Apps>Safari>Clear History and Website Data

Step 2: To login, go to the My Household link, which can be found under the My SHOJ tab on the home screen.

Step 3: Login using the email address that you have on file at Sacred Heart.

Step 4: In order to login for the first time to our upgraded database, you will need to reset password by clicking "forgot password" and following the prompts.

TROUBLESHOOTING

Please contact Sarah Kmiecik at sarah.kmiecik@shoj.org if you receive the following errors or need more helping logging in.

If you get an error message about having multiple matches, we will need to issues you a "unique" username or get an updated email address from you. This usually happens because we have the same email on file for both husband and wife.

If you get the error "User not found" Please check your information and try again.