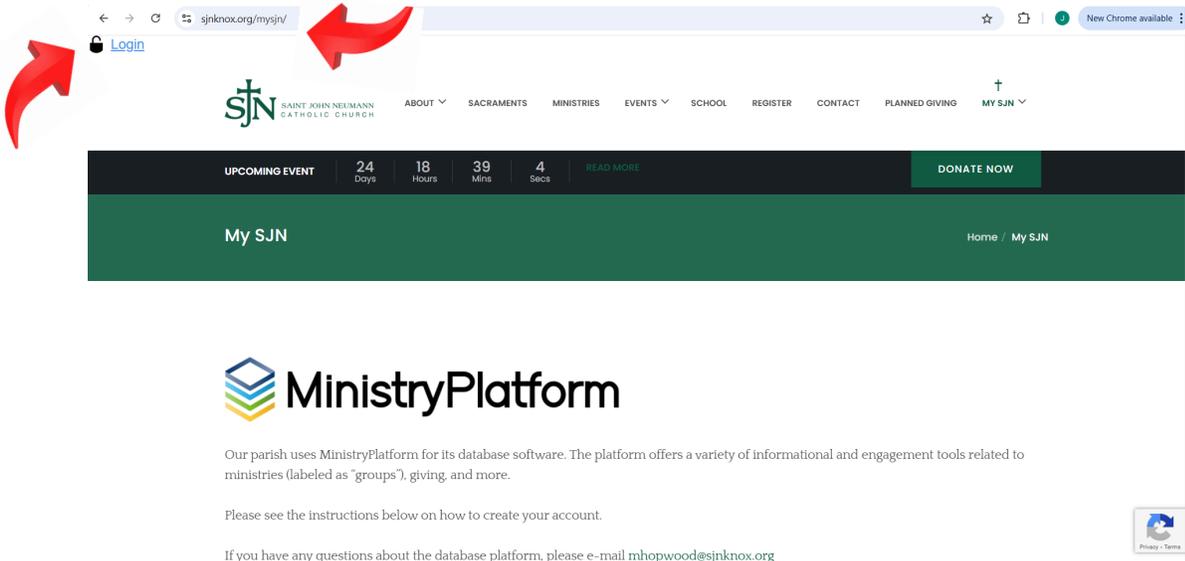


# Ministry Platform Account Set Up Instructions

1

Visit: [sjnknox.org/mysjn](http://sjnknox.org/mysjn)

Click on “Login” in the upper left or upper right of the screen (it’s different depending on which browser you are using)



**\*If you have created an account on our new online giving platform, please disregard these instructions below. Instead, use your online giving credentials to log in, as they are the same credentials for both platforms.\***



## Log In

Verify your account with us, then we'll take you back to our website.

Email, Mobile Phone or Username \*

Password \*

Keep me logged in on this device

Log In

OR

Get One-time Code

[Forgot your password?](#) • [Create an account](#)

powered by MinistryPlatform

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## Sign up

Already have an account? [Log In](#)

First Name \*

Last Name \*

Email Address \*

Mobile Phone

By providing your phone number, you agree to receive text messages. Message and data rates may apply. Message frequency varies and you may opt-out at any time.

Next

powered by MinistryPlatform

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2

Click on “Create an Account”

3

Fill in your information and click “Next”. You will then need to go to your email address to verify that you plan to set up an account.



### Check your email to finish setting up your account.

We've sent a one-time code to [redacted]@gmail.com  
Do not refresh this page. Enter your verification code below.  
Code will expire in (09:57) minutes

Code \*  
  
**Verify Code**  
Resend Code  
Go to Login

4

Enter the code sent to your email address.



### Complete Sign Up

Please enter a new password for your user account.

Username \*  
  
New Password \*  
  
Confirm Password \*  
  
**Create Account**  
Go to Login

6

Complete Sign Up. Password must contain 8+ characters, mix of upper and lowercase, a number, and a special character. You will then be directed to your profile page where you can update your information and communication preferences if needed.

### New User Account Setup

Congratulations! You have successfully created a login for St. John Neumann Catholic.

We need you to validate your account by entering the code **707545** and creating a username.

Note: The above code is valid for 10 minutes. If expired, you will need to request a new one.

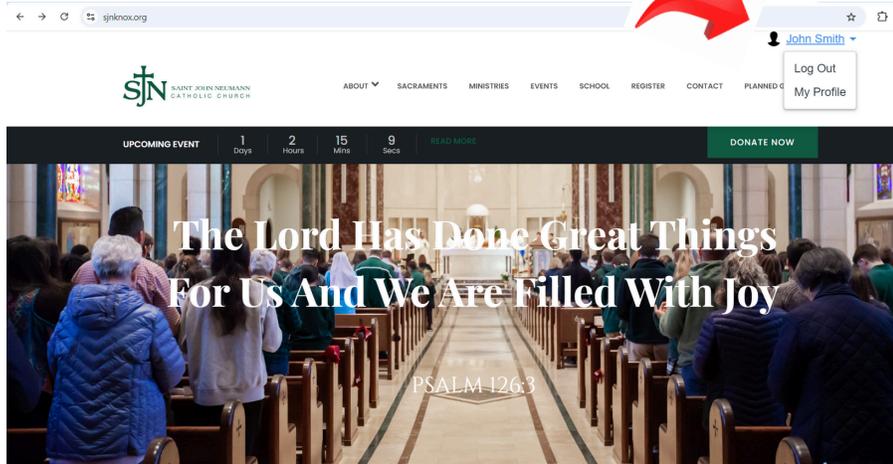
If you haven't already, please take a minute and update your profile. We'll be able to keep you updated on the things you care about, in the way you want us to connect. All of your information is kept confidential and is stored securely.

We hope you'll find our website to be useful and simple to use. If you have any questions, please feel free to contact us.

This Email was sent to you by St. John Neumann Catholic. You may need to allow your email client to display images for this email to display correctly.

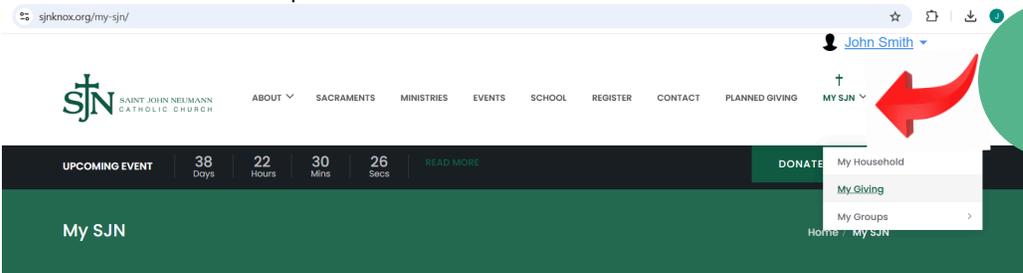
5

The email sent to your email address should look like this (above). Use the code given and select "Verify Code".



7

You can now login from the website!



8

You can see your household info, giving info, and search for ministry groups using the "My SJN" dropdown menu on the far right end of the toolbar.