



Creating a New Capernaum Account

Capernaum User – Quick Reference

Purpose


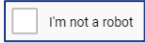





This document is intended to help new parish and school users to create an account in *Capernaum*.

Creating New Account

Locating the Capernaum Login Page

- Navigate to: www.mycapernaum.org/ or <https://capernaum.csod.com/>
- Bookmark this page in your browser so that you can easily navigate to it in the future

Creating a New Account

- Click the  button
- Enter in the required information on the first page
- Click the  button
- Click the  button
- Enter the required contact information
- Click the  button
- Select a Division by clicking the  icon
- Select an Ecclesial Status by clicking the  icon
- Set a Password following the requirements listed
- Click the  button

Verify Your Account


- You will receive an email asking you to verify your account, this may take a few minutes to arrive in your inbox
- If you do not receive an email be sure to check your spam/junk mailbox for an email from capernaum@archgh.org and add that email to your safe sender list
- **NOTE: You will not be able to log in until you have verified your account**

Login to Your Account


- Navigate to: www.mycapernaum.org/ or <https://capernaum.csod.com/>
- Enter the username and password you created
- Explore the platform, register for courses, and update your profile (optional, but encouraged)



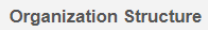
Accessing and Updating Your User Record (Optional)

- Click on the Navigation Menu in the upper right-hand corner (☰).
- Select the “HOME” option from the navigation menu
- Select the “UNIVERSAL PROFILE” option from the submenu
- Hover over the “USER RECORD” tab along the top of the page
- Select the “USER RECORD” option from the dropdown menu
- Click the blue “” button in the bottom right-hand corner of the page

Updating Your Profile Picture (Optional)

- Once you are on the “edit user record page” you will see your profile picture on the left-hand side of the screen. Click the  button under the image.
- Follow the prompt provided and save changes.


Important Fields to Update


Scroll down until you see the section labeled “.

 Under this section are key fields that you should update to maximize your use of the *Capernaum* system.

Ministry Role Affiliation Location

In *Capernaum*, the field “Ministry Role Affiliation Location” is used to identify the parish in which you are serving as a volunteer minister.

- Click on the select button to the right of the field. 
- Click the “+” symbol next to the top-level location to drill down to more specific ones.
- When you have found the correct location hover your pointer over the blue text. It will show a finger pointer (☞). Click to select that ministry role.

Once you have selected your location you will return to the edit user record page. From here you can continue to edit or select the “” button in the bottom right-hand corner.

Division

In *Capernaum*, the field “division” is used to help identify whether people are from within the Archdiocese or outside, as well as employees from volunteers and those with unique affiliations to different Catholic Organizations.

By default, most users are put into the top-level “division” labeled “1-Archdiocese of Galveston-Houston.” However, you can change this to better reflect you.

- If a division is already selected click the “x” on the right side to delete it so you can select a new one.



Division: * 1-Archdiocese of Galveston-Houston (1-Archdiocese of Galveston-Houston) 

- Once this is done, or if there is no division selected, click on the “select” button at the end of the field.



Division: * 




Creating a New Capernaum Account

Capernaum User – Quick Reference

- A pop-up menu will appear that displays the top-level division options. Clicking on the blue text of the division will select this top-level as your division. Clicking on the “+” symbol next to the division name will give you an expanded list of options.
- Division options with the “-” symbol cannot be expanded for further options.
- If you select the wrong division you can navigate back using the division trail links above the search bar.
- Continue to explore options until you have found the division that best represents you. When you have found the right division hover your pointer over the blue text. It will show a finger pointer (☞). Click to select that division.
- For the majority of non-employees, you will select the following option:
1-Archdiocese of Galveston-Houston (Expand +) → 0-Parishioners (non-employees)
- Once you have selected your division you will return to the edit user record page. From here you can continue to edit or select the “ Save ” button in the bottom right-hand corner.

Ecclesial Status


In *Capernaum*, the field “Ecclesial Status” is used to distinguish between laypersons, priest, religious, deacons, and other ecclesial roles.

- Click on the select button to the right of the Ecclesial Status field. 
- Click the “+” symbol next to the Archdiocese of Galveston-Houston label. Drill down as needed.
- Once you have selected your Ecclesial Status you will return to the edit user record page. From here you can continue to edit or select the “ Save ” button in the bottom right-hand corner.
- NOTE: Most people will select “Lay Person”

Ministry Role

In *Capernaum*, the field “Ministry Role” is used to identify the primary ministry you engage in. For employees in parishes or schools, you can use this to either identify your work responsibilities or select a ministry you are active in at a parish or location other than your place of employment.

We realize that many people serve in multiple ministries. To select additional ministries, expand the “Ministry Involvement” section when editing your user record and check all the boxes that apply to you.

- Click on the select button to the right of the Ministry Role field. 
- Click the “+” symbol next to the Archdiocese of Galveston-Houston label.
- Use the search bar at the top of the page or the navigation buttons at the bottom of the page to locate your ministry role.
- When you have found the correct ministry role hover your pointer over the blue text. It will show a finger pointer (☞). Click to select that ministry role.
- Once you have selected your ministry role you will return to the edit user record page. From here you can continue to edit or select the “ Save ” button in the bottom right-hand corner.

Ministry Involvement

Scroll down until you see the section labeled “ **Ministry Involvement** ”. Under this section are a variety of ministry areas that you might be involved in.



Creating a New Capernaum Account

Capernaum User – Quick Reference

Author(s): BHenritze
Document EndUser-CreratingAnAccount-QR.docx
Document ID: TECH-LMS-QUICKREF-ENG-DOC-78-01
Version Date: September 28, 2022



CAPERNAUM

— *Where Christ Forms His Disciples* —