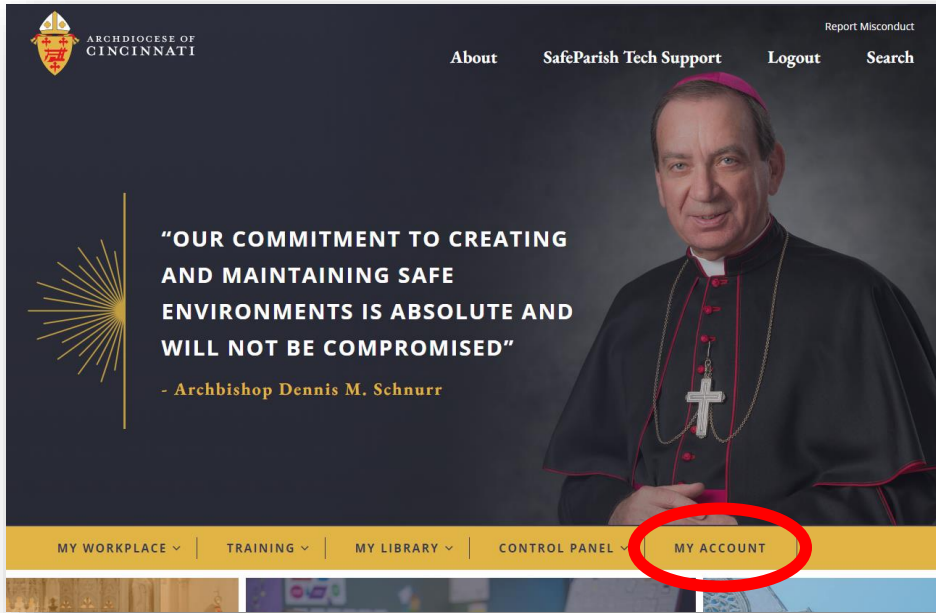


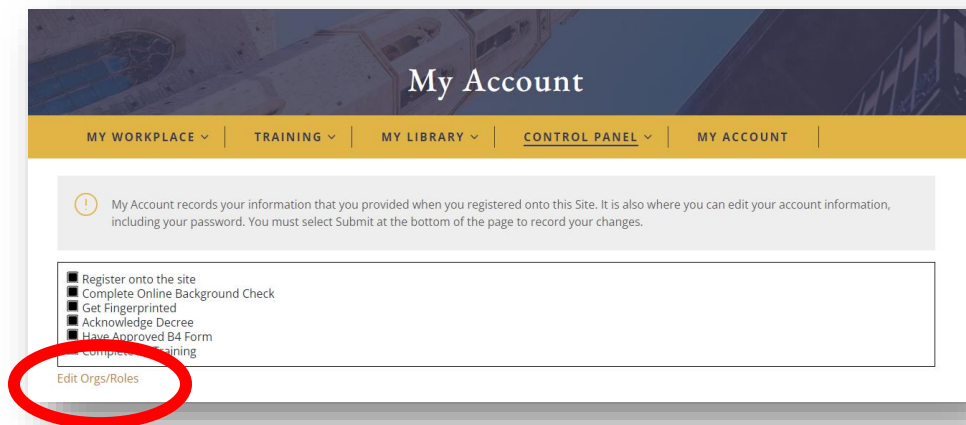
# How to add Incarnation to your SafeParish account

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1. Login to SafeParish and click on **My Account**.



2. Click on **Edit Orgs/Roles**.



### 3. Click on ADD ORGANIZATION

[Return to edit user](#)

You may enter multiple organizations and roles.

**Organizations and Roles**

Organization:  
ST. FRANCIS OF ASSISI -- CENTERVILLE

Roles:

- A9 Information Only/College Student
- Candidate for Ordination
- Deacon
- Educator
- Employee (Diocesan/Eparchial)
- Employee (Parish/Parochial) Parish Staff- Paid  
Please choose a specific Position
- Priest
- Volunteer Parish Volunteer  
Please choose a specific Position

**ADD ORGANIZATION**

**SUBMIT**

### 4. Scroll through the Organization list and select **INCARNATION – CENTERVILLE.**

**Organizations and Roles**

This is the user's main/primary location

Organization:

- HOLY TRINITY -- DAYTON
- HOLY TRINITY -- NORWOOD
- HOLY TRINITY -- WEST UNION
- IMMACULATE CONCEPTION -- BRADFORD
- IMMACULATE CONCEPTION -- BOTKINS
- IMMACULATE CONCEPTION -- CELINA
- IMMACULATE CONCEPTION -- Urbana
- IMMACULATE HEART OF MARY -- CINCINNATI
- INCARNATION -- CENTERVILLE**
- JESUIT COMMUNITY -- CINCINNATI
- JESUIT MILFORD SPIRITUAL CENTER -- MILFORD
- JOHN PAUL II SCHOOL -- CINCINNATI
- LASALLE HIGH SCHOOL -- CINCINNATI
- LEGIONARIES OF CHRIST -- CINCINNATI
- LEHMAN HIGH SCHOOL -- SIDNEY
- LITTLE SISTERS OF THE POOR -- CINCINNATI
- MAGNIFIED GIVING -- Cincinnati
- MARIA STEIN SHRINE -- MARIA STEIN
- MARIA STEIN SPIRITUAL CENTER -- MARIA STEIN
- MARIAN PILGRIMAGE -- Cincinnati
- MARYMOUNT OF THE SACRAMENTS -- CINCINNATI

**SUBMIT**

5. Check the box for **Volunteer**, then select **Parish Volunteer** from the drop-down. Finally, hit **SUBMIT**.

**Organizations and Roles**

This is the user's main/primary location

Organization:  
INCARNATION -- CENTERVILLE

Roles:

- A9 Information Only/College Student
- Candidate for Ordination
- Deacon
- Educator
- Employee (Diocesan/Eparchial)
- Employee (Seminarian/High School)
- Priest
- Volunteer  Please choose a specific Position
- Other

REMOVE ORGANIZATION

ADD ORGANIZATION

SUBMIT