Logging in to the RCIA database:

The ID and Password used to access the RCIA database is the same that parishes use for submitting on-line reports. Different parishes make use of on-line reporting capabilities in different ways. Some may identify it as their "Citrix" ID and Password. It is also possible that a parish has never utilized on-line reporting.

Finding out your parish ID and password is easy. Simply contact the Archdiocesan information technologies Help Desk at 973-497-4160. The Help Desk will assist you in determining your ID and will change the password so that you may use it to access the RCIA database.

NOTE: Because this ID is used for a variety of on-line reporting, be sure to check with parish staff prior to contacting the help desk. If others have the ID/Password already, you may simply use what you already have.

Once you have the ID/password, follow the instructions for logging in:

Go to: http://divineworship.rcan.org/rcia OR divineworship.rcan.org/rcia

A screen requesting the ID and password will appear. Enter the ID with "adc/" followed by the parish Id. The ID consists of your parish number preceded by four zero's. The screen will appear as follows:

Upon entering the ID and password, the parish page for the RCIA database will display. Enter your catechumen/candidate information as per the enclosed instructions.

A reminder: The password used to access the system requires that it be changed every 30 days. If you are denied access to the system after a period of time and have not already changed the password, contact the I.T. help desk at the phone number listed above to change the password.

Revised: 1/10/18
RCIA On-Line Registration Instructions.

1) Go to:  http://divineworship.rcan.org/rcia  OR divineworship.rcan.org/rcia  (Note: there is no "www").

2) Enter the parish id and password. This is the same id and password that is used to submit Mass counts and AAA reports on-line. If you do not know your id/password please contact the Archdiocesan I.T. Help Desk at 973-497-4160.

Be aware that for security reasons, the password is changed every 90 days. If you have trouble accessing the system after 90 days, contact the Help Desk to change your password.

Note: The parish id begins with adc\, then the parish number. For example:

Parish id: adc\000999
Password: *****

3) The Parish Page displays: note that if RCIA coordinator information is incorrect, make corrections in the "Request Coordinator Update" section and click on the "email request" button.

4) Click on "RCIA" in the upper left corner of the screen (or "Next" in the lower right corner). The candidate/catechumen entry form will display.

5) Enter the name and age of each candidate/catechumen, filling in the appropriate information for each individual. For example:

Check the red catechumen box for the unbaptized and add the date of his/her rite of acceptance.
OR
Check the gray box for baptized non-Catholic Christian, and enter the individual's denomination (e.g. Lutheran, Episcopalian, etc.)
OR
Check the yellow box for Roman Catholics and indicate which initiation sacraments he/she is completing (i.e. Confirmation, First Eucharist, or both)

6) As each individual's information is completed, click on the "add candidate" button. The individual's information will be added to a list at the bottom of the screen.

7) When you have finished adding all the names, click on the "Finish" button on the lower right corner of the screen. To conclude, simply leave the website. There is no need to "log off."

To make changes to the list of candidates/catechumens.

8) Follow log-in procedure as listed in steps 1 and 2 above.

9) Click on "RCIA" in the upper left corner of the screen (or "Next" in the lower right corner). The candidate/catechumen entry form will display with the list of previously entered candidates/catechumens at the bottom of the screen.

10) Click on the "edit" button next to the name where you want to make corrections.

11) The information will appear in the entry area at the top of the screen. Make corrections as necessary.

12) Click on the "update candidate" button to record the changes.

13) When you have finished all changes, click on the "Finish" button on the lower right corner of the screen. To conclude, simply leave the website. There is no need to "log off."

Revised: 1/10/18