

# MYHANB Member Login Guide

## STEP -1

1. Using an internet browser, go to [www.myhanb.org](http://www.myhanb.org)  
Or, go to [www.hanb.org](http://www.hanb.org) and click on the myhanb link.



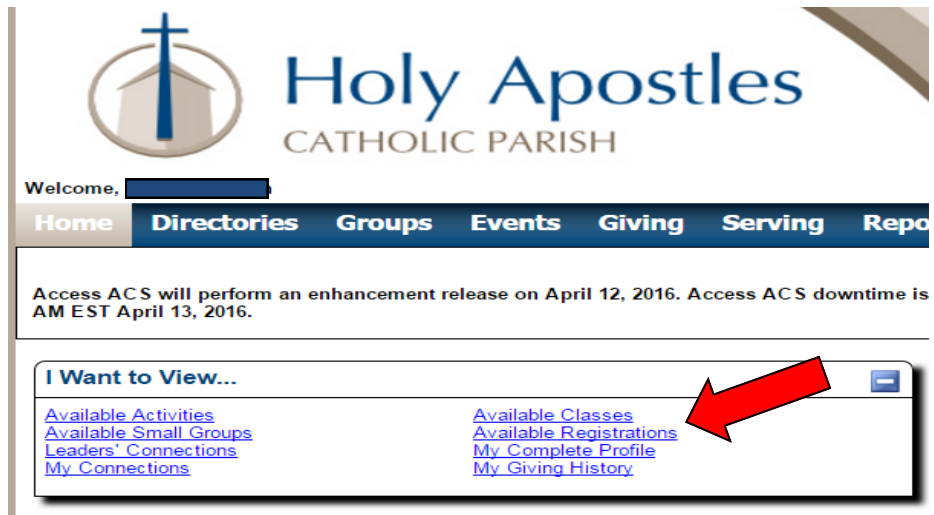
2. If you are already a user, enter your login information and go to step 2. If you have not logged into our system before, click "Need a login?"

3. Enter your first name, last name and email address, then click Find Me. **Note: Your first name, last name and email address MUST match with our database or you will not be given a login.** If your information is not found in our database, you will be given a link to send an email to the parish office. A staff member will then enter your corrected information and email you when you can try again. If you have additional problems, please e-mail [jflanagan@hanb.org](mailto:jflanagan@hanb.org).



4. If your information matches our database, an email reply containing your username and password for login to my hanb will be emailed to you. Return to myhanb and complete the log in process. Enter the username and password sent to you in the fields provided.

5. The system will require you to change your password with the first successful login. Enter a password of your choice.



## STEP 2 -

Select Available Registrations

**STEP 3**—Click the Register button next to the event you would like to register for:



**STEP 4**— From the dropdown menu select each person or family member that you would like to register, then select NEXT:

2016-17 Child Ministry Registration (GR K3-6) [hide details](#)  
Monday, March 14, 2016 to Monday, March 13, 2017 - All Day  
Registration for Faith Formation for grades K3-6th grade and preparation for First Reconciliation and First Holy Communion. Total Cost: \$0.00

Register Attendees

Attendee Name	Registration
[Redacted]	Register (Free)
[Redacted]	<< Not Registered >>
[Redacted]	<< Not Registered >>
[Redacted]	<< Not Registered >>

Next >>

**STEP 5**— For each person registered select the event you would like to register them for from the drop down menu:

2016-17 Child Ministry Registration (GR K3-6) [view details](#) Total Cost: \$120.00

Select Sub-Events

Sub-Event	Price
Early Childhood K3, K4, K5	<< Not Registered >>
Grade 1-6	Grade school classes \$120.00 (Deposit \$120.00) \$120.00
First Reconciliation and First Communion	<< Not Registered >>

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**STEP 6**—Answer the questions for each participant for that program. Click Next

**STEP 7**—Review the summary and make sure each family member is registered for the proper class. Click Next

**STEP 8**—Select a payment method.

*Option 1 - Pay in person / by mail.  
Mail a check or cash to the parish office*

*attn: Faith Formation.*

*Option 2 - Pay Online.*

*Pay with credit card or online checking.*

Holy Apostles CATHOLIC PARISH myhanb

Welcome, Rachel Madden [Help Centers](#) [Report a Problem](#) [More Info](#) [Sign Out](#)

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2016-17 Child Ministry Registration (GR K3-6) [view details](#)

Select Payment Method

Pay in Person / by Mail  
Memo:

Pay Online  
<new payment method>

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(note: some events do not accept credit card payments due to high fees)

Your registration is now complete. If you have additional questions, contact Rachel Madden at [rmadden@hanb.org](mailto:rmadden@hanb.org) or 262-786-2035.