



Catholic Leadership
INSTITUTE

**CALLED FOR MORE
PARISH SET UP IN PORTAL**

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This document provides instructions for accessing and using the *Called For More* Portal to complete your Parish Set Up. If at any time you need assistance with the Portal, please email onlinesupport@catholicleaders.org.

It is recommended that you use Chrome, Microsoft Edge or Mozilla Firefox as your browser; Internet Explorer does not work. If you are on a Mac or Apple device, you can use Safari.

Accessing the Called For More Portal the First Time

Open the email you received from the Catholic Leadership Institute Portal and click on the link in the email.

This screen will appear:



CLI Portal
Catholic Leadership Institute

Welcome to the CLI Portal!

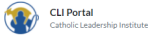
An account has already been made for you using the email address provided to us.

Confirm Your Email Address

Is this the email address you wish to use to set up your account?

eod2@catholicleaders.org [Change email address](#)

If the email address is correct, click on Continue with this email address. This screen will appear:



CLI Portal
Catholic Leadership Institute

Welcome to the CLI Portal!

An account has already been made for you using the email address provided to us.

Set Your Password

Set a password for your account.

Email Address

Password

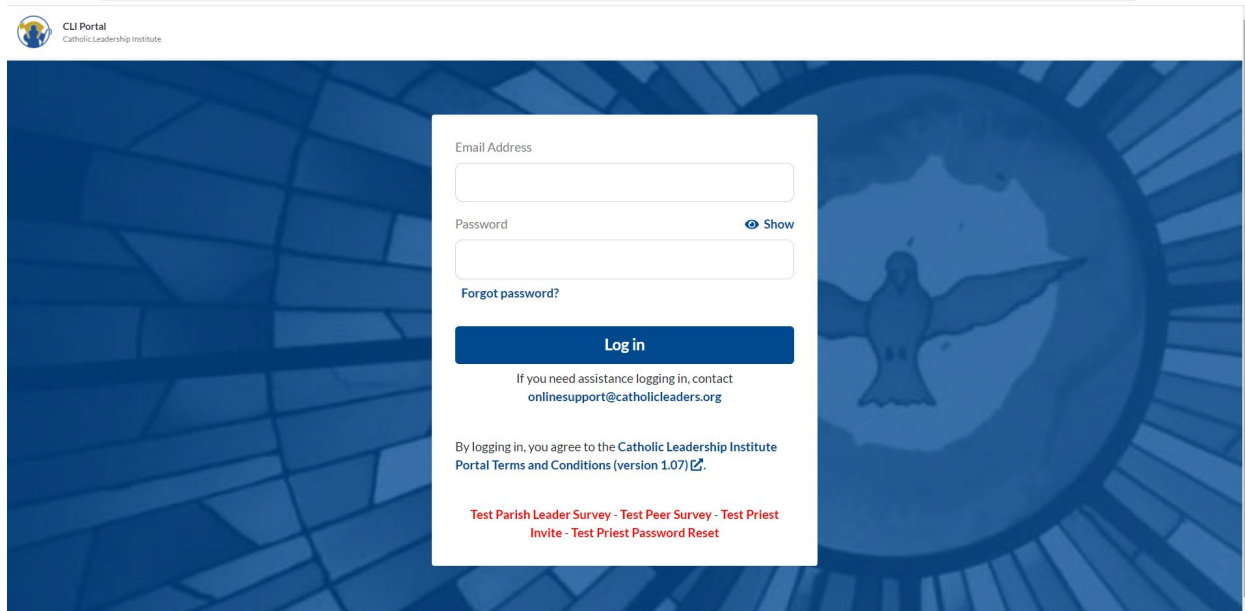
Confirm Password

[Go back](#)

Type in a password and click on Set password.

The password requirements are specific and must meet the following standards: at least eight characters, including one lowercase and one uppercase letter, one number, and one special character (! @ # \$ or %). **Only** the special characters listed are accepted (so you **cannot** use a ?, &, or *) nor are spaces accepted

This screen will appear:



CLI Portal
Catholic Leadership Institute

Email Address

Password [Show](#)

[Forgot password?](#)

[Log in](#)

If you need assistance logging in, contact
onlinesupport@catholicleaders.org

By logging in, you agree to the Catholic Leadership Institute
Portal Terms and Conditions (version 1.07) [🔗](#)

[Test Parish Leader Survey](#) - [Test Peer Survey](#) - [Test Priest Invite](#) - [Test Priest Password Reset](#)

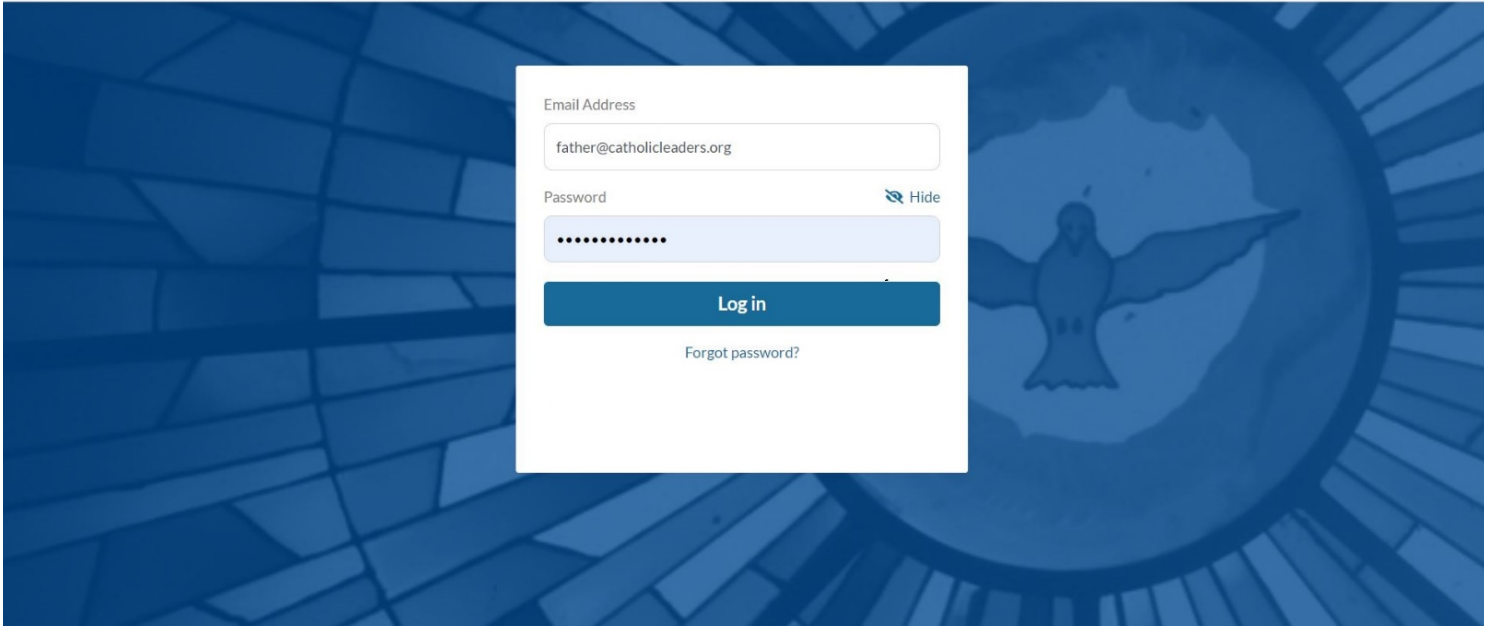
Enter your username and your password and click on Log in.

Accessing the Called For More Portal After Account Setup

Go to **Catholic Leadership Institute Website**: <https://www.catholicleaders.org/>
Select **Called for More Client Portal** from the Menu on the right side

Or to access directly:

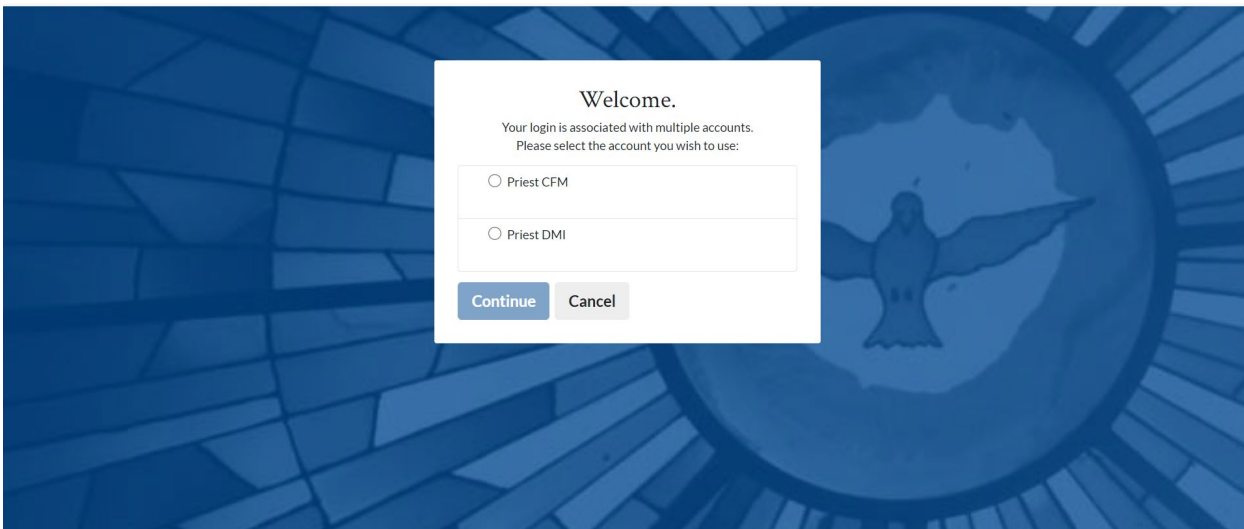
WEB ADDRESS: <https://portal.catholicleaders.org/home/>



Log into the *Called for More* Portal by entering your username (email address) and password.

If you have forgotten your password, then click on [Forgot Password?](#) on the log-in screen, enter your email address on the screen that appears and click on [Send Password](#) to send a password change email to your address. Then go to your email in-box, open the note from calledformore@catholicleaders.org and follow the instructions to reset your password.

This screen will appear:



Completing the Parish Set Up

The Parish Set Up can be completed by either the Pastor or the Primary Point of Contact.

After you log into the Portal, the homepage will display. Click on the parish name:

CLI Portal
Catholic Leadership Institute

2 incomplete tasks | EileenQA Odea Latini

Welcome, EileenQA.

"The priesthood is not really so much a gift as it is a commission to serve, a privilege to lift, and an opportunity to bless the lives of others."
-St. John Vianney, patron saint of parish priests

Task Inbox (2 items)
View the upcoming tasks and events you should be aware of.
[View Task Inbox](#)

My Priest Profile (0% Complete)
Complete your CFM Survey and view your Peer Perspective Survey results.
[View My Priest Profile](#)

Contacts
View contact information for your Priests and Key Parish Leaders at your parishes.
[View Contacts](#)

Parishes

- QA Test Diocese
- QAST,John** →

This screen will appear:

CLI Portal
Catholic Leadership Institute

[Return to homepage](#) | 0 incomplete tasks | EileenQA Odea Latini

Welcome, EileenQA.

"The priesthood is not really so much a gift as it is a commission to serve, a privilege to lift, and an opportunity to bless the lives of others."
-St. John Vianney, patron saint of parish priests

Complete Parish Profile for QAST,John

A new parish has been associated with your account. Please complete the Parish Profile for this parish; you will not be able to continue to the portal until you have done so. If you believe this is an error, please contact support@buildableworks.com

Parish Information

Provide address and contact information for this parish.

Parish Name*	QAST,John
Diocese*	QA Test Diocese
Deanery	<input type="text"/>
Address Line 1*	123 Test Road
Address Line 2	<input type="text"/>
City*	Philadelphia
State*	PA

There are 3 sections to the Parish Set Up process:

- Parish Information
- Primary Point of Contact
- Parish Demographics

Parish Information – add the correct information into the fields

Primary Point of Contact - If a Primary Point of Contact (PPOC) was not designated prior to beginning the Called For More process, the pastor is defaulted to be the PPOC. To finalize the PPOC, go to the Primary Point of Contact section and do the following:

- If the name displayed in the drop-down list box is correct, click in the box next to “I am the PPOC for this parish”
- If you need to add a new PPOC, click on Add a new contact and enter the first and last name of the contact and the email address. Then click in the box next to “I am the PPOC for this parish”.

Parish Demographics – answer the 4 questions that are displayed:

- How many registered households are in your parish?
- What setting is your parish in?
- What is your average number of **weekly** Mass goers?
- Which best describes your parish? (regarding your school situation)