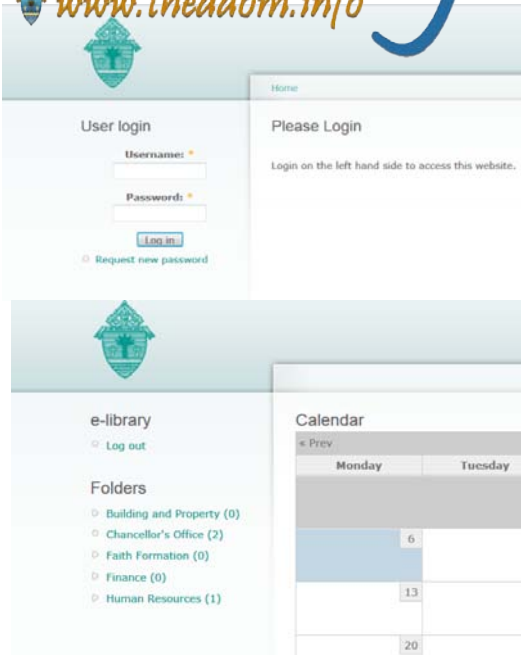


PASTORS ONLY – RESTRICTED ACCESS



The ADOM Electronic Library is designed as a reference library for employees of the Archdiocese. While still under development as policies and forms are being posted to the site, it is *THE* place to look for information needed for parish and school operations. Gradually, documents previously posted on the Finance website will be moved to this new site, available to all employees, to serve you as a One-Stop-Shop!

The USER ID AND PASSWORD provide access to the restricted folder, PASTORS, viewable only by pastors. Kindly do not share.

1. Logging In (PASTORS ONLY site)

- To log in, go to www.theadom.info
- On the left hand side you will see a login box.
- Enter the username and password exactly as shown below, including the underline character in the password

USERNAME **pastor**
PASSWORD **caritas_dei**

- Click the “Log in” button
- Your password gives access to all files, including the restricted files for “principal” and “pastor.”
- If the internet browser asks if you wish to save the user name and password, select YES.

2. Logging Out:

- To log out, click the “Log out” link located immediately under “e-library”

3. Calendar and News Feed:

- The news feed is the first thing you will see when you first log in.
- To access your news feed from any other page, either click the ADOM logo (located in the top left corner) or the “Home” link at the top of the page.

4. Viewing Documents:

- There is a section titled “Folders” on the left hand side of the website. Each link represents a folder containing documents (policies, forms, templates, and other materials provided for your use).
- A number in parenthesis displays how many documents are within the respective folder – but do not be confused by the numbers; even if zero, documents may be posted in sub-folders.
- Click on a folder to display a list of all the documents within that folder.
- Documents can be sorted in alphabetical order or by date updated. Click the “Document” or “Last Updated” headings to sort.
- Clicking the name of the document will open it. Right click a document name to save it to your computer.

5. For example, if you need documents from the Chancellors’ Office to demonstrate the parish’s tax exempt status, click on the *Chancellors’ Office* folder and the page containing the documents in the folder will open. Click on an individual document to open the document, in this case in Adobe portable document format (pdf). Save pdf files to your computer (SAVE icon on toolbar in upper left) or print as needed.

Other documents in the e-library are saved in Word (Carnival Agreement in the *Building and Property/Facilities Management* folder, for example) and will open in Word where it can be customized as needed.