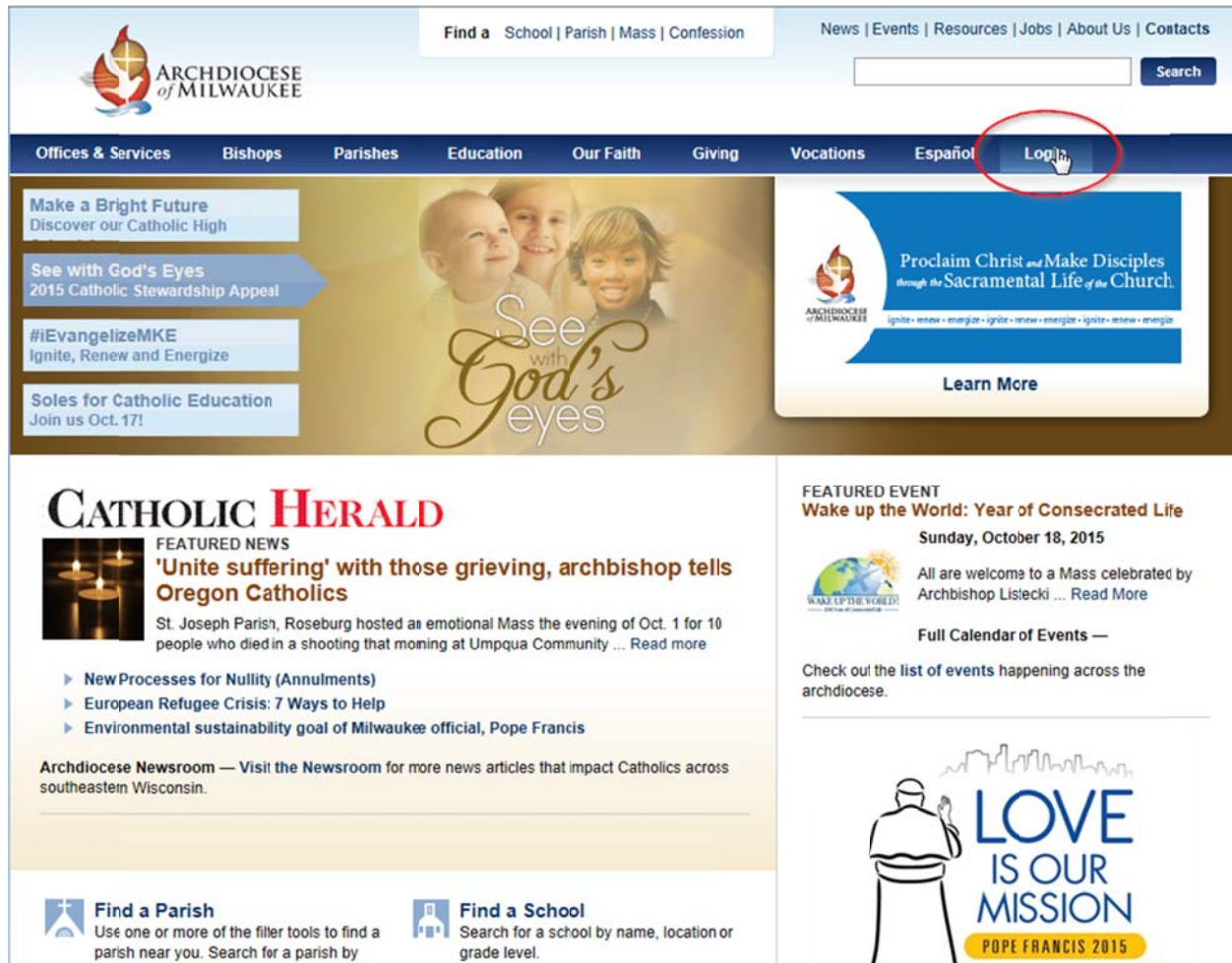


Accessing On-line Surveys

How to access Parish Personnel Survey on archmil.org

Accessing the surveys is quite easy. First, log into the archmil.org by clicking the **Login** link on the main blue toolbar.

Contact Dale Klein, at kleind@archmil.org or 414-769-3440, if you do not have your login information.



The screenshot shows the Archdiocese of Milwaukee website. At the top, there is a header with the logo and navigation links: "Find a School | Parish | Mass | Confession", "News | Events | Resources | Jobs | About Us | Contacts", and a search bar. Below this is a dark blue navigation bar with links: "Offices & Services", "Bishops", "Parishes", "Education", "Our Faith", "Giving", "Vocations", "Español", and "Login". The "Login" link is circled in red. Below the navigation bar is a large banner area with several promotional boxes: "Make a Bright Future", "See with God's Eyes", "#iEvangelizeMKE", "Soles for Catholic Education", and a "Proclaim Christ and Make Disciples" box. Below the banner is a "CATHOLIC HERALD" section with featured news articles and a "FEATURED EVENT" section for "Wake up the World: Year of Consecrated Life". At the bottom, there are "Find a Parish" and "Find a School" search tools, and a "LOVE IS OUR MISSION" graphic.

Enter your **Login** (username) and **password**. Click the Login button.

ARCHDIOCESE
of MILWAUKEE

Find a School | Parish | Mass | Confession

News | Events | Resources | Jobs | About Us | Contacts

Search

Offices & Services Bishops Parishes Education Our Faith Giving Vocations Español Login

Login

Login:

Your login name here

Password:

Login

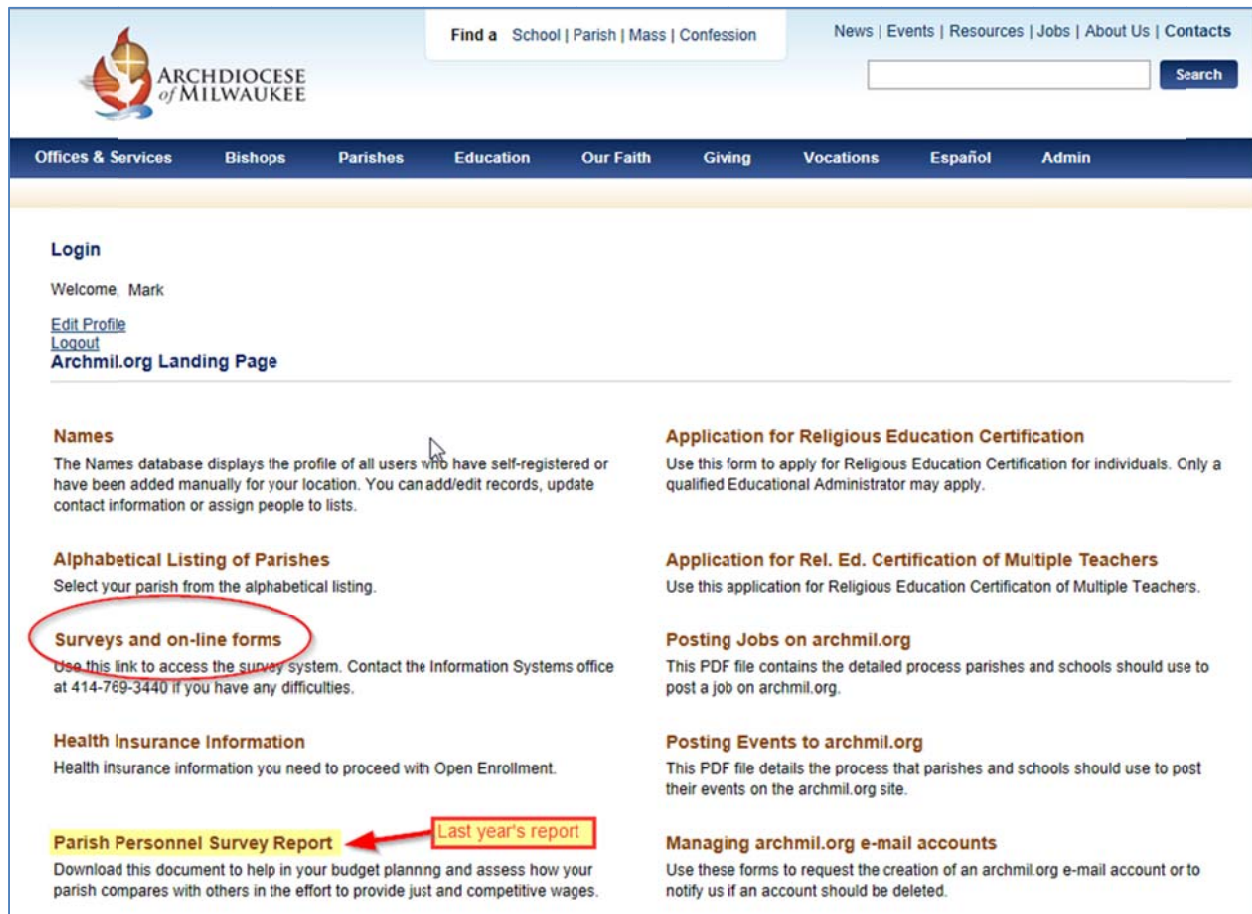
Forgot Password?

Archmil.org Landing Page

You Are Here: Administrative Interface

Email Print

Click the link called **Surveys and on-line forms**.



ARCHDIOCESE of MILWAUKEE

Find a School | Parish | Mass | Confession News | Events | Resources | Jobs | About Us | Contacts

Search

Offices & Services Bishops Parishes Education Our Faith Giving Vocations Español Admin

Login

Welcome Mark

[Edit Profile](#)
[Logout](#)
[Archmil.org Landing Page](#)

Names
The Names database displays the profile of all users who have self-registered or have been added manually for your location. You can add/edit records, update contact information or assign people to lists.

Alphabetical Listing of Parishes
Select your parish from the alphabetical listing.

Surveys and on-line forms
Use this link to access the survey system. Contact the Information Systems office at 414-769-3440 if you have any difficulties.

Health Insurance Information
Health insurance information you need to proceed with Open Enrollment.

Parish Personnel Survey Report Last year's report
Download this document to help in your budget planning and assess how your parish compares with others in the effort to provide just and competitive wages.

Application for Religious Education Certification
Use this form to apply for Religious Education Certification for individuals. Only a qualified Educational Administrator may apply.

Application for Rel. Ed. Certification of Multiple Teachers
Use this application for Religious Education Certification of Multiple Teachers.

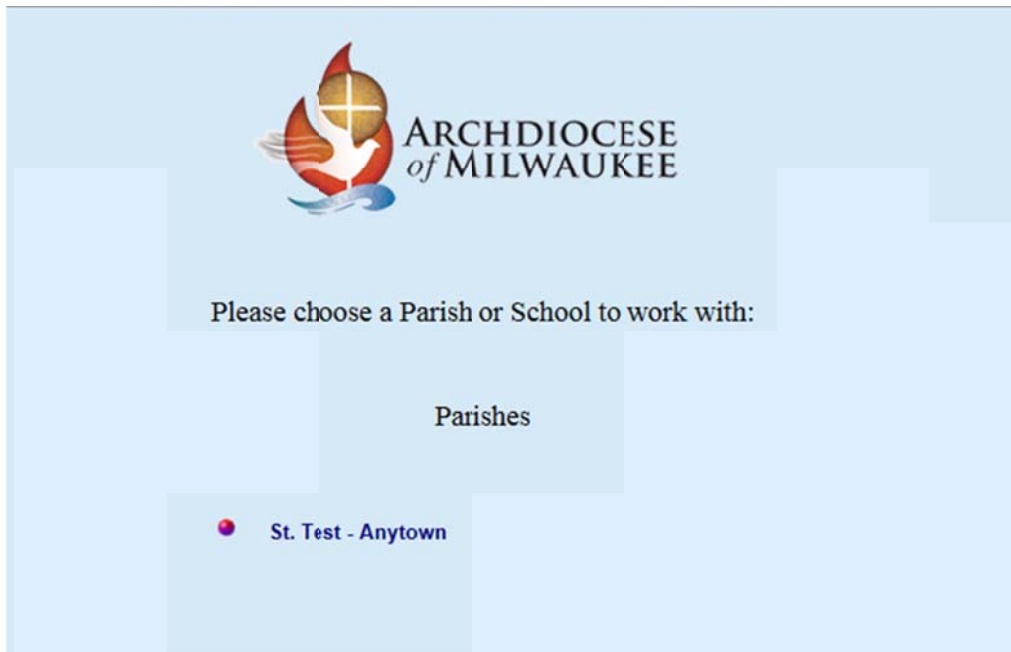
Posting Jobs on archmil.org
This PDF file contains the detailed process parishes and schools should use to post a job on archmil.org.

Posting Events to archmil.org
This PDF file details the process that parishes and schools should use to post their events on the archmil.org site.

Managing archmil.org e-mail accounts
Use these forms to request the creation of an archmil.org e-mail account or to notify us if an account should be deleted.

Note: The menu items that appear on this page will be unique to the individual logging in. Not all menus are the same.

A new window will open redirecting you to the survey system. Click the name of your location.



The screenshot shows a web interface for the Archdiocese of Milwaukee. At the top is the logo, which features a stylized flame with a cross inside, and the text "ARCHDIOCESE of MILWAUKEE". Below the logo, the text "Please choose a Parish or School to work with:" is displayed. Underneath this, the word "Parishes" is centered. Below "Parishes", there is a list of options, with "St. Test - Anytown" selected and highlighted in blue.


The next screen displays the default year. Click the Submit button to proceed.



The screenshot shows a web interface for the Archdiocese of Milwaukee. At the top is the logo, which features a stylized flame with a cross inside, and the text "ARCHDIOCESE of MILWAUKEE". Below the logo, the text "Please Enter The Year And Press Submit" is displayed in red. Underneath this, the text "The default is always the current year, enter any previous year to view that information." is displayed. Below this, a note is displayed: "NOTE: If you are completing the Status Animarum please change the year field below to 2014. Leave the default date of 2015 for all other forms." Below the note, the text "Year: (Enter Year of Survey Data)" is displayed in red. Underneath this, there is a text input field containing the year "2015". Below the input field, the text "Click the Submit button to continue." is displayed in red. At the bottom, there are two buttons: "Submit" and "Reset".

Note: You can change the year to review previously entered data.

The next screen displays the list of available surveys; click the survey title to proceed.



List Of Available Survey Forms

Printing Instructions for ALL forms

Once a form is displayed on the screen you can print a copy in one of three ways.

1. The best way to print any form is to click on the printer icon located on the toolbar above.
2. Click on the "File" pull-down menu and then select "Print".
3. You may also try holding down the Control key while simultaneously pressing the "P" key (Ctrl + P). This option does not work with all browsers.

Status Animarum

The Status Animarum is divided into four sections and must be completed in order. The entire section must be finished before it can be submitted, once you submit the information for a section you're automatically taken to the next section. Note: If you want to keep a hard copy of each section use the print command in your browser **BEFORE** you click the submit button.

To help you quickly and successfully complete the survey, we have prepared a [Status Animarum worksheet](#), which you can download and print to collect your data. We highly recommend that you collect the information outlined in the checklist prior to beginning each section of the survey. This will significantly reduce the data entry time.

Printable Worksheet for Status Animarum

On-line Status Animarum Completion is due March 16, 2015.

Mass Count Submittal Form

Masses from October 24-25, 2015 - Due October 31, 2015.

Printable Worksheet for Parish Personnel Survey

Click on this link to display a blank version of the Parish Personnel Survey Worksheet suitable for printing. Use this as a worksheet before submitting the actual form.

Note: This is not the form that you submit!

Parish Personnel Survey

Please submit by November 15, 2015.

When your survey is completed, simply close the window to exit the survey system.