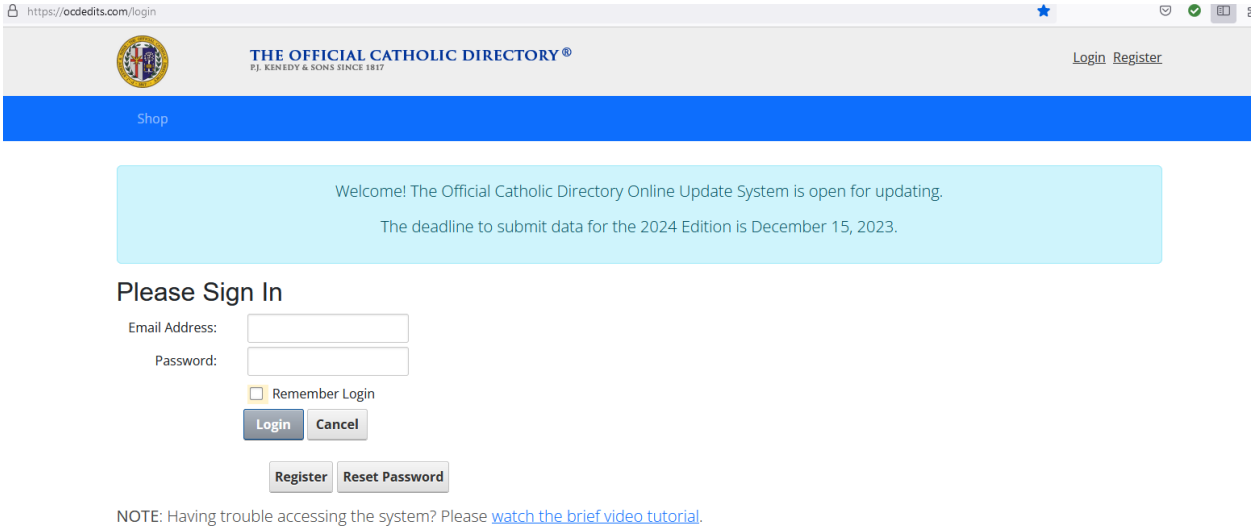
Official Catholic Directory Users Guide for Diocese of Pueblo

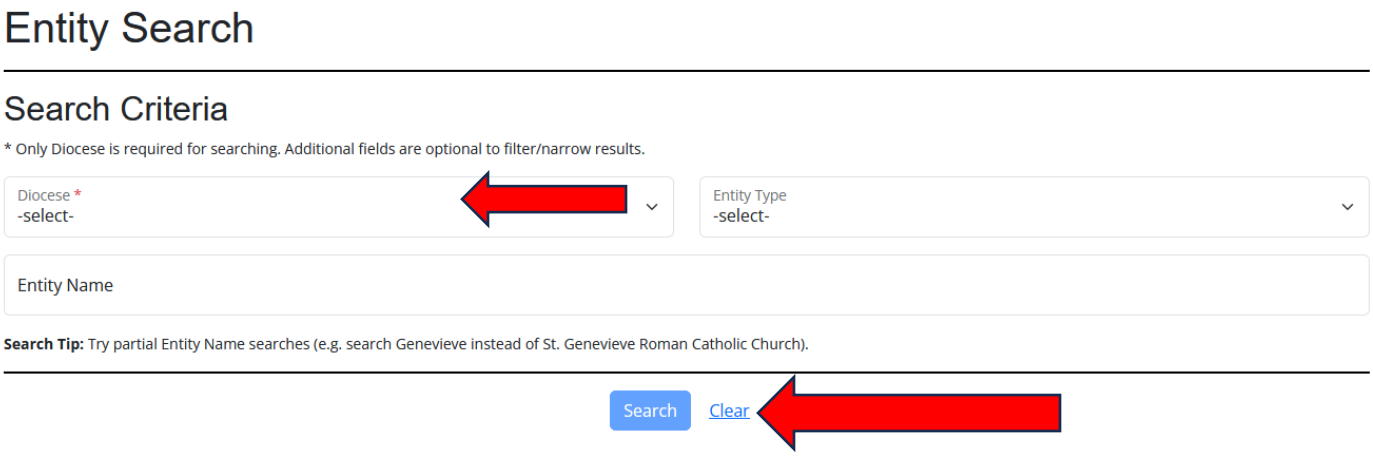
Contacts: Ken Nufer 719-544-9861, ext. 1120, Mary Jane Chargin, Ext. 1172

Open your browser of choice (Firefox, Chrome, Edge) and go to https://ocdedits.com/login. You should bookmark this link so you can easily get back to it. You will be at the following screen:



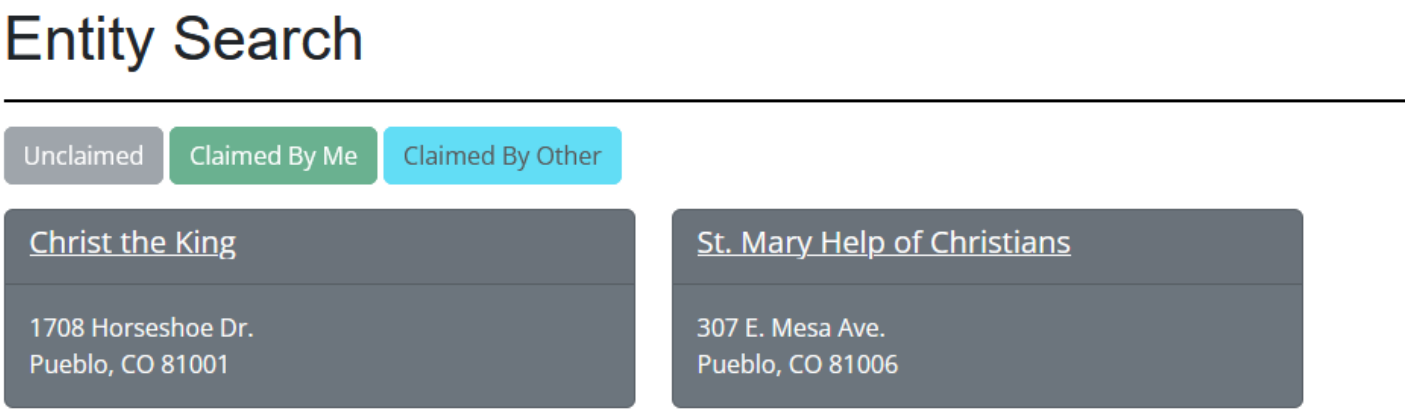
Enter your email address and password. (password is the same as you used last year. If you do not know it, select "Reset Password" button. You can select the "Remember Login" option.)

Once logged on, you will be at the Entity Search Page. Enter Pueblo for Diocese (this is a drop-down menu but type "PU" and it will bring you right to Pueblo. You can either hit the blue search button and see a list of all entities in the Diocese of Pueblo, or you can type part of your entity name to try to narrow the search, then click on the blue search box:



After you click on the search button, you will see the search results. If you did not enter any information in the Entity name box, you will see a full list for our diocese. If you did enter partial information in the Entity name box, you will see all that match that combination of letters. For example, if you type "Chr", you will get every entity with that combination of letters in the name as seen below:

Caution: If you enter a name or partial name, only matches will show up. For example if you enter "SAINT" but your entity name uses the abbreviation of "St.", it will not appear.

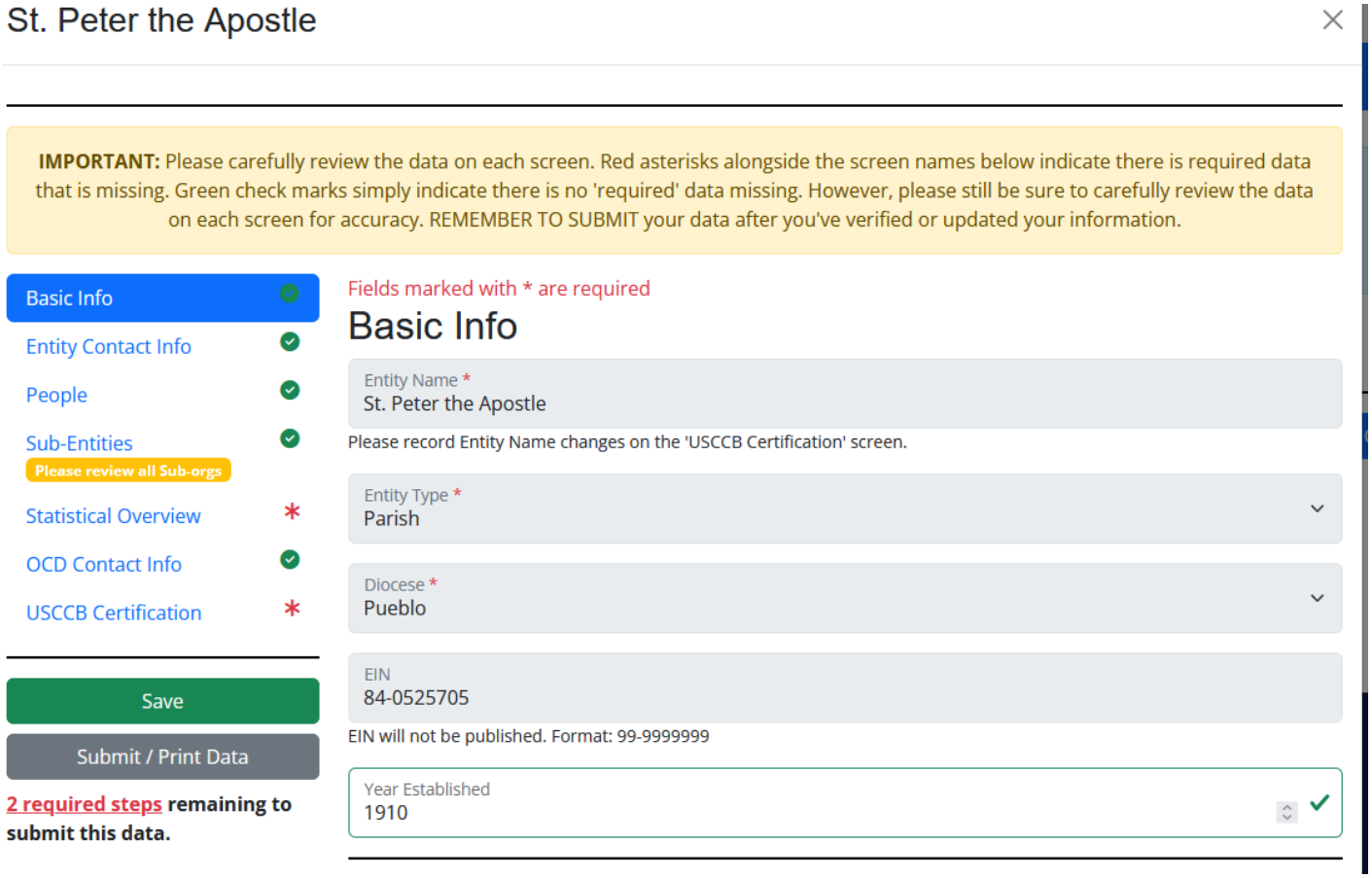


When you see multiple entity listings, they will be color coded as indicate above the results – gray, green, or blue. If no one has opened an entity and saved, it will Be "Unclaimed". If you previously opened an entity and saved changes, it will show as "Claimed By Me". If someone else has opened it, it will be "Claimed By Other". You can only open those that are unclaimed or Claimed by Me.

NOTE: Be sure to open your entity as the diocese does have several entities with very similar names. Be sure you open the correct one. If you do open the incorrect entity, simply click on the "X" in the top right corner of the window that opened, or the "Close" at the bottom right of that window. Do not close your browser, which is the "X" at the top of the computer screen. Be sure to work within the window that opened.

Next, you will select the correct entity by clicking on the gray or green box with the entity information.

This will open a new window for you to review and complete for your parish:



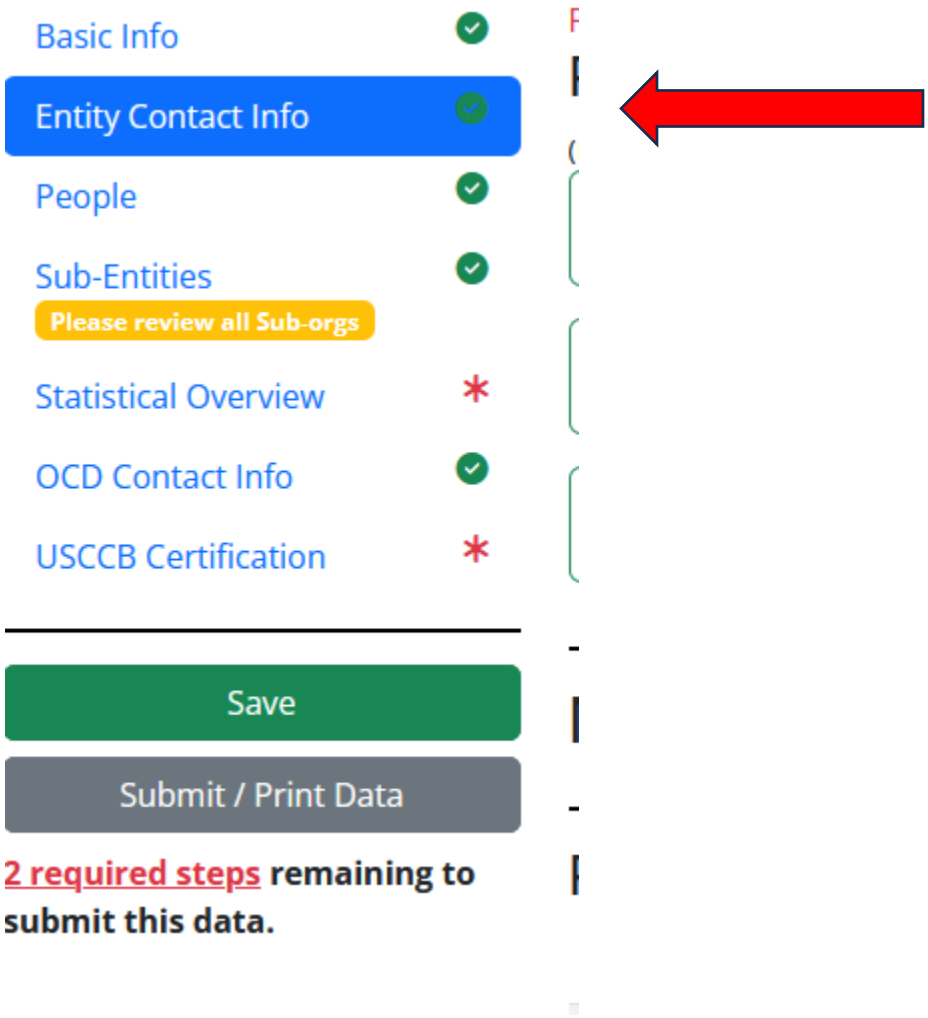
You will now go through each section verifying the information and adding your statistics. Anything with a grey background cannot be changed. At the bottom of the page is a blue "Next" button that will take you to each section. You can also just click on the blue section titles on the left of the screen (Basic Infor, Entity Contact Info, People, Etc.).

CAUTION: It is advisable to click on the green "Save" button after every screen is complete to ensure data is saved so that if you have to close the window and come back later, or something causes the window to close, the work you have done will be saved.

The section you are in will be the one in the blue box on the left of your screen:

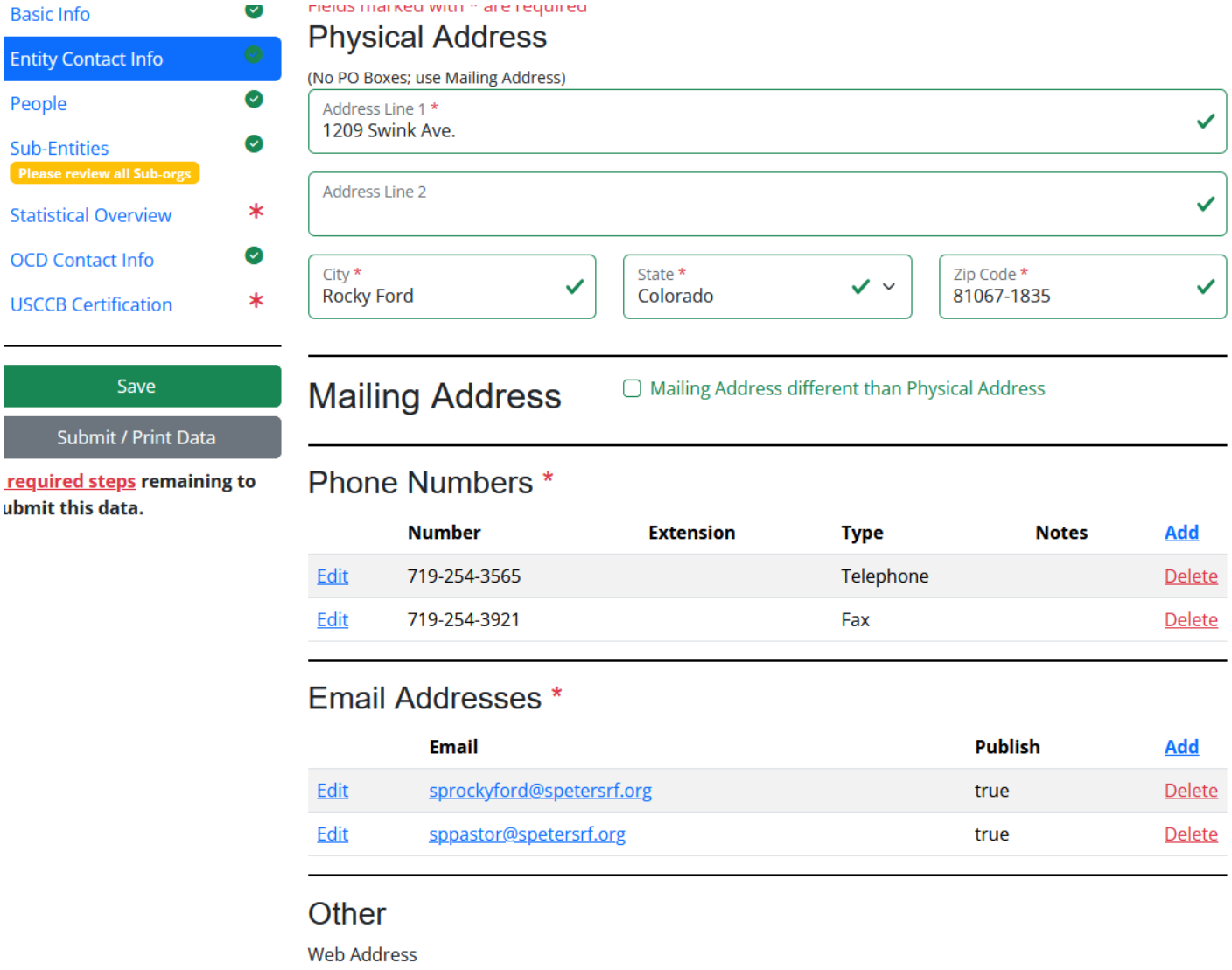
SEE NEXT PAGE FOR EXAMPLE:

You need to go through each section and ensure the information is correct. Anything with a red asterisk is required. Below is what each section will look like:

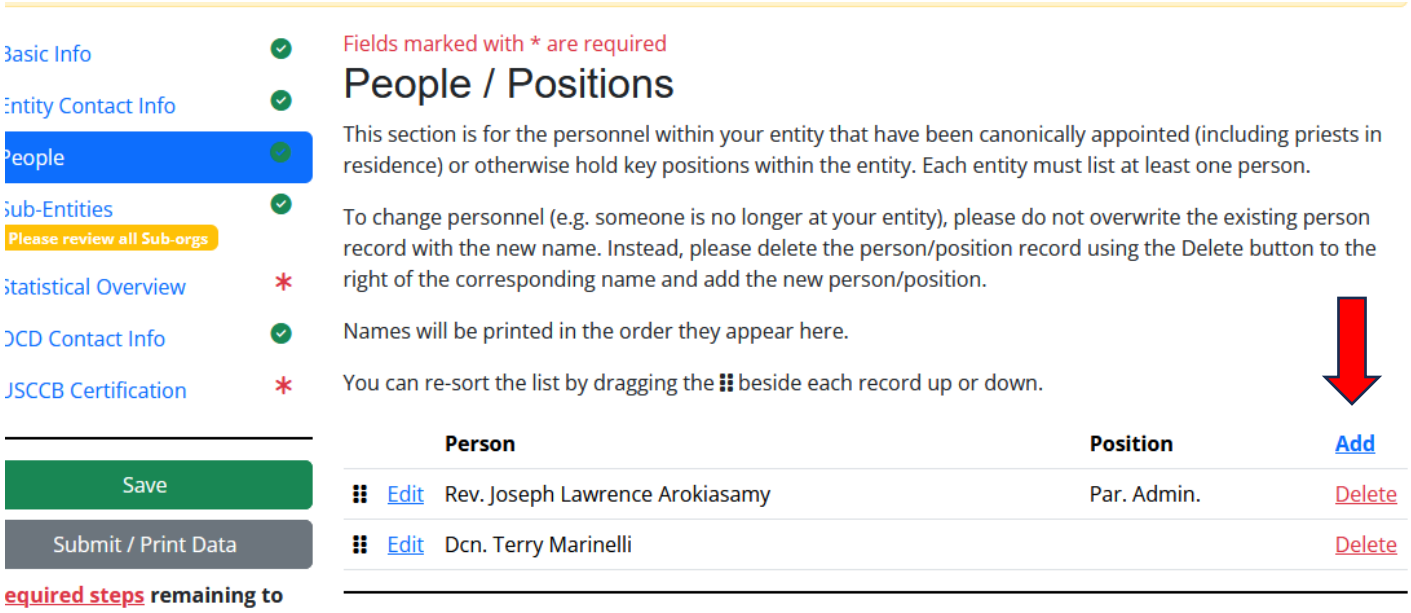


SEE NEXT PAGE

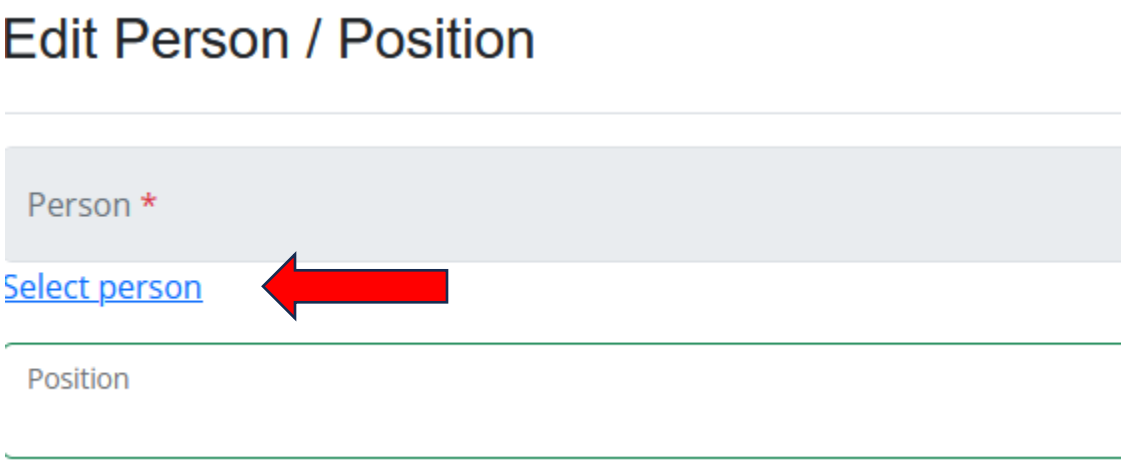
Entity Contact Info: Please verify the Physical Address, Mailing address if different, phone numbers, email addresses and web address if you have one:



People: In this section, you will ensure that you have the correct priests and deacons listed.

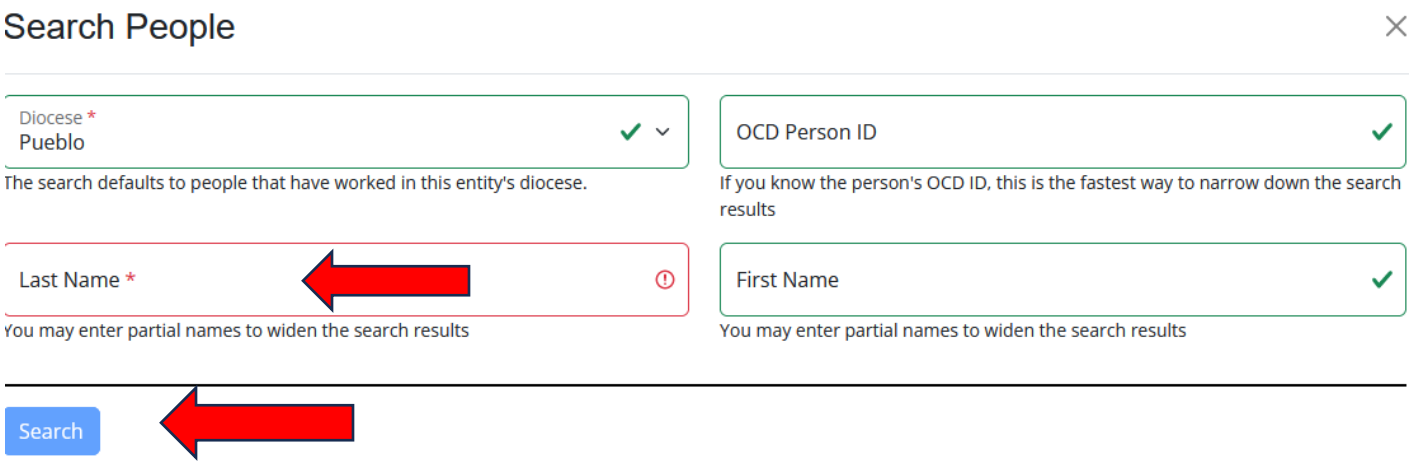


If your priest or deacon has changed, you need to delete the person who is no longer there and add a new priest or deacon. Click the red "delete" to remove and click on the blue "Add" button (see red arrow above) and it will open a new window where you will select the priest or deacon:

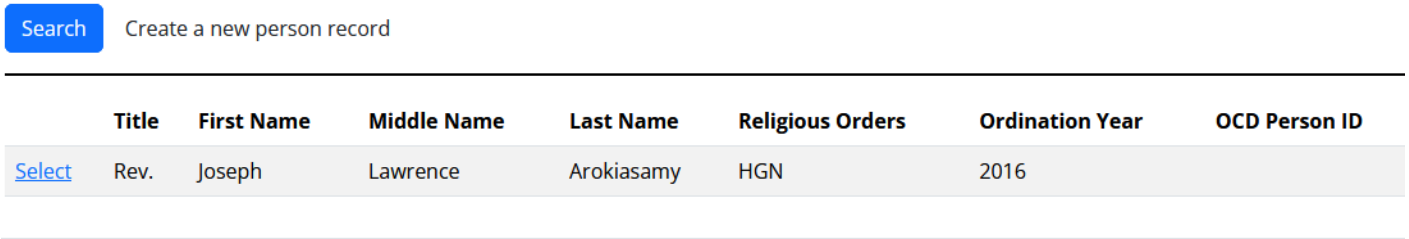


Click on the "Select person" link and it will open the search page:

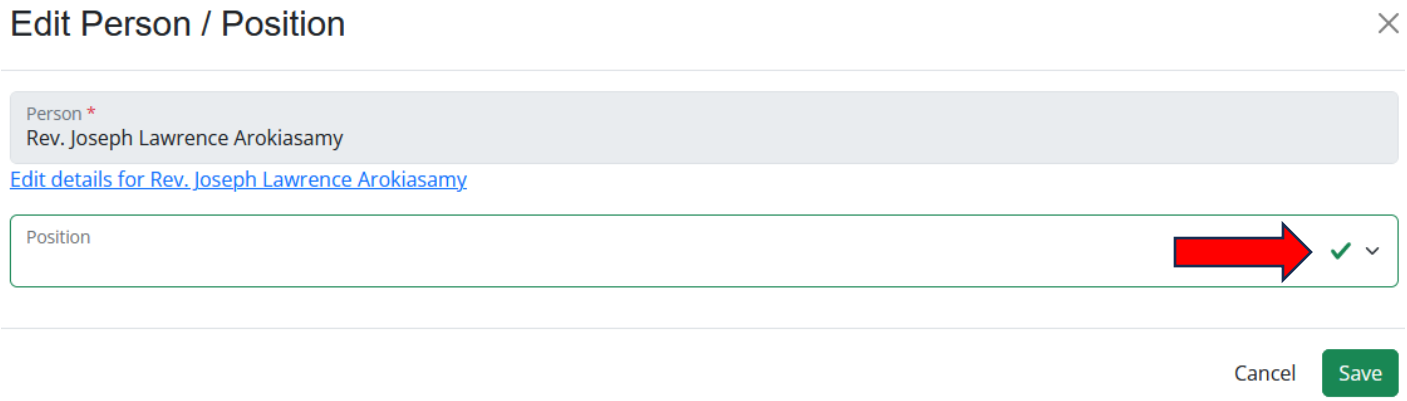
Next, type in the last name of the priest or deacon and select the blue “Search” Button.



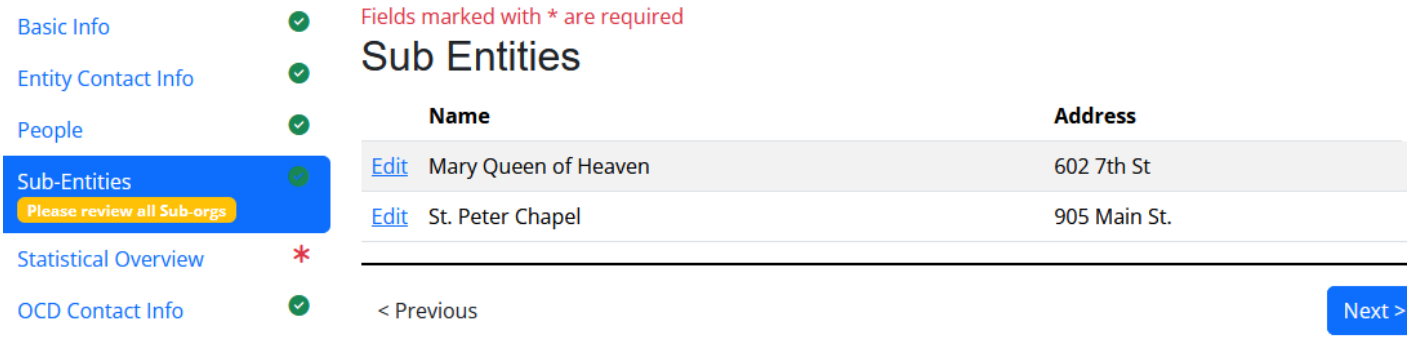
You will then get the search results:



Now click on the blue “Select” next to their name. You will be at the Edit Person/Position window. Click on the down arrow in the position box and select the correct position. If they are a Pastor, use the Pastor option, if they are a Parish Administrator, select Parochial Administrator, and the associate pastor is Parochial Vicar:

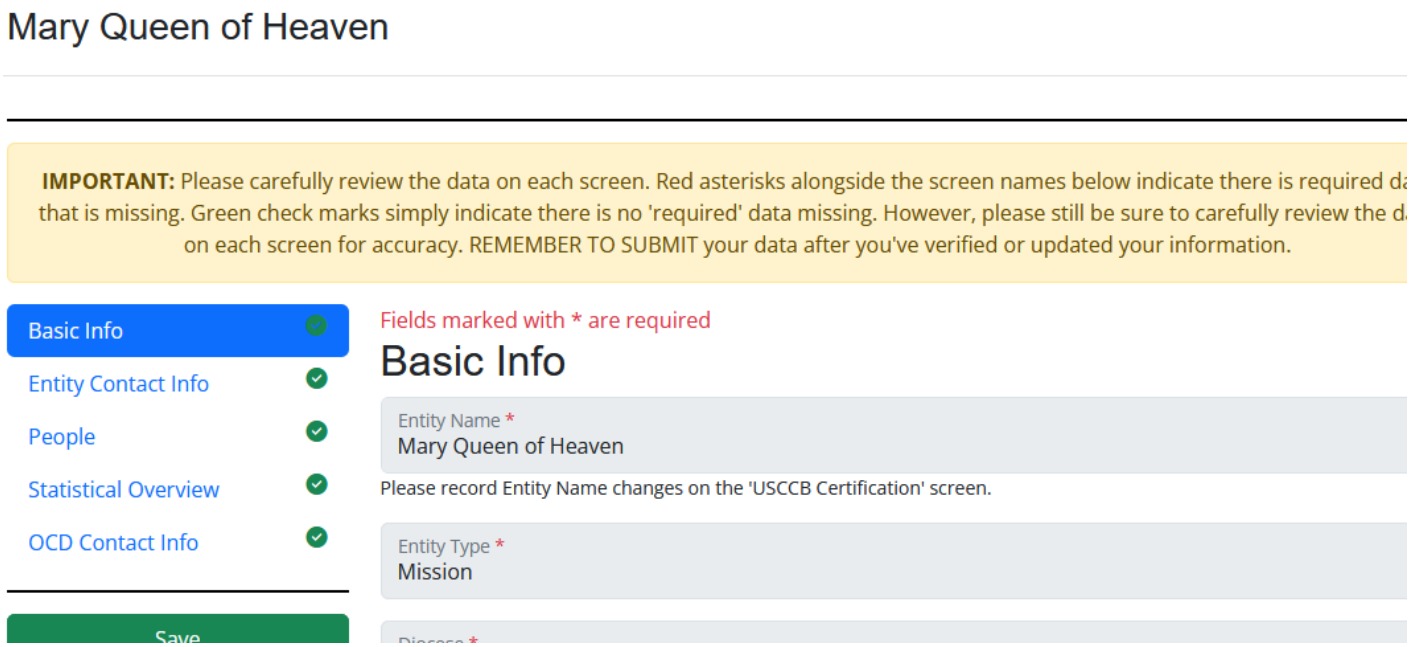


Sub Entities: If you have missions under your parish, they will appear in the Sub Entity section.



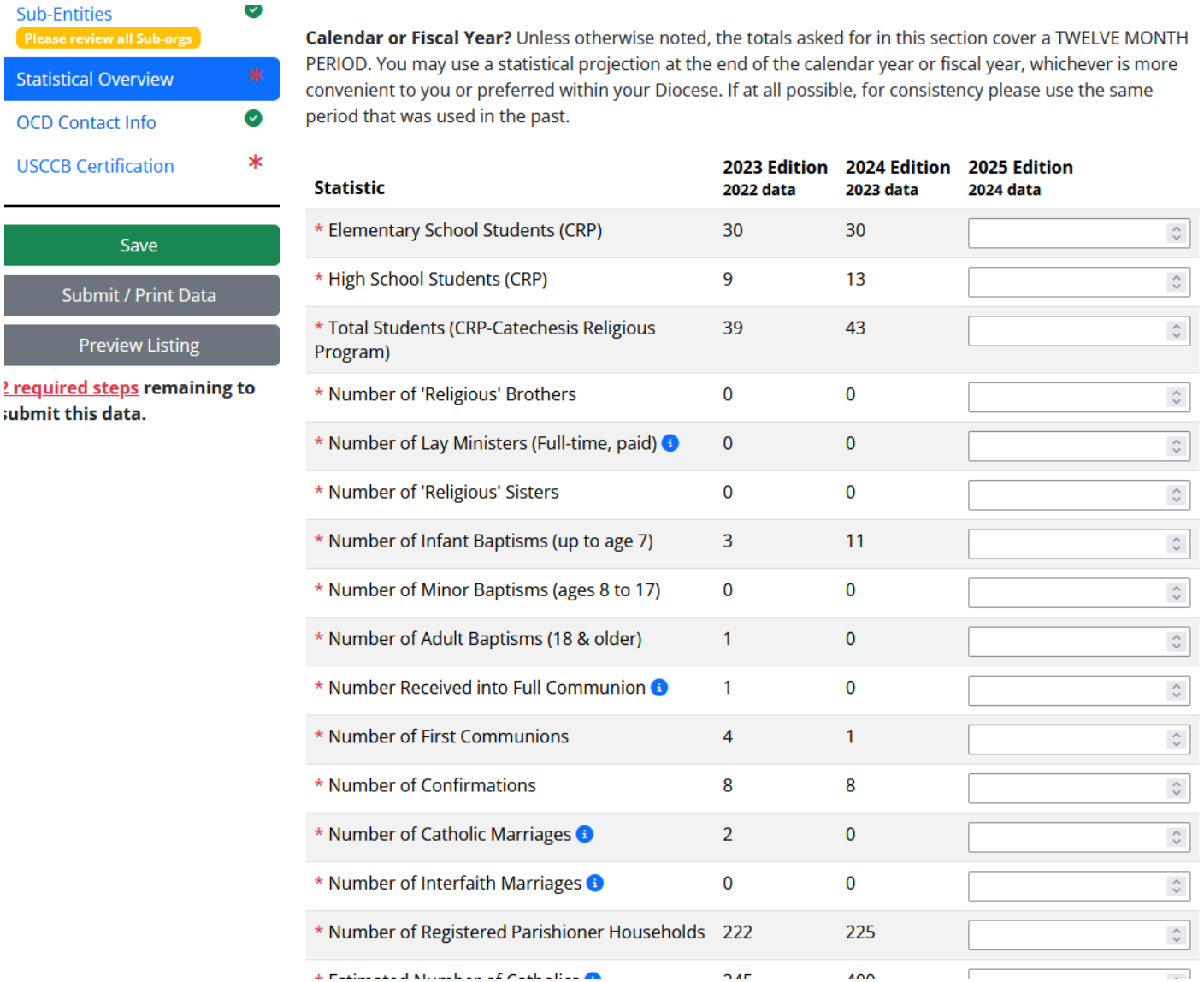
Select the blue "edit" button next to each entity to open up their information and ensure it is correct. You need to look at Basic Info, Entity Contact Infor, People, and OCD Contact Info.

NOTE: Statistical information for sub entities is reported as part of the primary parish and cannot be reported in the sub entity tab. Please be sure to include their data as part of your parish statistics:



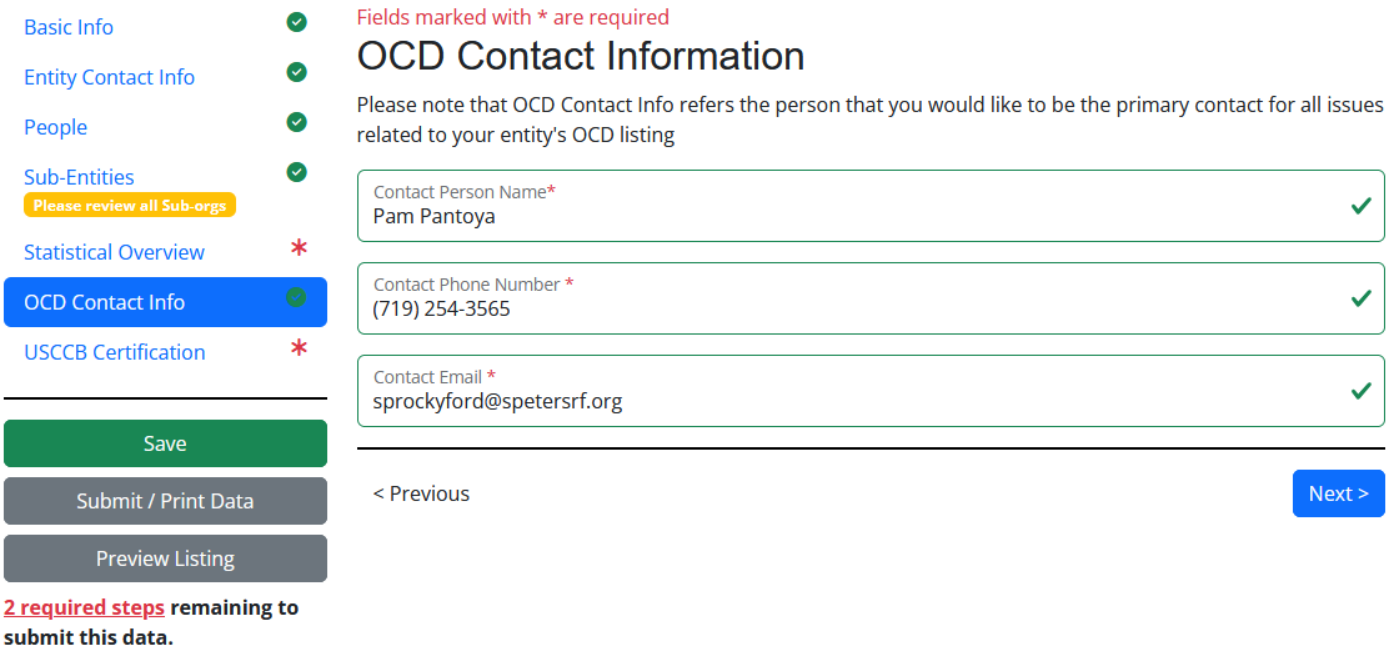
Once you have updated or verified the sub entity data, select the green "Save" button. Then select the "x" in the upper right corner. Do this for each sub entity.

Statistical Overview: This is the heart of the reporting. You will enter all the required statistics for your parish and any sub entities for the **2024 calendar year**:

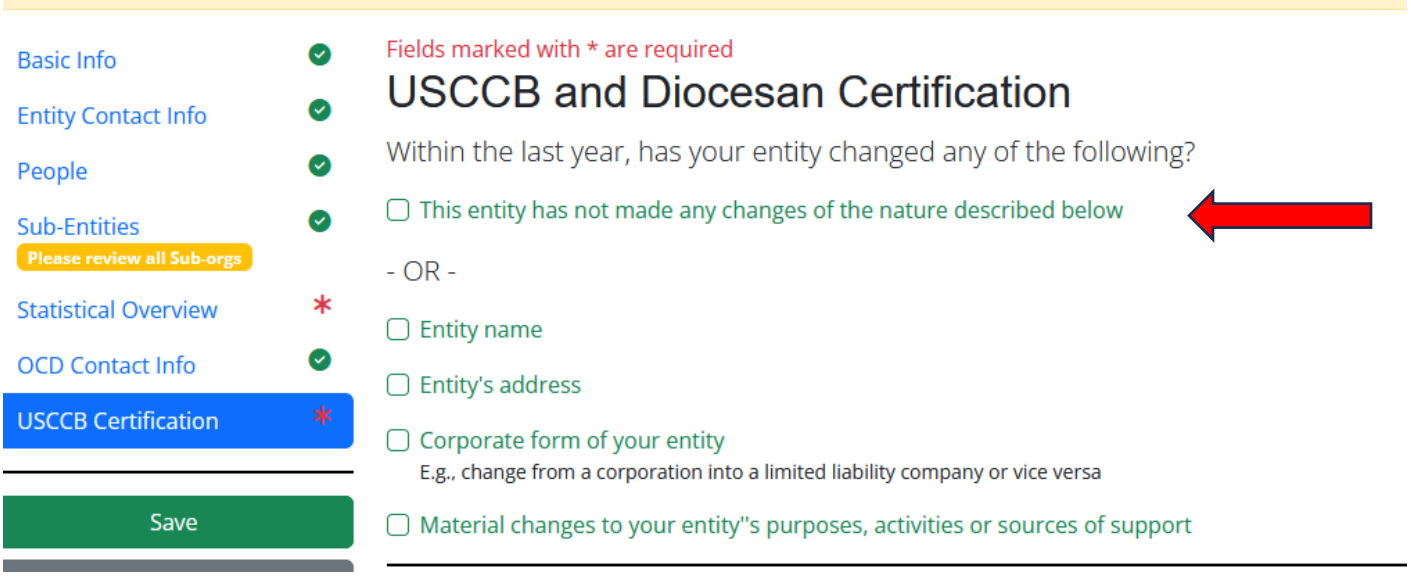


Add the appropriate data in the 2025 Edition Colum (this is the 2024 calendar year, meaning you may have to project for the end of the calendar year). **Do not leave any field blank, enter 0 if you do not have any to report for that field.** Once you have added all of your statistics, be sure to use the next button or the green "Save" button. **It is advisable to use the save button after each screen even if using the "next" button**.

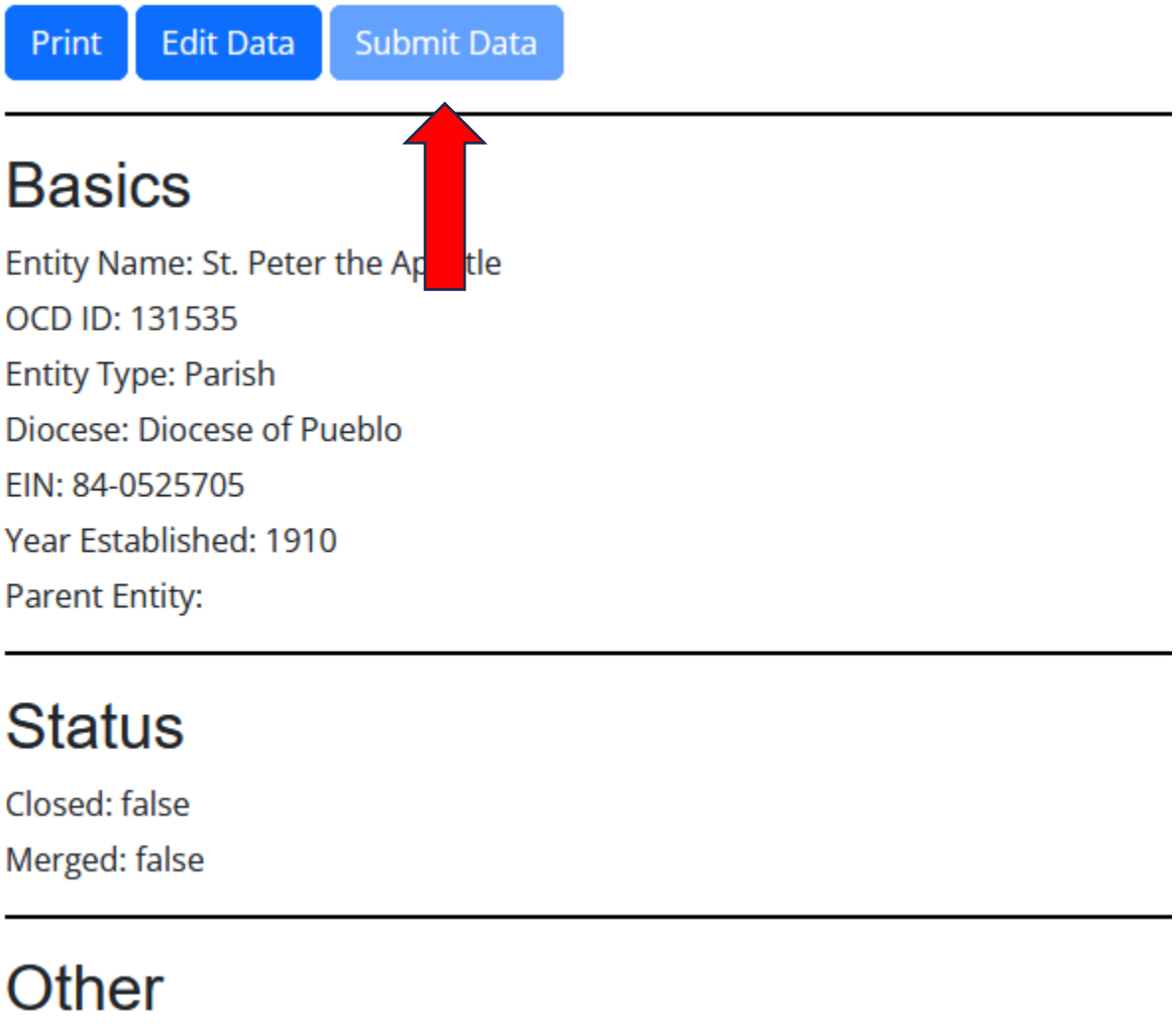
OCD Contact Info: Please verify that the contact name, phone and email are correct for the person completing the OCD information:



USCCB Certification: Use this screen to highlight if any changes have been made to the name, address or other changes. **NOTE: This should be marked as no changes made. If you think you need to mark anything different, please contact the diocese.**



Submit/Print Data: Be sure to hit the green "Save" button before you go to submit. This will open a new window with a summary of everything you have in the OCD. Please print a copy for your records before submitting.



Once you are sure it is complete and have printed a copy for your records, select the blue "Submit Data" button. This will not work if any required fields are not completed. **Print before you submit because once you submit, you will not be able to print the information**.

Congratulations! You have not completed the OCD Submission!