St. Philip Presbyterian Church
AccessACS Database
User Guide

Signing in to Access ACS for the first time

When you click or tap the emailed link to the secure AccessACS database, you will first arrive at the sign-in screen.

- Click or tap the **Click here** link next to **Need a Login?**
- At the next screen (Account Sign Up), enter the **email address** at which you receive church communications, and your first and last name. Then click or tap **Find Me**.

If you have entered information the church has in its records, you will receive this message:

If your information does not match what is on file, you will receive this message:
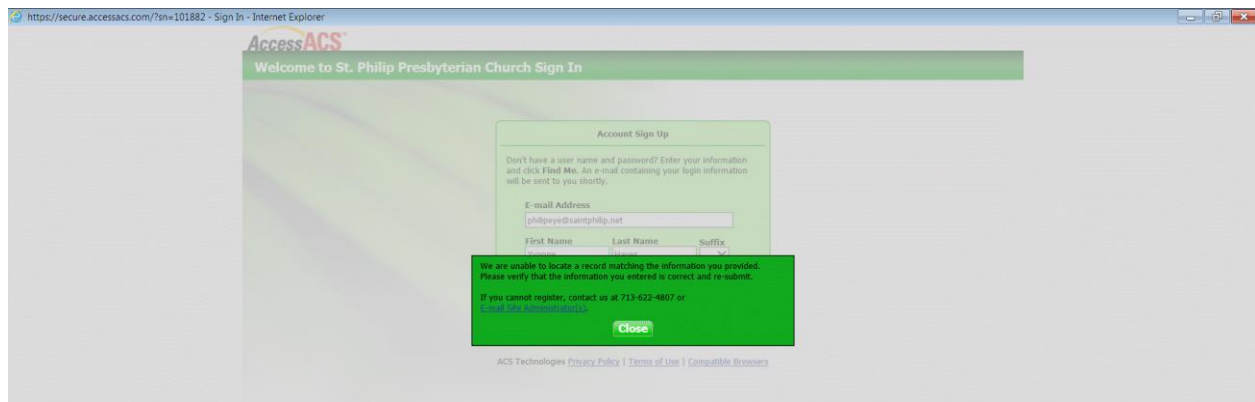

Once you have entered the correct information you will immediately receive an email that provides you with your user name and a link to verify your account and set your password.
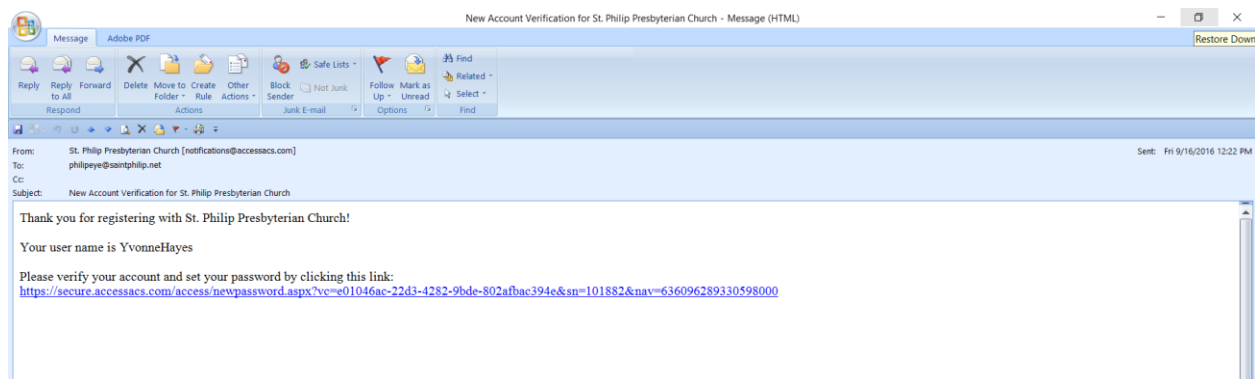
Clicking or tapping this link takes you to a screen that prompts you to change your password.
TIP: Strong passwords tend to be at least eight characters long and include some combination of upper- and lowercase letters, numbers, and symbols. The strength of your new password will display as you type it in.
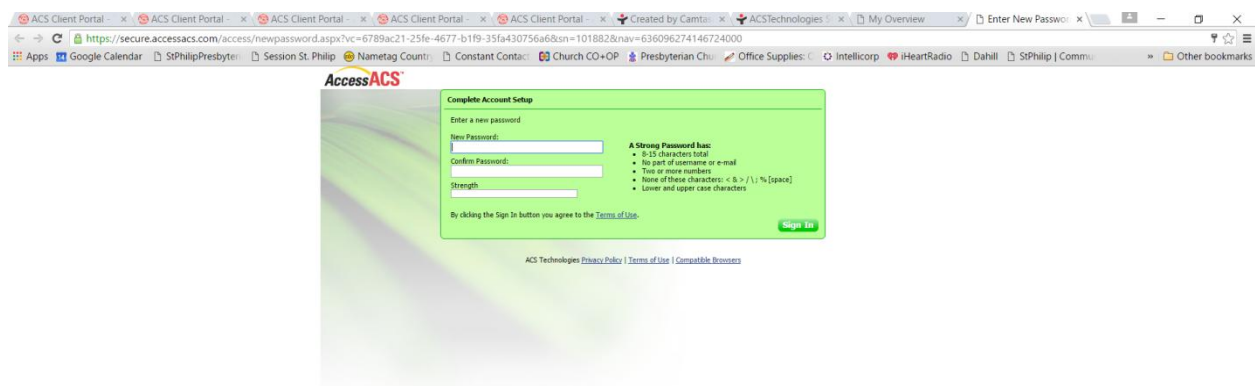

You may now sign in to the database on future visits using your email address or user name.

NOTE: If more than one person in your household uses the same email address the church has on record, each person will need to sign in on future visits with their user name.

TIP: You might wish to add the site to your Internet Favorites or as a Bookmark in Chrome at this point.

Home screen
Once you sign in, you will see the Home page, with the **Home** tab selected.
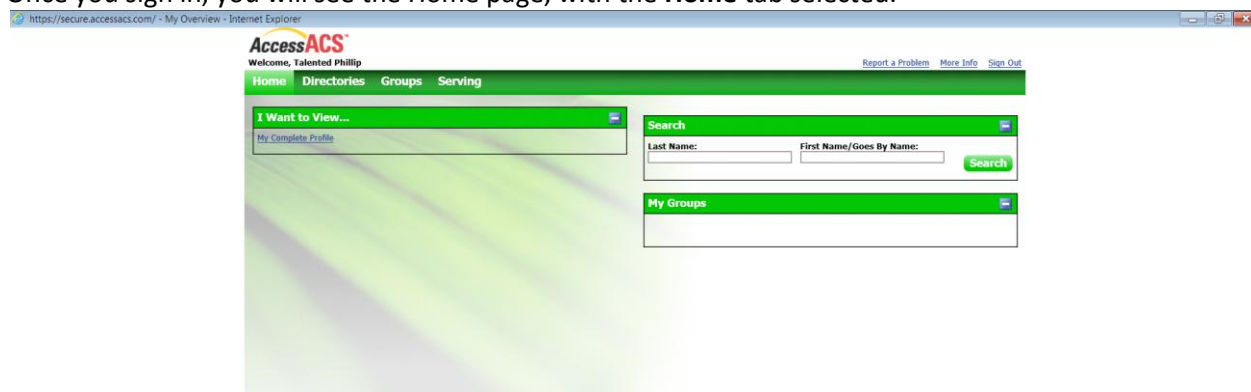

Main menu
The four tabs below the AccessACS logo and your personalized welcome greeting allow you to move to various sections in the database:
Home takes you to a screen where you can view certain personalized components of the database, search for someone in the database, and access groups (in development).
From this location, you can click or tap the link under **I Want to View…**that says **My Complete Profile**. This displays the following sections:
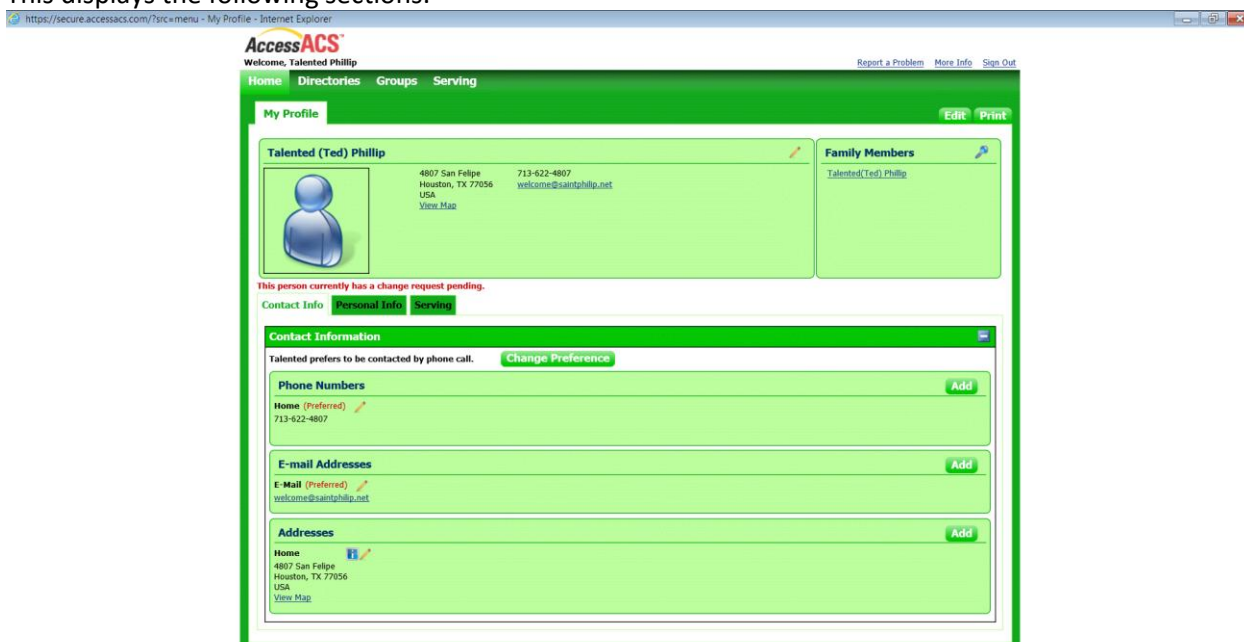

- Your **name**, full address, link to a Google map displaying that location, primary phone number, and email address/link. You can edit this information by clicking or tapping the pencil icon at the top right of this section and making any necessary changes.

NOTE: *Any* updates you make to your record go to a system administrator in the church office, who activates them within the database. While this step is in process, the database displays the message "This person currently has a change request pending."

- **Family Members** displays all members of your household as reflected in the current directory. You can view more detailed family information by clicking or tapping the magnifying glass icon in the top right corner of this section. From that screen, you can submit changes to this information.
- The **Contact Information** section includes
    - Your contact preference (phone call, email, or text message), which you can update by clicking or tapping **Change Preference** next to your current preference.
    - **Phone numbers** (cell and home), including which is your preferred phone and whether your cell phone receives text messages. You can edit these numbers and preferences by clicking or tapping the pencil icon to the right of each phone type.
    - **E-mail Address** provides your preferred email address, which you can edit by clicking or tapping the pencil icon to the right of the preferred email heading.
    - **Addresses** displays your current home address as reflected in the directory, with a link to a Google map of its location. You can edit this information by clicking or tapping the pencil icon to the right of the Home heading.
      TIP: Hovering your pointing device over the white i in the blue box (to the left of the pencil icon) displays information about how the database uses your home address.
- The **Personal Info** tab displays information including your
    - Nickname ("Goes by")
    - Gender
    - Birth date
    - Marital status
    - Member status
    - Date joined and how
    - Ordained offices in the PC(USA)
    - Ethnicity
    - Occupation
    - Baptismal /confirmation/wedding date(s)

  Much of this information is useful for required annual statistical reporting to the PC(USA).

  You may edit some of these fields by clicking or tapping the pencil icon at the top right.
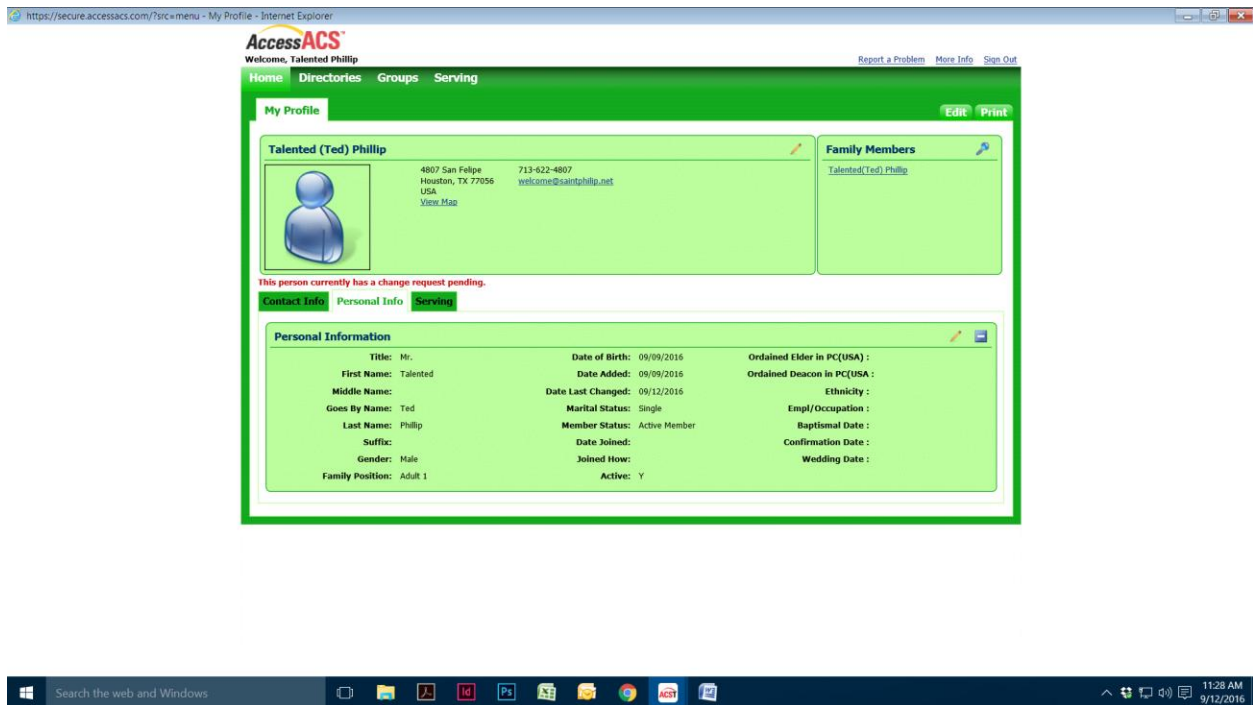
The **Serving** tab allows you to search for an opportunity to serve and provides access via a drop-down menu to all open opportunities to serve. You can also edit your attributes and availability from this screen. (See page 6.)

TIP: You can also click or tap the **Home** tab to display three selections that you can use to access various portions of your record:

- **My Overview**, the default screen once signed in
- **My Profile**, covered on page 2 of this guide
- **My Account**, which takes you to an Account Settings screen where you can change your email address or password, or add a Facebook or Twitter account.

The **Directories** section takes you to a set of links that allow you to view various forms of the church directory.

Example: Pat and K.T. Flippyuns have two children, Lynn and Karey. Lynn has been confirmed and so is a member of St. Philip.

- The **Family Directory** displays all members of a family in one entry.
    All the Flippyuns appear in the same entry.
- The **Individual Directory** displays each member of a family in a separate entry.
    Each of the Flippyuns who is a member of St. Philip appears in a separate entry. In this example, Pat has an entry, K.T. has an entry, and Lynn has an entry.

The photo portion of the directories is in development.
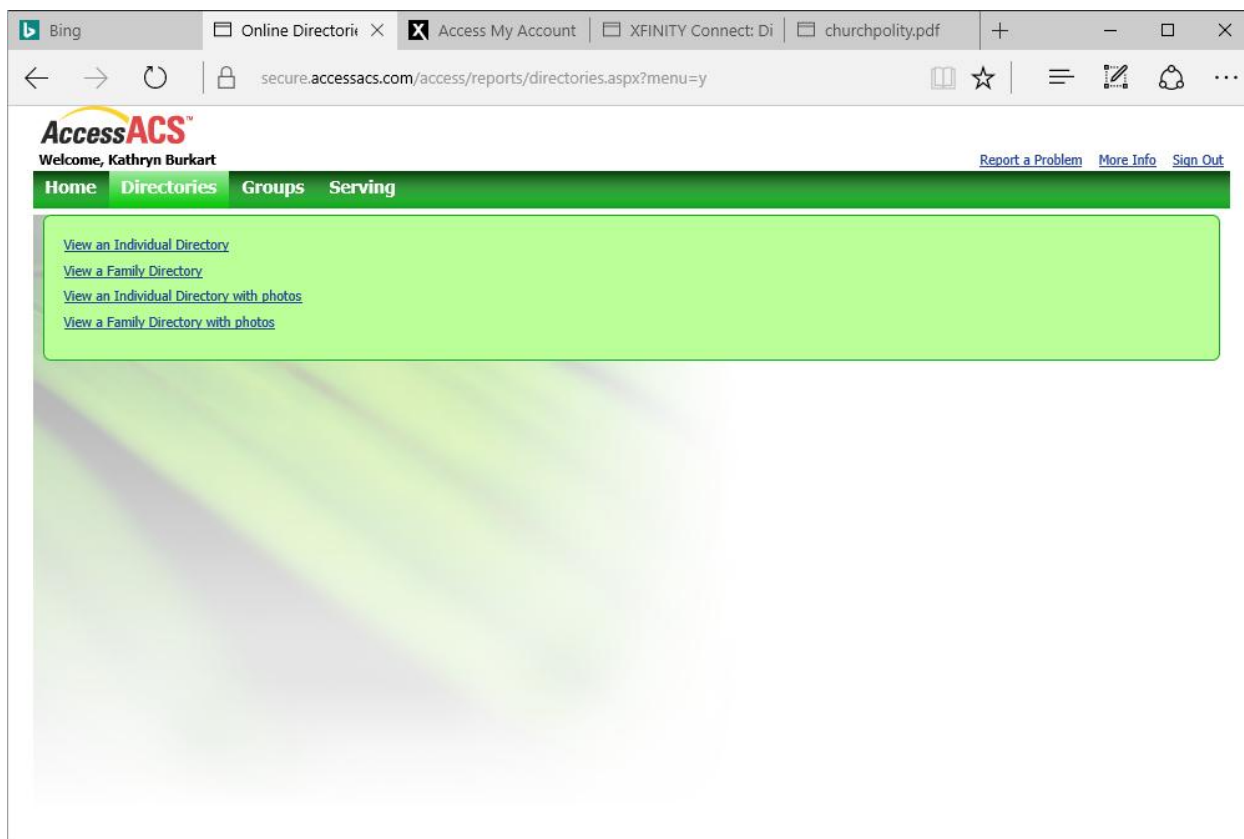
The **Groups** section is in development.

The **Serving** section allows you to search for an opportunity to serve and provides access via a drop-down menu to all open opportunities to serve. You can also edit your attributes and availability from this screen.

NOTE FOR 2016: This section is where you will establish or change selections that the database will use in matching you with service opportunities at St. Philip and beyond. This section supersedes the Time and Talent brochure previously used during stewardship season. The database enables you to update this information at any time, keeping your gifts and strengths fresh and providing the most current service opportunities available.

Setting up your profile for time and talent selections
To enter or change the options that the database will use to identify opportunities for service that match your unique gifts and interests:
- Click or tap the **Serving** tab
- Click or tap **Add Attributes**

OR
- Go to the **Home** tab
- Click or tap the link under **I Want to View…**that says **My Complete Profile**
- Click or tap the **Serving** tab
- Click or tap **Add Attributes**

Availability for Serving

All the screens in this section include an **Availability for Serving** section, where you can indicate time ranges and days of the week when you are available to serve.

- To indicate a preferred *time range*, click or tap the arrow to the right of the field that displays "Anytime" and select the range(s) you are available.
- To indicate the *day (or days) of the week* when you are available, click or tap in the box next to the appropriate day(s).

The **Add Attributes** link to the right of the Attributes section allows you to identify certain characteristics and experience you have that will help the system identify service opportunities for you.

Clicking or tapping this link takes you to the **Manage Personal Attributes/Qualifications** section. A series of tabs then allows you to indicate your characteristics and experience. Click or tap each tab to see the list of characteristics or experiences, then click or tap the box next to those that you feel are applicable to you.

TIP: *Before you leave each tabbed section, click or tap Save in the lower right portion of the screen.*

Tabbed sections here include:
Spiritual Gifts. TIP: Hovering your pointing device over a selection displays explanatory text.

Heart. TIP: "Heart" is where you can indicate areas for which you have a passion or strong interest.

Abilities. **TIP**: The Abilities tab allows you to indicate areas in which you have abilities or skills.

Personality Traits. What makes you "you"?

Experience. **TIP**: This tab indicates areas where you *already have* experience. Checking a box here does **not** mean that you are committing to using that experience right now.

Qualifications. These selections include licenses, certifications, professional status, and background check completion.

SAVE YOUR SELECTIONS!

Any updates you make to your record go to a system administrator in the church office, who activates them within the database. While this step is in process, the database displays the message "This person currently has a change request pending."

SIGNING/LOGGING OUT
To log out of the system, click or tap the Sign Out link in the upper right portion of the screen.

Thank you for using AccessACS to make St. Philip a more effective and faithful community!

For Assistance please contact:
Lorrie Castle
Office Manager
713-622-4807
lorrie@saintphilip.net