Instructions for how to search member directories

1. Go to the login website (<u>https://secure.accessacs.com/access/memberlogin.aspx?sn=90494</u>) or click the "Log in" button on the new website.



2. On the login page, enter your E-mail Address or User Name and Password. For instructions how to get a login, go here <u>http://upcch.org/wp-content/uploads/2015/09/AccessACS-Login.pdf</u>

UNIVERSITY PRESEVITERIAN CHURCH CHURCHER LEWIS CAMERA Welcome to University Presbyterian Cf	urch Sign In	
	Sign In E-mail Address or User Name: Password: Remember my Username Sign In Forgot your password or user name ? Need a login? <u>Click here</u> AC5 Technologies <u>Prinacy Policy</u> Terms of Use Compatible Browsers	

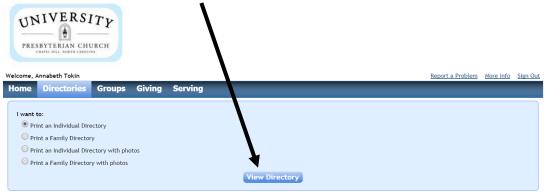
3. Once you have logged in, here is what your overview or home screen will look like. Notice the "Search box." You can type in a member's name and it will pull up matching results

UNIVERSITY PRESBYTERIAN CHURCH CHAPEL HILL ROBERT CANOLINA				/	/			
Welcome, Annabeth Tokin						Report a Problem	More Info	Sign Out
Home Directories Groups	Giving	Serving						
I Want to View My Complete Profile	My Giving I	History		Search Last Name:	First Nar	ne/Goes By Name:	Se	Parch
My Giving Summary								
Show Giving My Giving History Manage Scheduled Giving My Pledge History			Give Now Pledge Now	My Groups				

4. To see a picture directory, got to the "Directories" tab at the top of your home screen and select the dropdown "directories"

Welcome, Annabeth Tokin Home Directories Groups Giving Serving	<u>Report a Problem More Info</u> Sign Out
I Want to View Image: Complete Profile My Giving History My Giving Summary Image: Complete Profile Image: Complete Profile Image: Show Giving My Giving History Image: Complete Profile Image: Complete Profile Image: Show Giving My Pledge History Image: Complete Profile Image: Complete Profile Image: Show Giving My Pledge History Image: Complete Profile Image: Complete Profile	Search Last Name: First Name/Goes By Name: Search My Groups

5. You can then select the option to Print an Individual Directory, Print a Family Directory, Print an Individual Directory with photos, or Print a Family Directory with photos. Once you have made your selection, click "View Directory"



6. Whichever directory type you choose will display on the next page. The one below is the Family Directory with photos. You can bring up a search bar to search the directory by pressing Ctrl + F. Clicking the "Print" button in the top right-hand corner will open your print screen for your browser.

