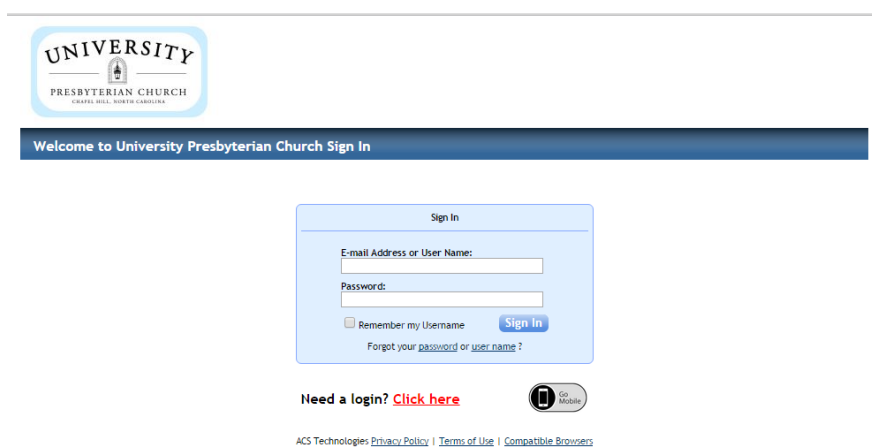


How to add volunteer preferences to your profile

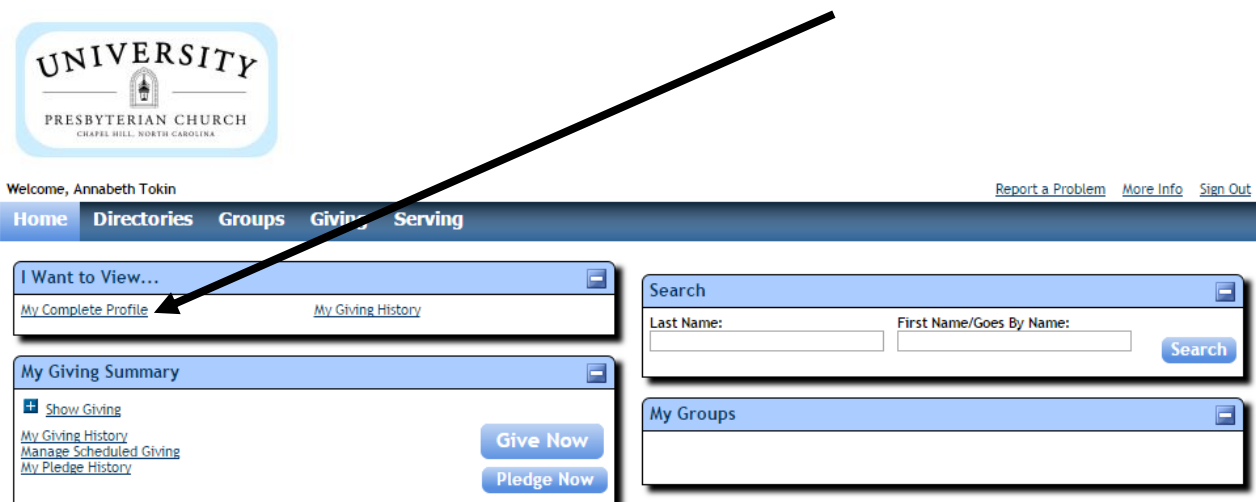
1. Go to the login website (<https://secure.accessacs.com/access/memberlogin.aspx?sn=90494>) or click the “Log in” button on the new website.



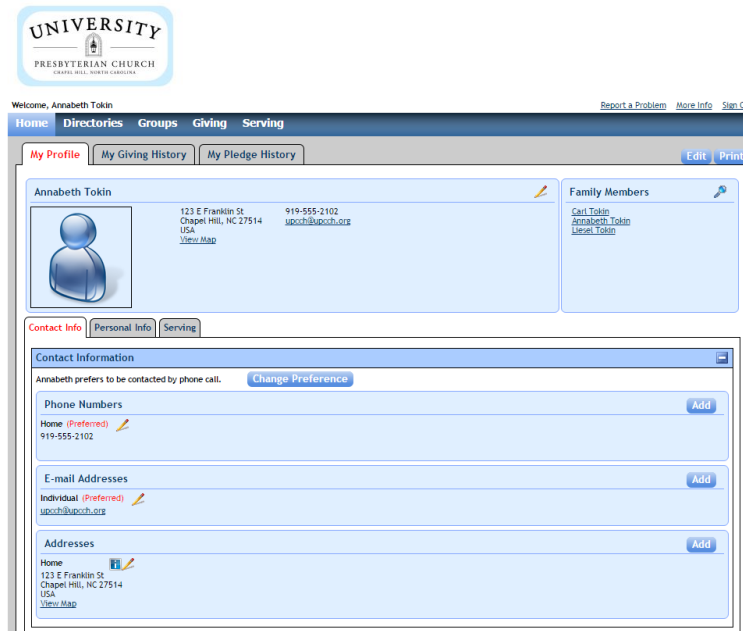
2. On the login page, enter your E-mail Address or User Name and Password. For instructions how to get a login, go here <http://upcch.org/wp-content/uploads/2015/09/AccessACS-Login.pdf>



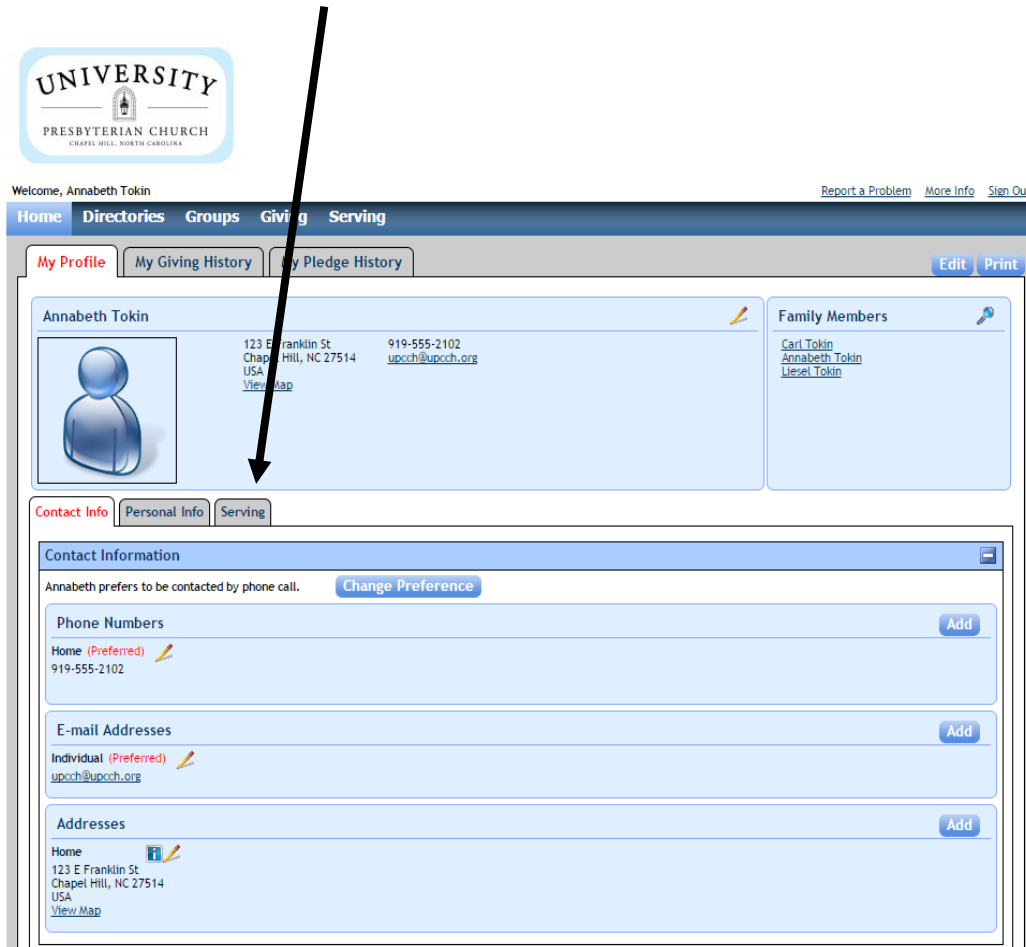
3. Once you have logged in, here is what your overview or home screen will look like. Notice “My Complete Profile” in the I Want to View section. Click on that to view your profile.



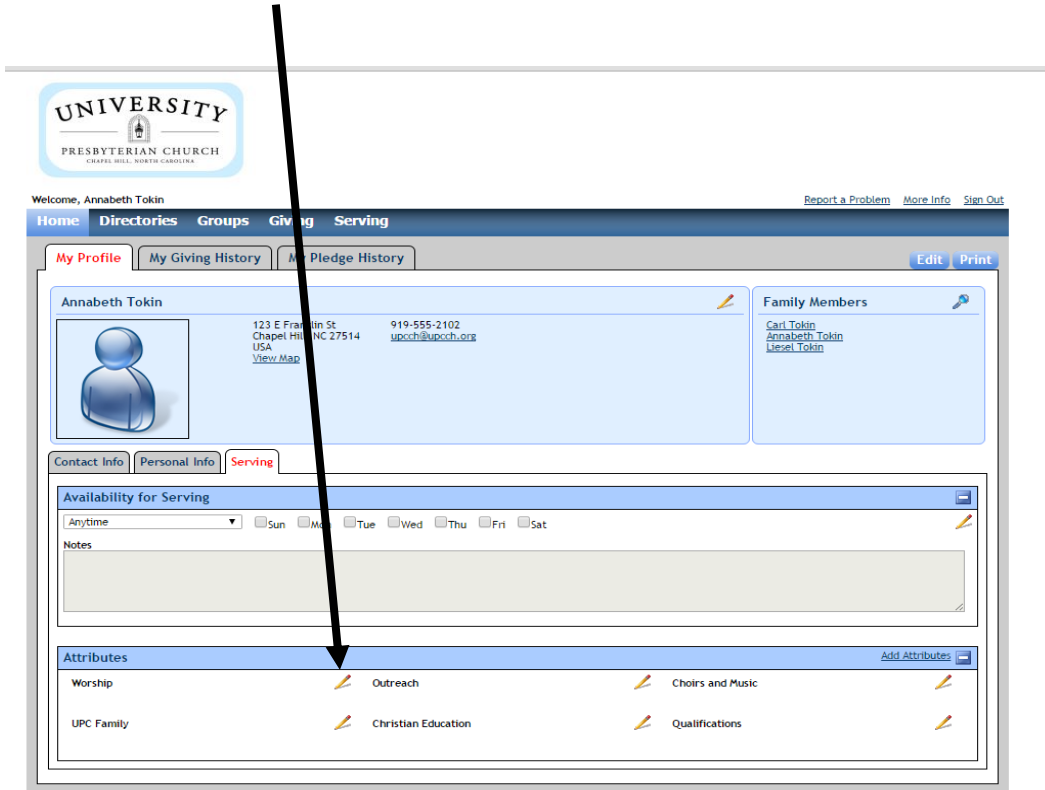
4. This is what your profile will look like (more or less 😊)



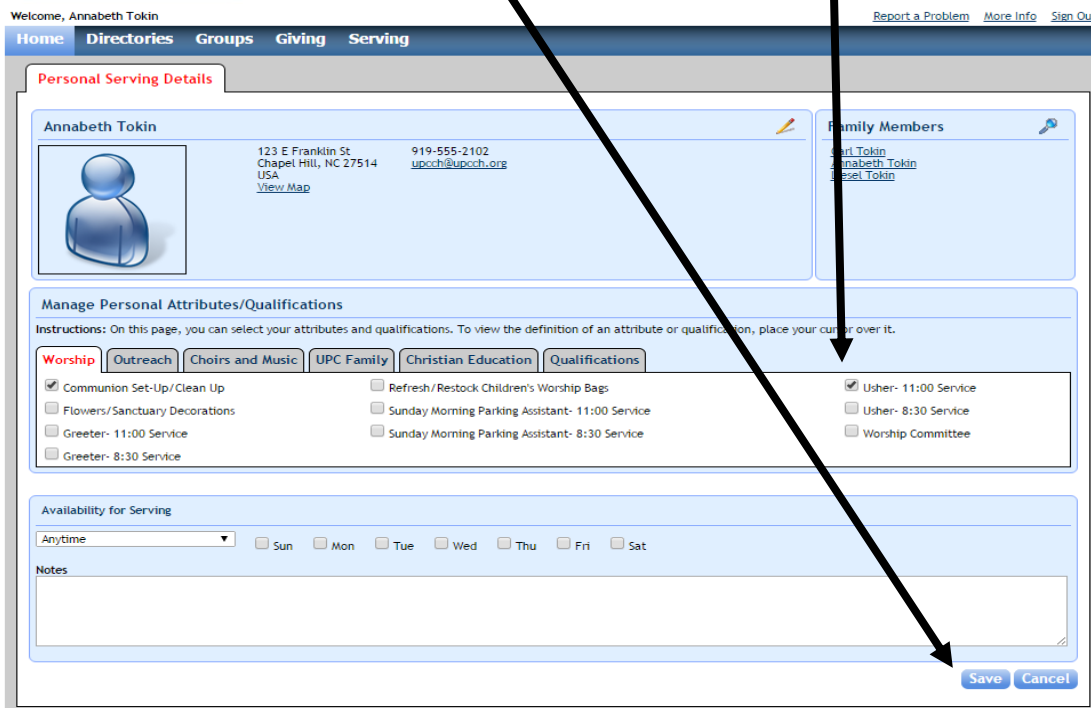
5. From here, click on the “Serving” tab.



6. This will show the 5 different categories we have for serving areas. They are Worship, Outreach, Choirs and Music, UPC Family, and Christian Education. The Qualifications section is not currently being used. Click on the pencil next to each category to make selections.



7. Here is the screen that comes up when the “pencil” icon in the worship section is clicked. Select the areas in which you are interested in serving by clicking the box next to area. To uncheck the box, simply click it again. Click the “Save” button at the bottom and your serving preferences will be saved to your profile.



Please note: This does not sign you up for anything. This will allow a volunteer coordinator to sign in and search for all those who have indicated they are interested in helping in a specific area and then contact those people. This does not obligate you to say yes to helping in any way, it just allows our coordinators to contact you regarding the areas of interest you have indicated. You can change your serving preferences at any time.