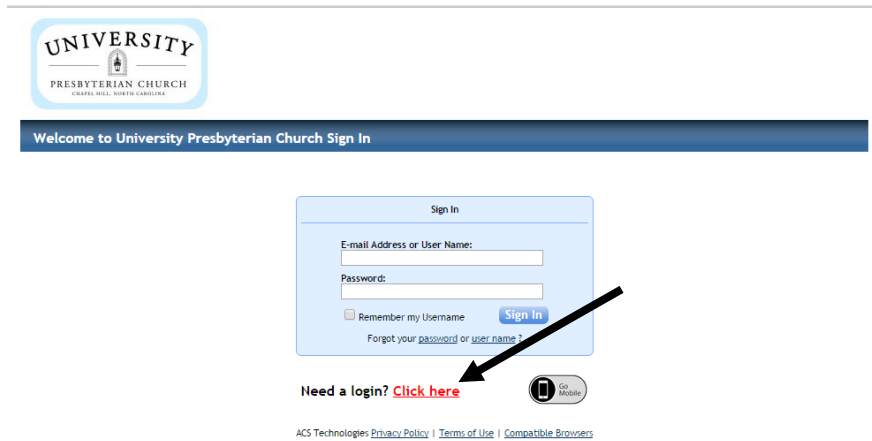


Instructions for how to create a login

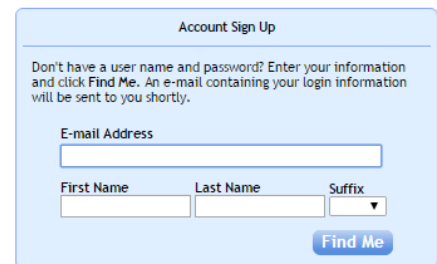
1. Go to the login website (<https://secure.accessacs.com/access/memberlogin.aspx?sn=90494>) or click the “Log in” button on the new website.



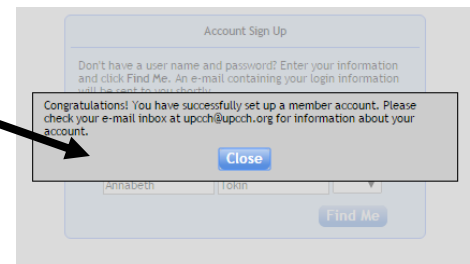
2. On the login page, a sign in box will come up with the words “Need a Login? Click here” underneath. Click on “Click here” to create a login.



3. An account sign up box will come up, asking you to enter your email and first and last name. **Please use the email address you use for church emails.** Once you have entered that information, click the “Find Me” box.



4. If you are a member of UPC, your email and name will be found in the database and you will see this screen:



Wed 9/16/2015 9:46 AM

University Presbyterian Church <notifications@accessacs.com>
New Account Verification for University Presbyterian Church

To: upcch@upcch.org

Thank you for registering with University Presbyterian Church!

Your user name is AnnabethTokin

Please verify your account and set your password by clicking this link:

<https://secure.accessacs.com/access/newpassword.aspx?vc=2939a265-bacf-4628-b22c-0173db323ac9&sn=9045>

- The verification link from the email will take you to the login site to complete setting up your account. You will need to set a password.

Complete Account Setup

Enter a new password

New Password:

Confirm Password:

Strength

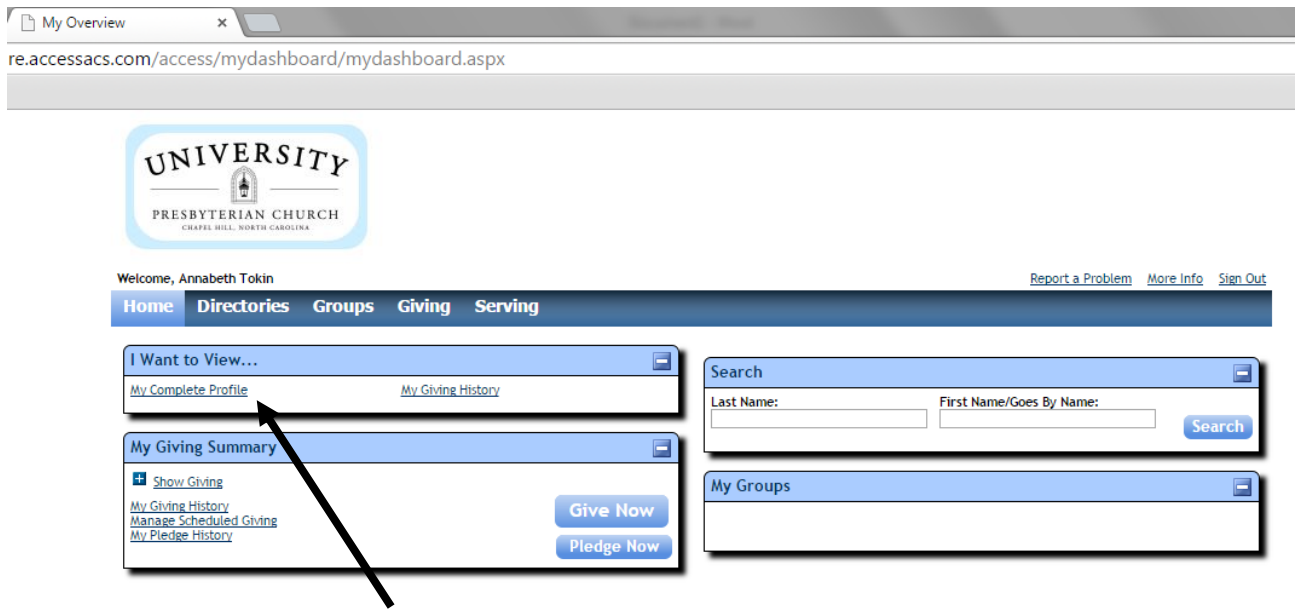
By clicking the Sign In button you agree to the [Terms of Use](#).

[Sign In](#)

A Strong Password has:

- 8-15 characters total
- No part of username or e-mail
- Two or more numbers
- None of these characters: < & > / \ ; % [space]
- Lower and upper case characters

- Once you have set your password and clicked sign in, you are all set! Here is what your overview or home screen will look like when you sign in:



- To view your profile, click “My Complete Profile” in the I Want to View... section on the overview page. This is what a profile looks like:

From here, you can edit your contact information and change how you prefer to be contacted.

Changes need to be approved by an administrative staff member so they will not immediately show up in a person’s profile.

