

Quick Start guide – Wayne Presbyterian Church Member Portal registration



- 1 Enter username supplied in email
 - 2 Enter temporary password supplied in email
 - 3 Click LOGIN
- You do NOT need to use this


LOGIN

USERNAME

PASSWORD [Forgot Password?](#)

LOGIN

OR

 Login with MinistryID

[What's this?](#)

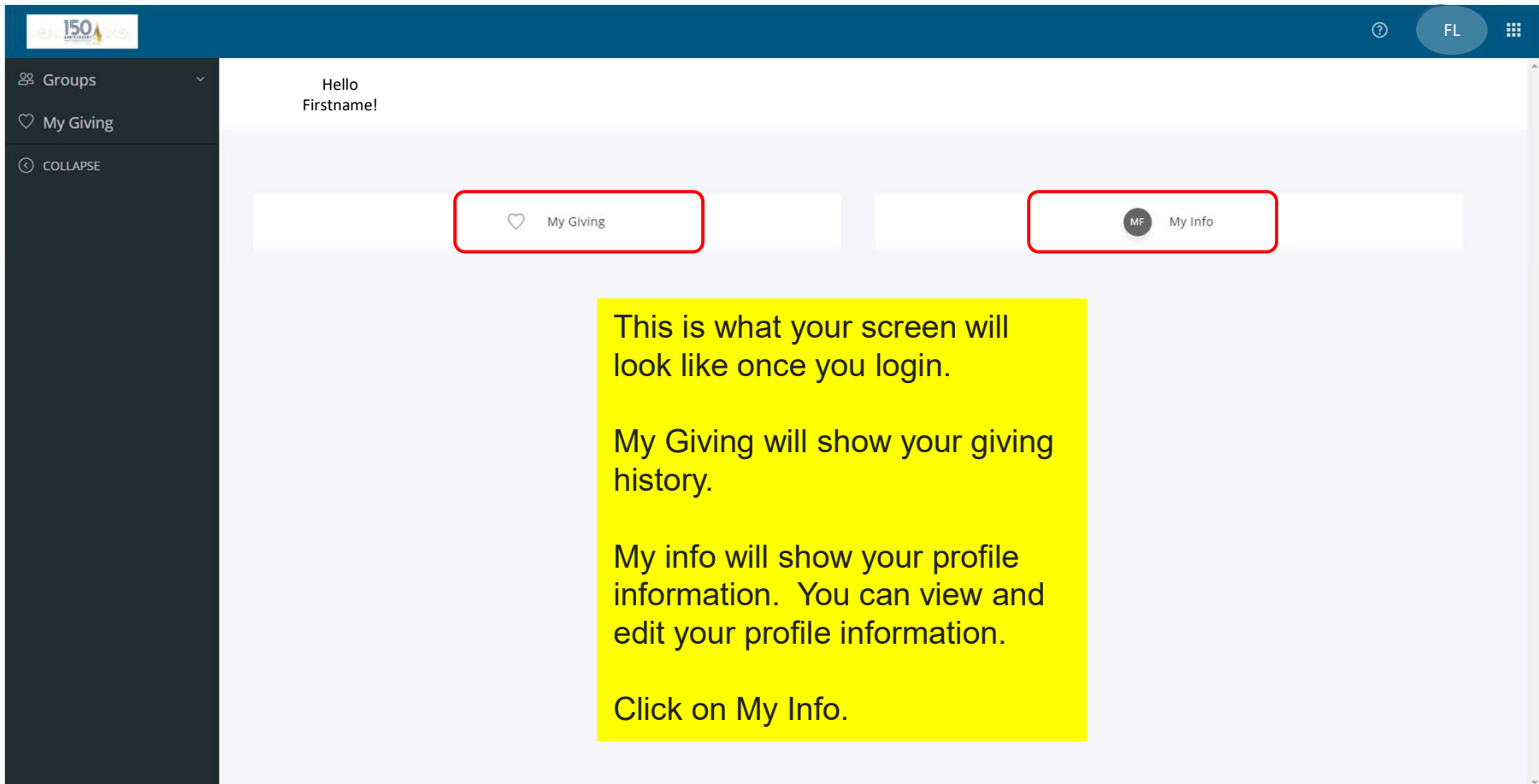
This is what the login screen looks like.

Once you login, you can change your password.

The church office does not have access to your username or password.

If you forget your username or password, no worries. Simply click 'Forgot Password' and follow the prompts.

Quick Start guide – Member Portal



Quick Start guide – Change your password

150 ANNIVERSARY

My Giving

COLLAPSE

Firstname Lastname

Edit Giving **Account**

Credentials

Username
Firstname.Lastname

Password

To change the password, enter the new password in both boxes.

Confirm Password

Create MinistryID

Reset Password And Mail User Account Details

Save

Change your password.

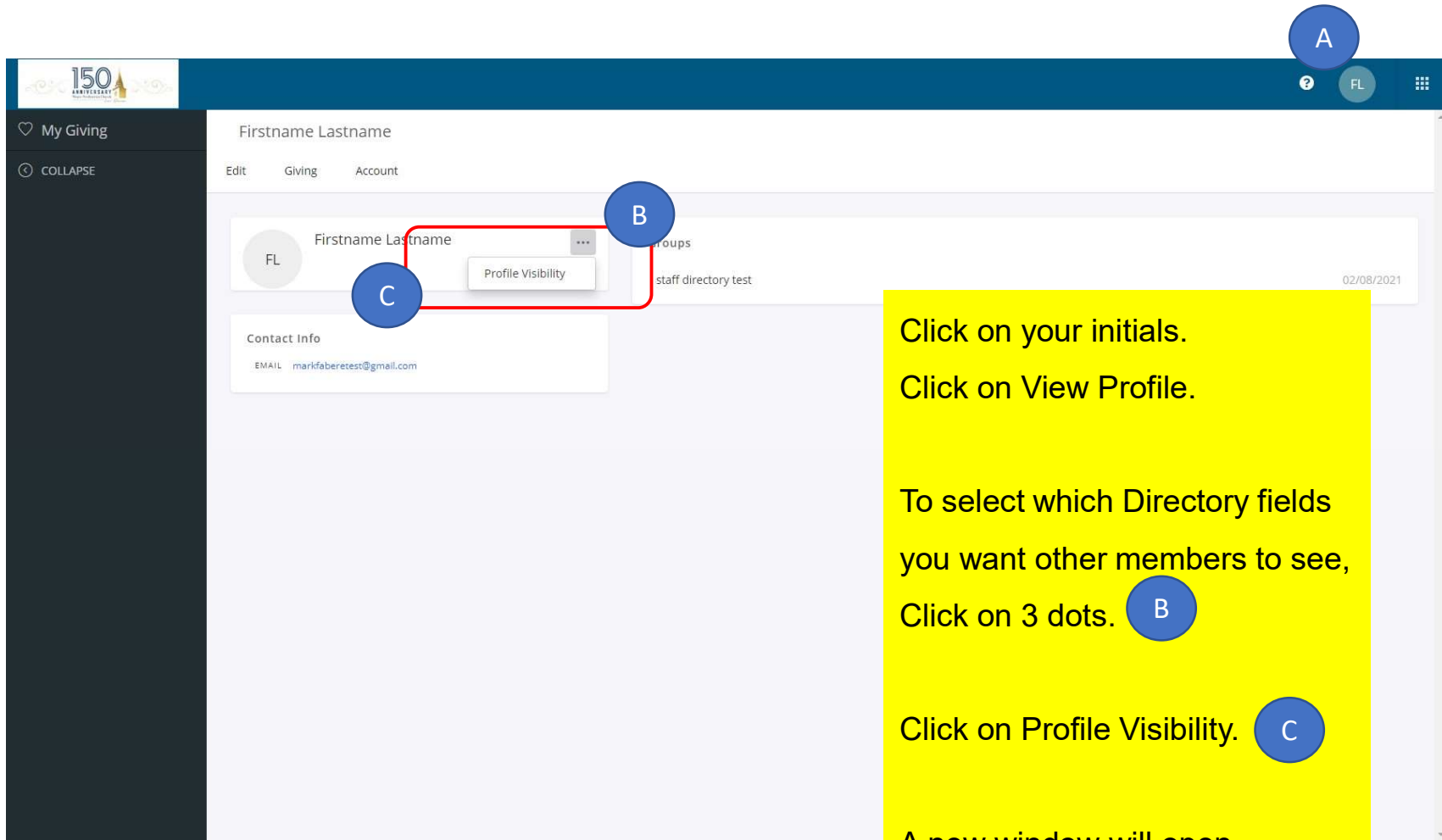
Click on your initials .

Click on View Profile,
Click on Account
Enter new password
Click on Save

Quick Start guide – Edit your information

The screenshot shows a user profile page. At the top right, there is a dark blue header with a user profile icon (a circle with 'A'), a notification icon (a circle with 'FL'), and a menu icon (three dots). Below the header, the page title is "Hello Firstname!". Underneath the title, there are three tabs: "Edit", "Giving", and "Account". The "Edit" tab is highlighted with a red box. The main content area contains a profile card with a circular initial "FL" and the text "Firstname Lastname". Below this are sections for "Contact Info" (with fields for "PHONE (HOME)" and "EMAIL") and "Address". At the bottom of the page, there is a blue "Save" button, which is also highlighted with a red box. A large yellow callout box on the right side of the page contains the following text: "Validate or Update your information.", "Click on your initials . A", "Click on View Profile.", "Click on Edit.", "Update or Add any information you wish.", and "When done, click Save".

Quick Start guide – Make choices on Directory fields



Click on your initials.
Click on View Profile.

To select which Directory fields you want other members to see,
Click on 3 dots. **B**

Click on Profile Visibility. **C**

A new window will open.

Optional. Select Visibility Settings.

VISIBILITY SETTINGS ✕

Configure who can view this individual's information by using the selector below.
Leaders can still view contact information if the church allows them to edit this individual's record

Personal Information	Group Leaders	Group Members	Directory
Address	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Home Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Primary Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Birthday 0000-00-00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This is the screen where you control what other members see when they view your information.

The default settings look like this example.

All Personal Information fields have a blue line, and the Directory option is a blue circle.

This default setting is what most people will want to use.

If you want this default setting, there's nothing you need to do.

You can click on Cancel

IMPORTANT

Birthday and Age are NEVER included in the Directory.

The fields appear on this screen as other churches do include these as options.

Example: Visibility Settings selections for limiting your directory information to Address and Home phone only.

VISIBILITY SETTINGS

Configure who can view your information by using the selector below.
Leaders can still view contact information if the church allows them to edit your record

Personal Information	Group Leaders	Group Members	Directory
Address 825 Turnbridge Lane , Wayne, PA, 19087	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone 000-000-0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Email markfaberetest@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birthday 0000-00-00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel Save

For any Personal Information field that you do NOT want in the Directory,

Uncheck the blue circles.

Example:

If you only want your Address and your Home Phone to show in the Directory, this is how your Visibility Settings should look.

You would UNCHECK all the fields EXCEPT for the ones you want in the Directory.

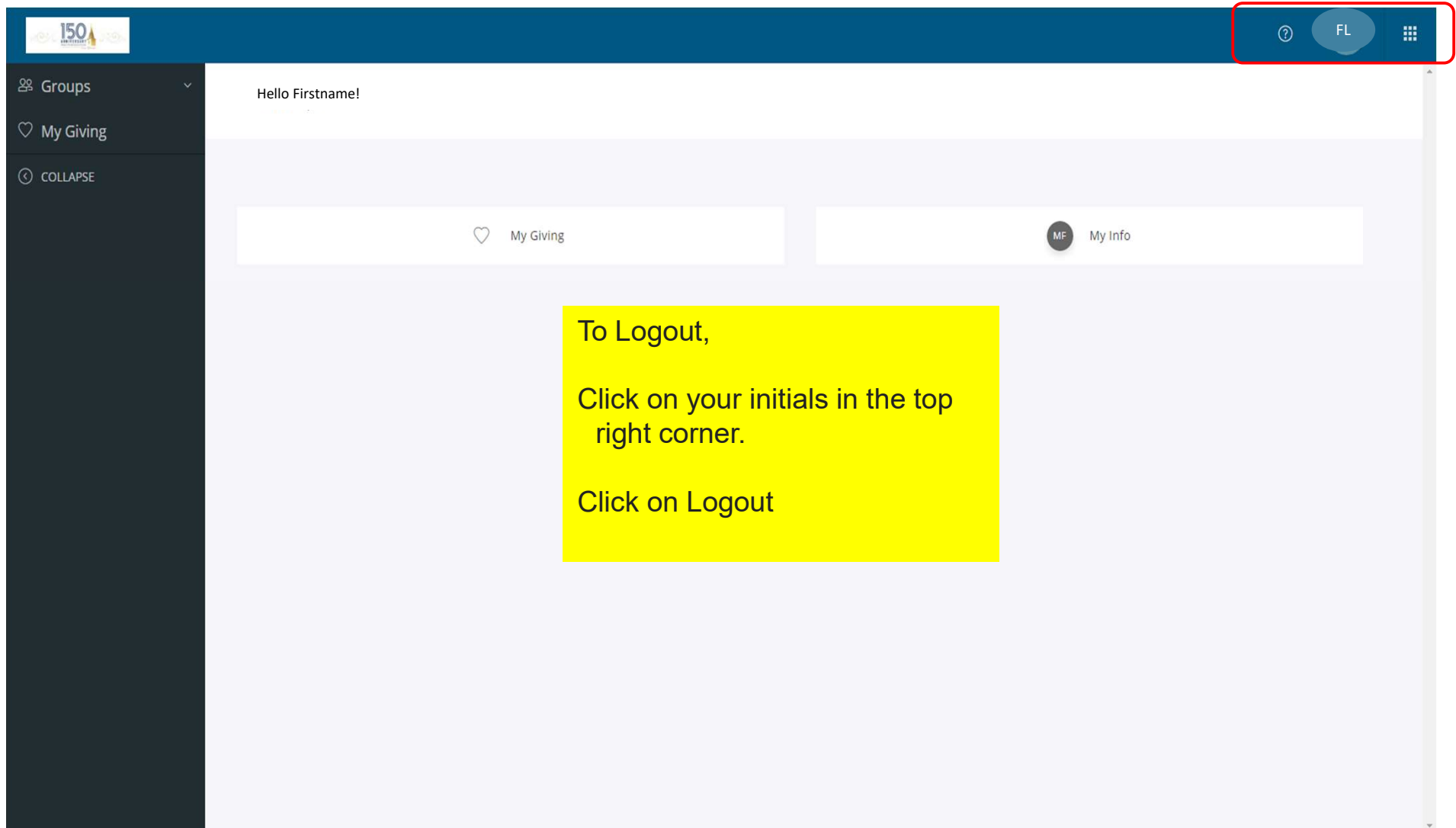
When done, Click on Save.

IMPORTANT

Birthday and Age are NEVER included in the Directory.

The fields appear on this screen as other churches do include these as options.

Quick Start guide – Member Portal



Quick Start guide – Member Portal

That's it. Anytime you want to access the Member Directory, navigate to the website and click on the MEMBERS tab on the top of the homepage. A login screen will appear. Enter your username and password.



Our next enhancement will be the Wayne Presbyterian Church mobile app.

As always, Thank you for your time, and for helping to improve our ability to connect with each other.

Communication and Technology committee
Chair – Eric Ziegler
Communication Director - Connie Beecher
Accounting Assistant - Ruth Wisniewski
Roger Bollinger
Mark Fabere
Sally Hudson
Sharon Levitch