

Access ACS Member Login and Setup Instructions

Login:

1. Go to www.stjohnssav.org/members.org and click the “**Create Your St. John’s Access ACS Members Login**” link on the bottom of the page. An instruction page will appear.
2. Click on the “LOG IN HERE” link. A log in page will appear.
3. Enter your name and your email address into the “New user login?” box. The system will search for your record and send an email with your password. If you have not given the church a current email address, you may not be able to sign in. Please contact the church office 912-232-1251 and we will put your new email into the system.
4. Once you have received an email with your login and password, return to www.stjohnssav.org/members.org, click the “Access ACS” link and the “LOG IN HERE” link and login to the “Please Login” box on the left. Note: You must have one of the browser versions listed at the bottom of the box. If not, please update your browser by clicking on the appropriate link.
 - a. Once you have logged on to Access ACS, you will see your profile overview. You will see “I want to view”, “My Calendar” (blank), and “My groups”.

Set up:

1. Go to My Profile>My Personal Preferences and select the information that you would like other Members to see (none of your information will be available in the online version of the directory if you do not allow your information to be seen). Under “viewing preferences”, uncheck the box. Note: On this screen, you can also change your password.
2. To confirm your basic information go to My Profile>My Complete Profile and read through the information. If you have corrections, click “edit” at the top of the profile page. Make changes to incorrect information and click “submit”. This will change your record on the church database!

3. To change the picture on your record, click the “picture” button at the top of the “edit” screen. Click the “browse” button and search the files on your computer for the picture you want, double click on the file then click save. Your picture (after approval) is updated on the database!
4. Return to My Profile>My Complete Profile and scroll down to the “Availability for Serving” and “Attributes” sections of your profile. Enter the times you are available to serve (not required). On the top right of the “Attributes” box, click “add attributes”. This screen will allow you to share your Spiritual Gifts, Heart for service, Abilities, Personality Traits, Experience, and Qualifications. Click all the boxes that apply and click save. Filling out this section will help the church match volunteer opportunities with volunteers!
5. Return to “Overview” and click the links to “Available Activities”, “Available Classes”, and “Available Serving Opportunities” to find a list and brief description of activities at the church. Click the box next to the activity or class you would like to sign up for and click “Request to Join”. An email will be sent to the contact person for that activity.

Additional Information:

1. On the “Overview” page, you will find the “My Groups” box. You can see the classes and activities you are signed up for. You can also send a mass email to everyone in your group, export a class list to Excel, make a pictorial directory of your class, or print mailing labels.
2. To make a directory of all Members go to Directories. Choose the type of directory you would like and click “preview”. Note: each member must login to Access ACS and allow other members to view their directory information before you will be able to view it.