

Access ACS Member Login Guide

1. Using an internet browser, go to (enter the address for your church web site here).
2. Click the link that your church uses to connect to Access ACS, (enter the name of your link here). The Access ACS login window displays.
3. On the right, click **Get your user name and password** under the **Not Registered?** Heading.
4. Enter your first name, last name, and email address. The suffix field is optional. Then, click **Register**.

Note: To sign up for an account, your First Name, Last Name and email address MUST match our database. Check the latest church directory if you are not sure which email address you gave us. If you do not have an email address on file, email this information to (enter your church email address here).

5. You will receive an email containing your username and password for logging in to Access ACS. When you receive the email, return to the Access ACS link (enter the name of your link here).
6. Enter the username and password sent to you.
7. When you log in, change your password to one you can easily remember.



The screenshot shows a 'Sign In' form with the following elements:

- Form title: **Sign In**
- Input fields: **E-mail Address or User Name** and **Password:**
- Checkbox: Remember me
- Button: **Sign In**
- Text: [Forgot your password or user name?](#)
- Link: **Need a login? [Click here](#)** (circled in red)
- Footer: ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)



The screenshot shows an 'Account Sign Up' form with the following elements:

- Form title: **Account Sign Up**
- Text: Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.
- Input fields: **E-mail Address**, **First Name**, **Last Name**, and **Suffix** (with a dropdown arrow)
- Button: **Find Me**
- Link: **Already have a login? [Click here](#)**

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Frequently Asked Questions

How secure is my data?

The confidentiality of your data is our utmost priority. Only the data we print in our existing church directory is available online to registered users. Furthermore, you can still opt-out of the online system by setting your personal profile, or by notifying us at (*enter your church email address here*).

Our software provider is ACS Technologies, the largest developer of church management software in the industry. Your data is housed in a secured data center and is subject to period security audits to ensure safety and privacy of your data.

What Can I Do in Access ACS?

- View or update your member profile.
- Add family and individual pictures to your member profile.
- Print, view, or email members of your small group.
- View and respond to outreach assignments.
- Print membership directories.
- Register for events.
- Give online.
- View the church calendar.
- Search, review, and submit interest in serving opportunities in the church.