# Connect Online—My Info Tab

Once your Connect Online account has been created, you will be directed to the My Info tab. (Note that additional tabs are displayed across the top of the page, including Church Directory*, My Groups, Ministries, Events, and Giving. These tabs will be discussed in greater detail in other training modules.)

If your account has just been created, as a security measure, you will not have immediate access to the online directory until a CCPC staff member has verified and approved it. This may take 24-48 hours.
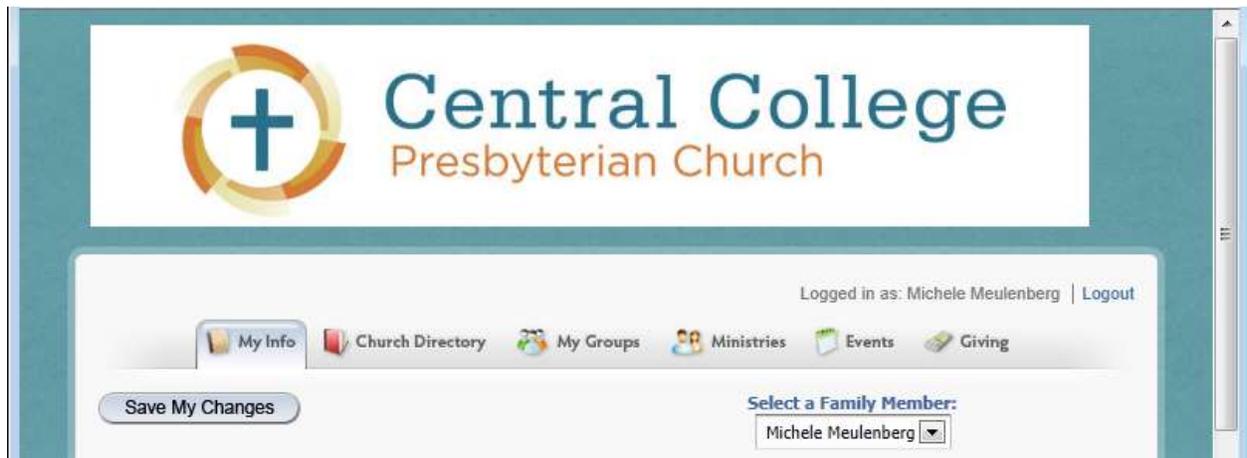
The My Info tab is divided into five sections:
- Personal Information
- Household
- Communications
- Mailing Lists
- Login Information

Personal Information
You should find that at least some of your information has been entered in the Personal Information section of the My Info tab. If any of the information is incorrect, please enter the correct information. Please complete any blank fields in this section, including your:
- Full name—Please include the appropriate prefix (i.e. Mr., Mrs., Ms.) and suffix (i.e. Jr., Sr.), if desired.
- Nickname—Optional; enter your nickname in the Goes By field if you go by a name other than what is entered in the First Name field. (*If this field already contains an entry—such as a maiden name—go ahead and delete it. This may have occurred in error when the information was brought over from the old system.)
- Birthdate—Click the calendar icon to select your birth day, month, and year using the arrows. (Don't worry, no one but CCPC staff will be able to see the year you were born! But we **do** need you to include it so the system will work correctly.)

- Marital status—Use the dropdown menu.
- Gender—Click the appropriate button.

Finally, click Yes if you would like your information to appear in the online directory. If you would not like to have your information published, click No.

A NOTE ABOUT SETTING ONLINE DIRECTORY AND OTHER PREFERENCES: Located above and to the right of the Personal Information section is an option to Select a Family Member. You can click the arrow to switch between the members of your household. You can set different preferences for each household member by selecting him or her from this list. You can also set individual communication preferences, discussed in more detail later. **If you would like for each member of your household to appear in the online directory, you must click Yes for each person.**

Uploading a Photo
You can also upload a photo of yourself. To upload your photo, you must have one saved on your computer.
1. Click Edit under the My Photo placeholder.
2. Browse to the location on your computer where your photo is saved.
3. Select your photo and click Open. In just a moment, your photo will appear instead of the placeholder.
4. IMPORTANT: Click the Save My Changes button located directly above the Personal Information section.

You can upload a new photo as often as you like!

Remember to click Save My Changes if you upload a new photo or update or add any information.

Household
In this section, please enter or update your address, including your street, city, state, and zip code.

Click Yes here to include your household's address in the online directory.

You also have the option of uploading a family photo. Please refer to the steps included in the Personal Information section if you would like to include a family photo in this section.

Communications
The Communications section is where you provide the preferred e-mail addresses and phone numbers for each individual in your household. The default options are your home, mobile, and work phone numbers and your e-mail address. Please complete as many of the fields as are applicable to you and your family members.

Under the Defaults and Privacy heading, there is a column that contain a check mark and another that contains a lock icon that may appear either locked or unlocked. Please set your preference according to the following:

- A green check mark in a row containing a phone number means that that is the number to be used to contact you via that type of communication. For example, if you have three phone numbers listed (home, mobile, work), you will only be able to select one of them as your primary number. You can change your selection at any time.
- If the lock icon appears gray and locked, this information will NOT be available to other CCPC members viewing the online directory. If the lock icon appears gold and

unlocked, this information WILL be available to other CCPC members viewing the online directory. (Any information you put here **will** be visible to the pastors and church staff. If you want Pastor Malcolm to be able to call your cell phone number but not have it published it in the directory, enter it here and lock it.)

Please make your selections and save your changes. Remember, you can come back and update your preferences at any time.

NOTE: If you would like to include additional means of communication in the system and/or in the online directory, click the Add button. A new row is added to the table. Click the arrow to add additional options such as a Facebook page or a fax number. If you add an additional communication option, it will include a Delete option, which you can use at any time. If you add a communication option, remember to also set your Defaults and Privacy settings.

Communications:

Type	Phone / Email / Link	Defaults & Privacy	
Primary Email	samsamp7122@hotmail.com	✓	🔓
Home Phone	(614) 891-5555	✓	🔓
Cell	(614) 222-2222	✓	🔒
Work Phone		✓	🔓

[+ Add]

Mailing Lists
Mark the appropriate box to let us know if you want to receive the church newsletter, The Beacon, via e-mail or if you want to receive a paper copy in the mail.

This is the only mailing list option at this time, but additional lists may be added in the future.

Please consider receiving The Beacon by e-mail; it saves on both money and materials!

Mailing Lists:

Subscribe	List
☑	Beacon by e-mail
☐	Beacon by U.S. Postal Mail

Login Information

If at any time you want to change your Connect Online password, this is where you do it. Enter your new desired password, confirm it, and then remember to save your changes. The next time you log into Connect Online, remember to use your new password.

Login Information:

New Password: [   ]   Confirm Password: [   ]

(Save My Changes)