

What is ACS? ACS is the database we (and the Diocese and many churches) use to keep track of people and finances.

How do I get started on ACS?

Logging in the First Time

- Go to the website: by copying this link into your browser.
<https://secure.accessacs.com/access/memberlogin.aspx?sn=96683> (This link will also be available on the new St. Alban's webpage).
- When the ACS website comes up on your screen click "Need a Login."
- Fill in the email address you have on file with the church and your first and last name. Put in your full, given first name, not a nickname. Then click find me.
- ACS will confirm they have found you and will send you login information, including a temporary password to the email address. This usually only take a few minutes. If you don't see the email, check your spam folder.
- Once you receive the email with your temporary password, you are now ready to log into ACS and create a permanent password.

NOTE: Not sure which email address you have on file? It is most likely the email address where you receive St Alban's weekly bulletin.

Still not sure - please call the parish office at 704.892.0173 between the hours of 9:00 am to 3:00 pm Monday thru Friday.

How do I create a password?

- The first time you will log in with the temporary password sent to you in the email you just received from ACS,
- Keep in mind both your login ID and your password are case sensitive.
- Once you have logged in using your temporary password, you will be prompted to create a password.
- By going to a link sent to your email address receive a temporary password and will be able to create a new one. Please keep your password and your user id in a safe place. Only you will know your password, no one at St. Alban's has access to your password. If you forget your password, ACS will help you reset your password.
- Once you have reset your password you can access ACS whenever you like using your User ID (email address) and your new password.

How do I change my password?

- On the login page, go to the bottom of the login box to where it says Forgot your Login or Password.
- Click on the appropriate one and follow the instructions to reset your password

How do I see my profile?

- In the upper left hand corner of the screen is a box that says "I want to view..." Click on "My complete profile." This allows you to see your personal information as recorded in our parish database.

How do I update my profile?

- In the first box under "My Complete profile" there will be a pencil icon in the upper right hand corner. Click on this pencil to review your record in detail.
- A new screen will come up and let you change most fields.
- Correct the incorrect information in the appropriate box.
- Once you have made all of your changes, scroll down to the bottom of the page and hit submit.

- Your changes will be submitted to the parish administrator, who will approve them and update ACS.
- Changes may take up to a week before you are able to see them. If you don't see your changes call the office at 704.892.0173 or email Jill at Jill@saintalbansdavidson.org
- In this same window you can a) click on "Change Preference" to change how you like to be reached (i.e., phone, email, etc.), b) review and submit changes for family information, and c) upload a personal photo.
- To view your personal information, click on the "Personal Information" tab. It is directly beneath the "My Profile" tab on the screen and to the right of "Contact Info." Here you can review your information and make a change by clicking on the pencil in the right hand corner of the screen. Click "submit" after you've made a change. It will send a request to be approved to the parish administrator.

How do I upload a personal photo?

- Choose "My Profile."
- Choose an individual family member name in the top right corner. This takes you to an individual record.
- Choose "Edit" in top right corner.
- Choose "Personal Photo" icon in top right corner. Click "Choose File" and select your photograph.

NOTE: Pictures cannot be larger than 10MB. Photos must be approved by the parish administrator, so they will not appear immediately. Currently you cannot upload a photo using an iPad or other tablet.

How do I upload a family photo?

- To upload a family photo, click on the magnifying glass on the "My Profile" page.
- This page will be headed "Family Information." Click "edit" in the top right corner.
- In the upper right hand corner click the "Family Photo" icon. Click "Choose File" and select your photograph.
- You will then be larger than 10MB. Be sure to click SAVE after you've uploaded the photo.
- Click "Choose File" and select your photograph.

NOTE: Pictures cannot be larger than 10MB. Photos must be approved by the parish administrator, so they will not appear immediately. Currently you cannot upload a photo using an iPad or other tablet.

Once I've completed a task, how do I return to my profile?

- To return to your profile, click on Home and from the dropdown list click on My Profile.
- Directly beneath the "My Profile" tab is the "Contact Info" tab.
- Changes can be made to this information by clicking on the pencil to the right of headings.
- Click "submit" after you've made a change. It will send a request to be approved to the parish administrator.

I want to know how much I've given to the church this year. How do I view my Giving History?

- To view your "Giving History" click on the "Home" header and select "My Profile" from the drop down list.
- Click on the "My Giving History" tab, which is to the right of the "My Profile" tab. Here you can see a list of your recorded gifts to the church.
- You can change the year viewed by selecting a different year from the dropdown menu after the words "For Year."
- In the "Contribution Information" box you can see your ten most recent recorded gifts, all gifts we have on file (years 2011-2012 only), or gifts in a particular date range. You will be able to see: the date of the gift, check number (if a check), amount, and any notes on the check (ex. Vacation Bible School registration).

I want to know how much I've paid on my pledge this year. How do I view my Pledge History?

- To view your "Pledge History" click on the "Home" header and select "My Profile" from the drop down list.
- Click on the "My Pledge History" tab, which is to the right of the "My Profile" tab and the "My Giving History" tab.
- You can change the year viewed by selecting a different year from the dropdown menu after the words "For Year."
- In the "Pledge Summary" field you can see: how much you've given to date, the amount of your total pledge, the balance remaining on your pledge, and a nifty graph showing your % of pledge completion.

How do I find the contact info for a parishioner in ACS?

- To find out the contact information for a member of the parish click the "Home" button in the upper left hand corner of the screen.
- On the right there is a search field with "Last Name" and "First Name/Goes By" blanks. Enter the person's name and click search. You might need to be creative in your searching. For instance, if I search Last Name: Melchionna and First Name/Goes By: Elizabeth Marie, I am told there is no matching record. But if I put in Last Name: Melchionna and First Name/Goes By: Elizabeth, I can see my listing. If I search Last Name: (and enter nothing) and First Name/Goes By: Elizabeth, I'm given a list of all of the folks in the parish with "Elizabeth" in their names. A search record lists a person's: name, phone number, mailing address, and email address, as they have submitted that information.

Can anyone else see my financial record?

- No. Only you can see this once you've logged in securely. The parish financial secretary also sees this information as she enters it.

How do I print a directory of folks in the parish?

- Once you have logged into ACS, click on the "Directories" tab on the top left of the page.
- You will be prompted to select one of four options: print an individual director, print a family directory, print an individual directory with photos, and print a family directory with photos.
- Select the kind of directory you'd like to view/print and click "View Directory."
- To print the directory click the blue "print" tab. If you've selected a directory with photos, only the photos of those who've uploaded them (and been approved by the parish administrator) will appear.

What are the "Groups" and "Events" tabs in the upper left hand corner of the page? We are not currently using the "Groups" and "Events" features.

What is the "My Calendar" field on the Home page? We are not currently using the "My Calendar" feature.

How do I sign out of ACS?

- Click the blue underlined "Sign Out" link in the upper right hand corner.