

Updating Your Personal Information & Preferences

Logging in to ACCESS

To get to ACCESS's Home page:


1. Visit ACCESS's website <https://secure.accessacs.com/access/memberlogin.aspx?sn=90709>,

OR

2. Visit the St. Mark Church website <http://www.stmarkcatholicchurch.com>
 - a. Select **ACCESS** from the main menu.
 - b. From the list of **ACCESS Links**, select either Obtain a Login if this is your first time using ACCESS or Member Login if you have logged in previously .If this is your first time using ACCESS, see the Instructions for Obtaining an ACCESS Login which appear on the ACCESS page of St. Mark Church website.
3. Once at ACCESS's login screen, you can bookmark the website (or add it to favorites).

Navigating ACCESS


The following tips can help you to navigate through ACCESS.

1. A pencil  appears next to information that can be changed. Click on the pencil to update that information. Many changes to ACCESS generate Change Requests, which are reviewed by the ACCESS Administrator and either accepted or declined before the information actually updates ACCESS.
2. The **More Info** at the upper right opens a context-sensitive HELP window.
3. The **Report a Problem** at the upper right will allow you to send an email message from you to St. Mark's ACCESS Administrator, Cathie Welch.
4. Clicking on the back arrow in your browser will usually bring up the previous ACCESS screen. (Occasionally, you'll be asked to log in again.)
5. ACCESS's green buttons for your desired next step (e.g. **Submit** or **Cancel**) generally appear on right-hand side of the screen, either on the top or the bottom, and sometimes both. You may have to scroll down the page, to find the button. However, at any time, you can click on a function from the Main Menu to leave a particular screen and start anew.

Viewing & Updating Your Profile

Updating your personal profile in ACCESS will enable the Parish Staff and your Ministries to have the same, most recent information. Click on **Home** and select **My Profile** from the drop down menu to view your profile information.

1. The **Contact Info** tab :
 - a. Click on **Edit** in the upper right to change or add profile information.

- b. Click on **Change Preference** to select how you prefer to be contacted (phone call, email, or text).
 - c. Click on a pencil  to update or **Add** to add a phone number, email address, or address.
 - i. When entering or updating a phone number or email address, you can opt to have the phone or email listed or not. The default is listed. Unlisted numbers are displayed and labeled “UNL” to those, such as Ministry leaders and Staff, who have rights to see your contact information. (See the **Personal Preferences** tab in **My Account** from **Home** in the main menu for setting additional privacy options.)
 - ii. When entering or updating a mobile phone number, you can opt to “Receive Text Messages.”
 - d. Click on the name of a family member to view and/or update that family member’s profile information.
 - e. Click on **+** to add family members.
2. The **Personal Info** tab displays additional information from Parish records. Some of this information can be updated by clicking on the pencil. To update information that is not updatable in ACCESS, send a message to the ACCESS Administrator by clicking on **Report a Problem** on the upper right of the ACCESS screen.
 3. The **Serving** tab allows you to enter information as to your available time and talents that you may wish to volunteer.
 4. The **Groups** tab lists the groups to which you belong, including the names of group leaders.
 - a. Click on **Show History** to see information about groups to which you have belonged in the past.
 - b. Click on **View Attendance** to see your attendance record for those groups that are posting attendance.
 - c. Click on underlined fields to see additional information, including group rosters and names of group leaders.
 5. The **Events** tab lists Events for which you are registered and guests whom you may have registered.

Updating Account and Personal Preferences

1. The **Account Settings** tab allows you to change your email contact information or password and to enter or change a Facebook or Twitter Account.
2. The **Personal Preferences** tab allows you to set the following preferences:
 - a. Family Privacy Preferences, including inclusion in the Family Directory and other members’ viewing the family’s address, phone number, and photo,
 - b. Individual Privacy Preferences, including other members’ viewing address, email address, phone number, and photo in group directories,
3. Viewing Preferences can exclude photos from being displayed. This is helpful if you are using a low-speed connection, such as dial-up.