

All about MyUCUCC - Step by step instructions

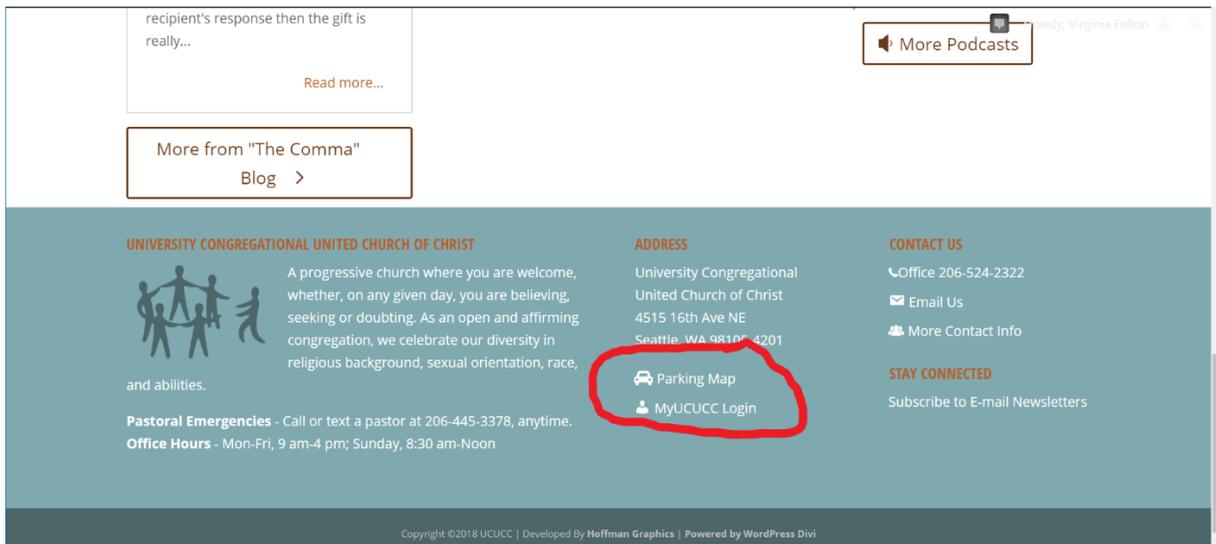
MyUCUCC allows you to access church information and perform a variety of tasks. It also provides powerful tools that can help each of us identify our own spiritual gifts and passions, and discern God's calling for us.

MyUCUCC has both spiritual and practical applications. You can use it to:

- Create an individual profile that identifies your gifts and passions, and the specific skills you might contribute to the work of the church.
- Look up contact information for people in our church community from your own computer or smartphone.
- Update your profile with a new address, phone number, email or even your family or individual photo.
- Identify other community members who have skills and abilities to assist with your own church work.
- View your giving history and print your own contribution statements.

How do I login?

1. Go to universityucc.org and click on the "MyUCUCC" link in the area at the bottom of any webpage.



A new screen then takes you to a secure website where a "Sign In" box will appear.

2. Below the Sign In box click on "Need a Login? Click Here."

Welcome to University Congregational United Church of Christ Sign In

Sign In

E-mail Address or User Name:

Password:

Remember my Username **Sign In**

Forgot your [password](#) or [user name](#) ?

Need a login? [Click here](#)

Go Mobile

ACS Technologies [Privacy Policy](#) | [Terms of Use](#)

Enter the email you have on file with the church or your first and last name. Be sure this information matches what the church has on file for you – these are the key word the system will use to locate your record in the church database.

3. Once you have entered your information, click on the “Find Me” button.

Welcome to University Congregational United Church of Christ Sign In

Account Sign Up

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.

E-mail Address

John@heavensgate.org

First Name Last Name Suffix

John Baptist

Find Me

Already have a login? [Click here](#)

(If the system was unable to locate your record, check a printed church directory to see how you are listed, or call the office for assistance).

4. A verification email will be sent to you. Click the link in the email to finish your account setup.
5. The link opens a new window in your web browser. Follow the instructions to create a password.
6. Click on the “Sign In” button.

7. You have now gained access to MyUCUCC. Be sure to write down your login email and password for future access.

Creating your MyUCUCC profile

Once you have created your login, you can sign in to MyUCUCC. Click around a bit to see what's available, then begin creating your profile.

1. With your mouse, hover over "Home" on the left in the brown bar near the top of the page, just under where your name appears. This will bring up a sub-menu. Click on "My Profile" to create or edit your profile.

https://secure.accessacs.com/access/mydashboard/mydashboard.aspx

UNIVERSITY CONGREGATIONAL
UNITED CHURCH OF CHRIST

Virginia Felton Help Centers Report a Problem More Info Sign Out

Home Director's Events Giving Serving Reports Statistics Admin

My Overview My Profile My Account

Discover Realm®

Search

Last Name: First Name/Goes By Name: Search

My Groups Create Small Group

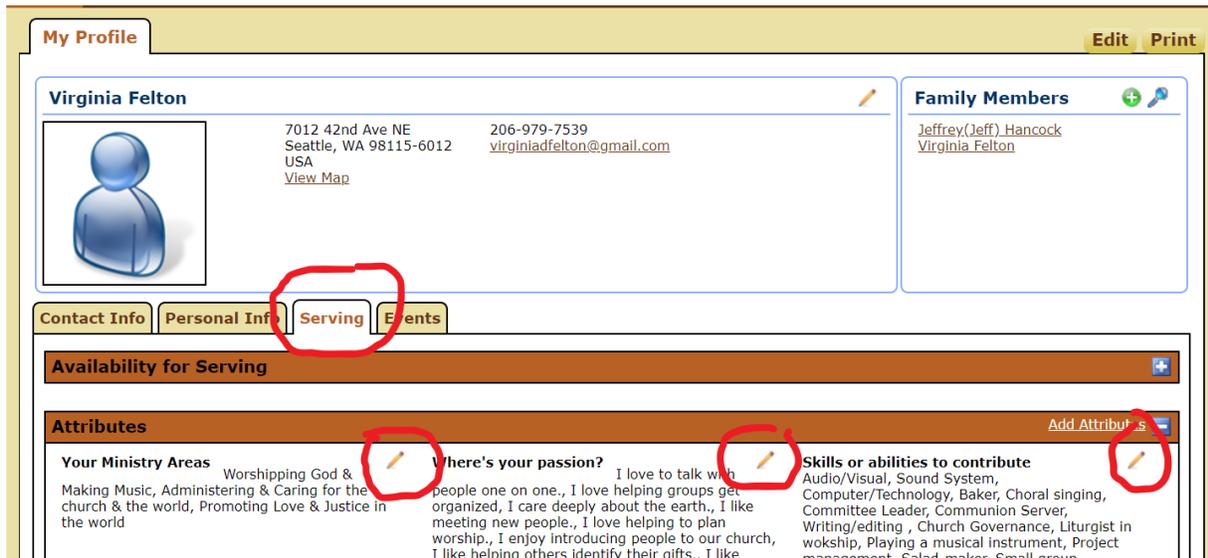
My Calendar Wednesday, December 19, 2018

Time	Event	Location
7:00 PM to 8:30 PM	Youth: Junior/Senior small gro...	Pilgrim room

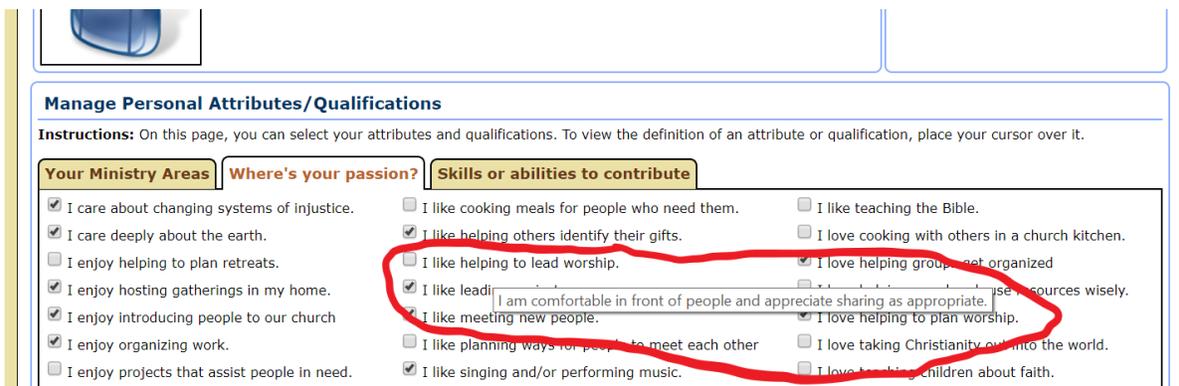
December 2018							January 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31	1	2
30	31	1	2	3	4	5	3	4	5	6	7	8	9



2. Find the "Serving Tab" below the white area that shows your address and phone.
3. Under Serving, you will find three categories "Your Ministry Area," "Where's your passion?" and "Skills and abilities to contribute."
4. You will see a small pencil icon to the left of each of these titles. Click on the pencil to open that area.



Once you have clicked on the pencil, a list of "attributes" will open. If you place your cursor over an attribute, a definition of it will appear.



Click as many or as few attributes as you feel comfortable with. You can always go back in and change what you have selected. Be sure to complete each category - "Your Ministry Areas," "Where's your passion?" and "Skills and abilities to contribute."

If you have a skill or ability that you would rather not apply in our church setting, just don't click on it. Filling out your profile provides a way for other church leaders to know who might be interested in volunteering in a specific area. However, it does not obligate you for any specific activities.