

User's Guide to the Unitarian Church of Harrisburg Online Directory

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This guide uses a combination of printed instructions and screen prints of the actual Online Directory. The applicable screen print is found just beneath the corresponding printed instructions for most actions you can take with the Directory. When reading the instructions for each action, you can reference the screen print below that action if necessary.

To Log In to the UCH Online Directory:

Contact Alanna Berger to obtain your initial password (e-mail: alannaberger@comcast.net, phone: 717-361-2992). After using your initial password to log in for the first time, you must change your password to one of your choosing.

Click this link:

<https://secure.accessacs.com/access/memberlogin.aspx?sn=143016>. (Note: the directory uses a website called Access ACS, provided by ACS Technologies.)



Or from the Unitarian Church of Harrisburg website, click on the rolodex .

Enter your e-mail address.

Enter your password.

<p>Please Login</p> <p>E-mail Address steventodd@hotmail.com</p> <p>Password *****</p> <p>Forgot your password or user name?</p> <p><input checked="" type="checkbox"/> Remember me <input type="button" value="Login"/></p> <p>To fully operate the features available, the following browsers are recommended:</p> <ul style="list-style-type: none">Internet Explorer 7.0 or higherFirefox 3.0 or higherSafari 3.0 or higher <p>Click one of the links above to download the latest edition of the browser.</p>	<p>New User Login?</p> <p>Don't have an Access ACS login? Enter your information in the fields below and click Find Me. An e-mail containing your login information will be sent to you shortly.</p> <p>First Name <input type="text"/> Last Name <input type="text"/> Suffix <input type="text"/></p> <p>E-mail Address <input type="text"/></p> <p><input type="button" value="Find Me"/></p>
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To Change your Password:

Place your cursor over the "Home" tab (a menu should drop down), and then select "My Personal Preferences". (Note: The second item on the drop-down menu may say My Profile instead of My Complete Profile).

Click the "Change My Password" button, located under the "My Password" heading. You can also select any other preferences you wish.



Welcome, Steve Todd

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[Home](#) [Directories](#) [Groups](#) [Calendar](#)

[My Overview](#)

[My Complete Profile](#)

[My Personal Preferences](#)

Family Privacy Preferences

- Include my family in the Family Directory
- Allow other members to view our address
- Allow other members to view our phone number
- Allow other members to view our photo

Individual Privacy Preferences

- Allow other members to view my address in group directories.
- Allow other members to view my e-mail address in group directories.
- Allow other members to view my phone number in group directories.
- Allow other members to view my photo in group directories.

My Password

Your User Name *stevetodd* [Change My Password](#)

Viewing Preferences

- Do not display photos when viewing individual or family information

[Save](#)

To Upload a Family Picture and/or an Individual Picture:


Place your cursor over the "Home" tab (a menu should drop down) and then select "My Profile". (Note: The second item on the drop-down menu may say My Profile instead of My Complete Profile).

Home Directories Groups Calendar

My Overview My Giving History My Pledge History Edit Print

My Personal Preferences

Todd, Steve (Steve)



629 Bullfrog Valley Rd.
Hummelstown, PA 17036-9743
USA
[View Map](#)

Home: (717)534-0695
steventodd@hotmail.com


Family Members
[Steve Todd](#)

This person currently has a change request pending.


Profile

Contact Information


Addresses Add


Home 
629 Bullfrog Valley Rd.
Hummelstown, PA 17036-9743
USA
[View Map](#)

Phone Numbers Add

Home 
717 534-0695

E-mail Addresses Add

Personal (Preferred) 
steventodd@hotmail.com

Personal Information 


Title:	Date of Birth: 11/04/1965	Allergies :
First Name: Steve	Date Added: 06/19/2009	Connection Coach :
Middle Name:	Date Last Changed: 10/27/2009	
Goes By Name: Steve	Marital Status: Married	
Last Name: Todd	Member Status: Member	
Suffix:	Date Joined: 10/24/2009	
Gender: Male	Joined How: Signed Book	
Family Position: Head	Active: Y	

Click on the Pencil icon to the right of your name. (Holding the cursor over it will display the "Edit Personal Information" message.)

Home Directories Groups Calendar

My Profile My Giving History My Pledge History Edit Print

Todd, Steve (Steve)



629 Bullfrog Valley Rd.
Hummelstown, PA 17036-9743
USA
[View Map](#)

Home: (717)534-0695
steventodd@hotmail.com

Family Members
[Steve Todd](#)

Edit personal information

In the upper right corner of the screen, there are two Buttons. One says "Family"; the other, "Picture".

Home Directories Groups Calendar

Change Request Family Picture

This is a Change Request only. Changes are not applied to records until they are approved. Submit Cancel

Personal Information for Liffick, Blaise (Blaise)

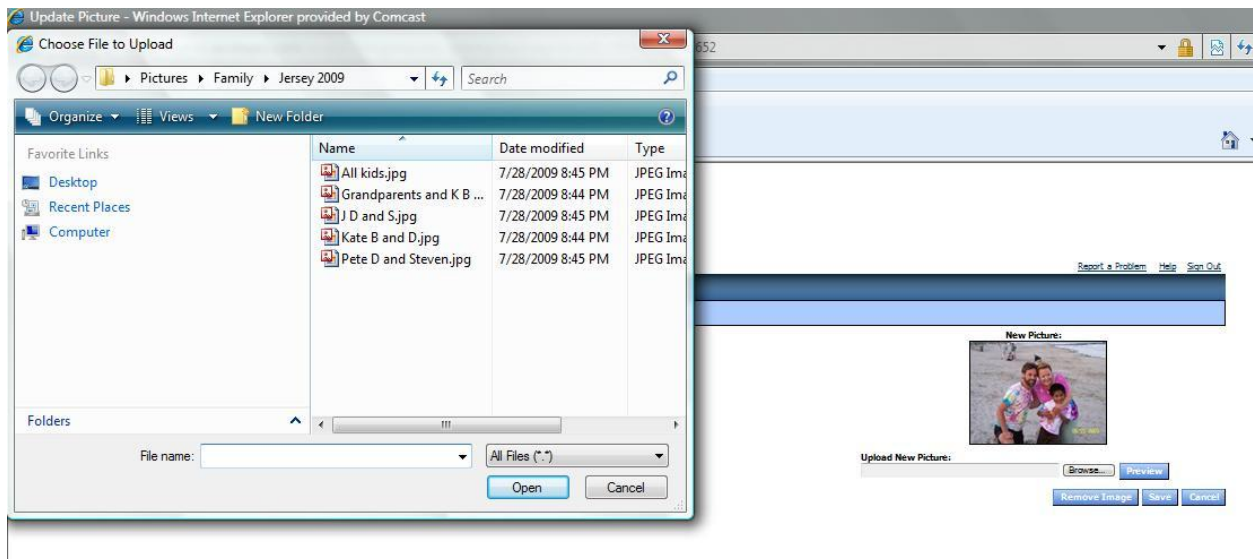
Title: Gender: Male

First Name: Blaise Date of Birth: 3/30/1953

Middle Name: Marital Status:

For a family photo, click on "Family".

Then click the "Browse" button. A window of your computer's file directory will appear.



Select the picture image you want, then click "Preview". That picture should appear.

Click "Save" if you want that picture, or "Browse" again for a different image.

The message "Change Request" should show, briefly, in the lower right corner of the screen.



For an individual picture, select "Picture" and repeat the above steps.

To Update Personal Information:

Note: The only information available to other members is your name, picture, address, phone number and email address. Personal information, giving and pledge history, etc. is not available to other members!

Place your cursor over the "Home" tab (a menu should drop down), and then select "My Profile". Find the "Contact Information" heading. Click on the Pencil icon to the right of each data item. Holding the cursor over it will display the "Edit Personal Information" message.

In addition to the Pencil icons, note the buttons on the right side that read "Add". These let you add additional items by clicking on each button.

To View Giving and Pledge Histories:

Place your cursor over the "Home" tab (a menu should drop down), and then select "My Profile". Select the "My Giving History" or "My Pledge History" tab, located beside the "My Profile" tab above your name.

At this time, Access ACS does not provide the ability to view payments to your pledge by fiscal year, only the current year. However, progress on your pledge is indicated on the Pledge History page. If you have any questions about the current status of your pledge, contact Alanna Berger, stewardship@harrisburguu.org.

To View UCH Directory:

Place your cursor over the "Directories" tab, located beside the "Home" tab. The drop-down menu should have one item, "Directories". Click on the drop-down.



Welcome, Blaise Liffick

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Directo Directories

To print directories:

1. Select a Directory Type and a Directory Selection. Click Preview.
2. Click Print from the menu bar at the top of the Adobe Acrobat Reader screen.
3. Click OK.

Directory Type:

- Individual
 Family

Directory Selection:

- Online Directory
 Pictorial Directory

[Preview](#)

Click the "Preview" button located on the lower right side of the screen in order to see the selected directory.

A pdf file will open. If you like, you can search this file by entering text under the "Search" heading, in the "Looking For" box, (located on the left of the screen), OR by clicking the binoculars on the far left of the screen.

The screenshot shows a web browser window with the URL https://secure.accessacs.com/accessrpt/10_8061.... The browser's address bar shows the page number 18 / 20 and a zoom level of 124%. The search results are as follows:

Search Results	Contact Information	Other Names
Looking For: todd in the current PDF document	1174 Kingsley Rd. Camp Hill, PA 17011-6110 mariathaw@centralpenn.edu	VanHorn 41 Peters Duncann bvhbarb@
Results: 1 documents with 5 instances	Thomas, Jack (717) 558-0063 112 N 32nd St Harrisburg, PA 17111-1629 psujack@aol.com	Wade, B 7232 San Harrisbur barbarae
Results:	Tisdell, Libby (717) 579-8835 1730 Logan St Harrisburg, PA 17102-1850 ejt11@psu.edu	Wade, R 7232 San Harrisbur bobby.wa
10_806170286report.pdf	Todd, Randa (717) 732-6576 211 Clay Ave Enola, PA 17025-3210 irt1946@yahoo.com	Waldem 422 Hald New Cur zade177@
Slater, Todd 1909 Cl		
todd@toddslater.c		
Todd, Randa 211 Cl		
Todd, Steve 629 Bul		
steventodd@hotmail.com		

Note: Printing is not recommended, since changes can be made on a frequent basis.

To View the Calendar:

Note: This feature has not been fully enabled for UCH at this time. However, you can create your own personal calendars if you wish.

Place your cursor over the "Calendar" tab, beside the "Groups" tab (a menu should drop down).

Select either "Calendar View" for the familiar block-type calendar...



Welcome, Steve Todd

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Calendar Home

[Add Event](#) [Print](#)

[Select Calendar\(s\)](#)

* Tentative Event

< [October](#)

November 2009

[December](#) >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 11:00 Second S...	9	10	11 7:00 Board Mees...	12	13	14
15	16	17 7:00 Pride Fes...	18	19	20	21
22	23	24 7:00 Membershi...	25	26	27	28
29	30					

...or select "Table View".



Welcome, Steve Todd

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Calendar Home

[Add Event](#) [Print](#)

[Select Calendar\(s\)](#)

* Tentative Event

< October		November 2009		December >	
Date	Time	Event	Location		
11/8	11:00 AM to 12:00 PM	11:00 Second Sunday in the City	1508-Sanctuary		
11/11	7:00 PM to 10:00 PM	7:00 Board Meeting	1280-Joseph Priestley Room		
11/17	7:00 PM to 9:00 PM	7:00 Pride Festival of Central PA	1280-Joseph Priestley Room		
11/24	7:00 PM to 9:00 PM	7:00 Membership Action Council	1280-Louise May Alcott Room		

My Groups

Note: At present, the "My Groups" feature (under the "Groups" tab) is not enabled for interactive use, so you cannot currently join a group via the website. The UCH congregation will be notified through various written communications when this feature becomes available.

If you have any questions concerning this User's Guide, please contact Alanna Berger (stewardship@harrisburguu.org) for more information.