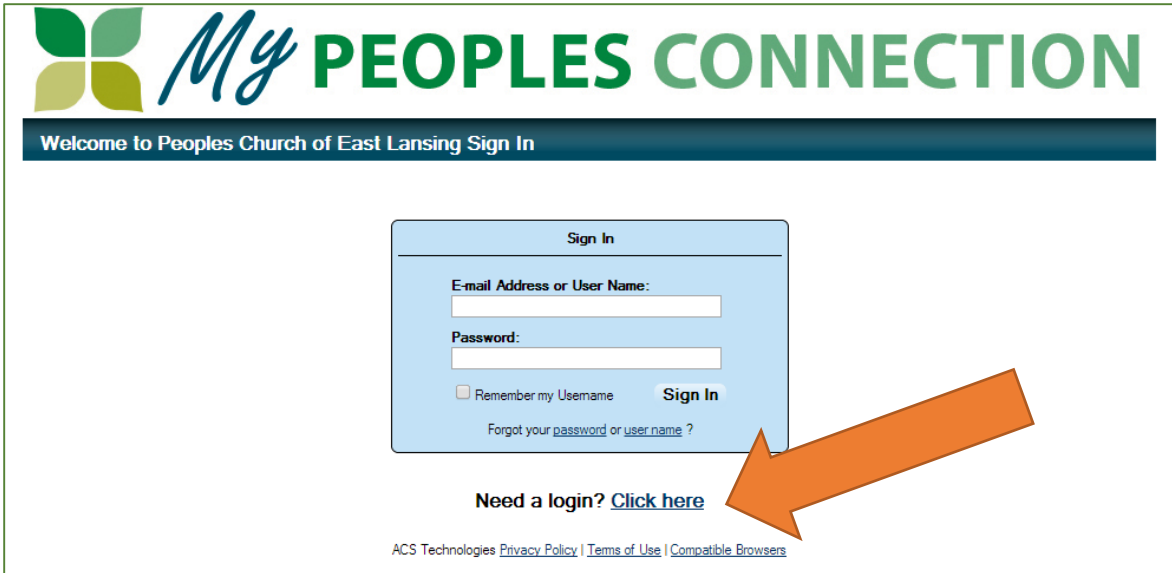


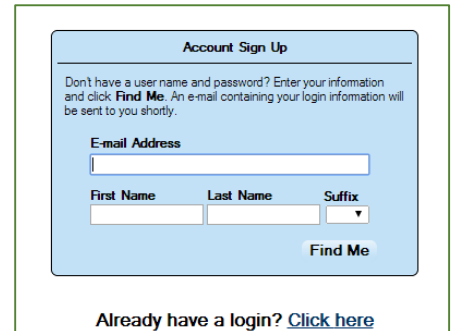
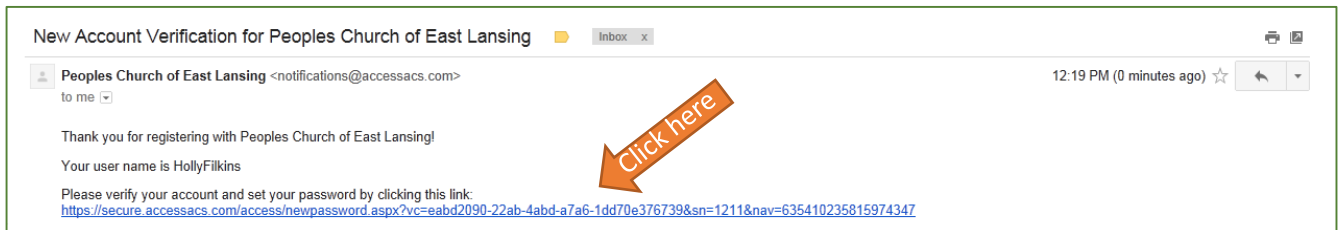
## Getting Connected with My Peoples Connection

### Creating Your User Account

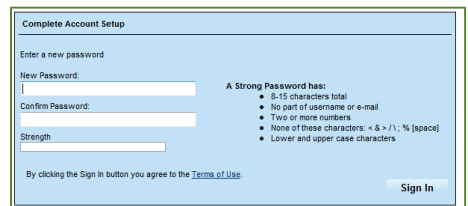
1. Open a web browser and navigate to the [My Peoples Connections](http://thepeopleschurch.com/connect/members/acs) website.  
(<http://thepeopleschurch.com/connect/members/acs>)
2. Click on **Need a Login? Click Here.**



3. Enter your **E-mail Address, First Name** and **Last Name**.  
*NOTE: This is the email that you have on file with The Peoples Church. If you cannot remember the email you have on file, please contact the church office.*
4. Click **Find Me**.
5. A verification email will be sent to your email address.
6. Navigate to your email account, and open the email from **Peoples Church of East Lansing**.
  - a. Click on the link inside your email to verify your email address.

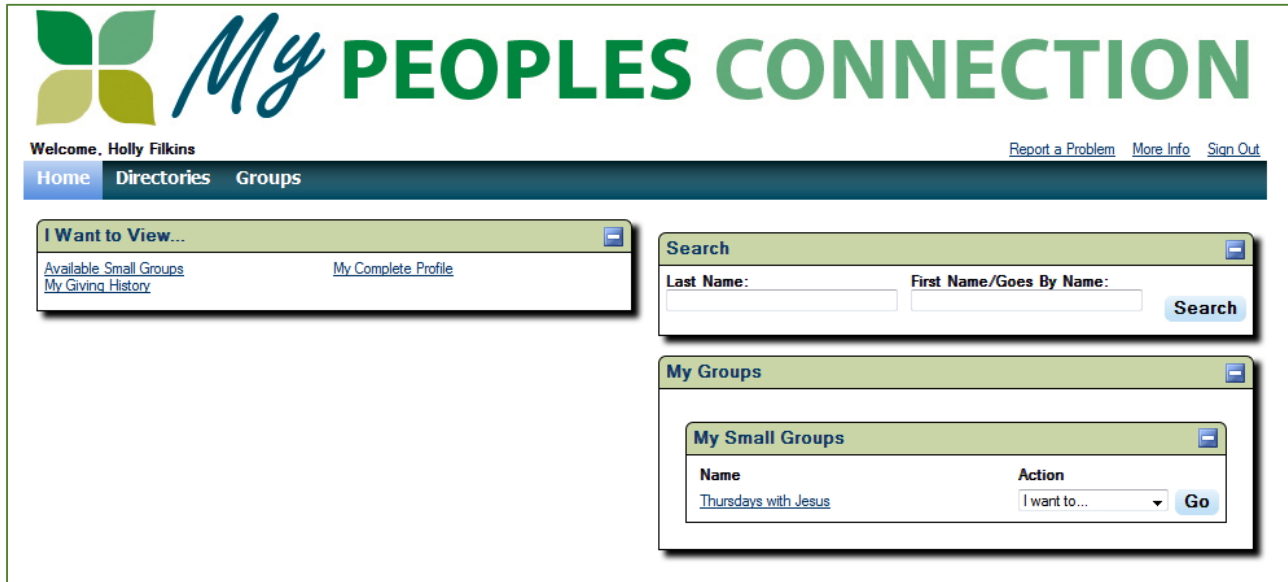
7. Set your password.  
*Notice the requirements for your password. Must be 8-15 characters in length, contain both upper and lower case letters and at least two numbers.*
8. If you are staff member or lay leader, please email [dfilkins@thepeoples.com](mailto:dfilkins@thepeoples.com) or [dprysbylski@thepeopleschurch.com](mailto:dprysbylski@thepeopleschurch.com) to request a change to your security clearance level.



## Important Features

### 1. My Home Page

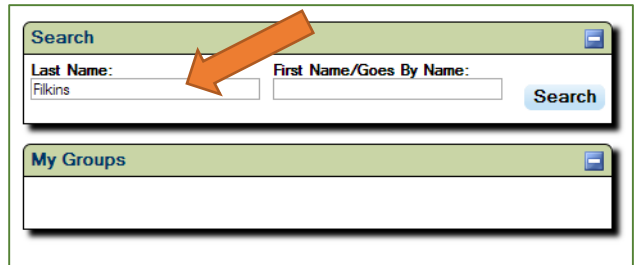
- a. This is the first screen you will see in My Peoples Connection. From it, you can...
  - i. **Search** for contact information of a fellow member
  - ii. View **My Complete Profile** – your contact information
  - iii. View **My Giving History**
  - iv. View **My Groups** or **Available Small Groups**
    1. Groups can be any group you participate in: bible study, ministry committee, leadership group, etc.



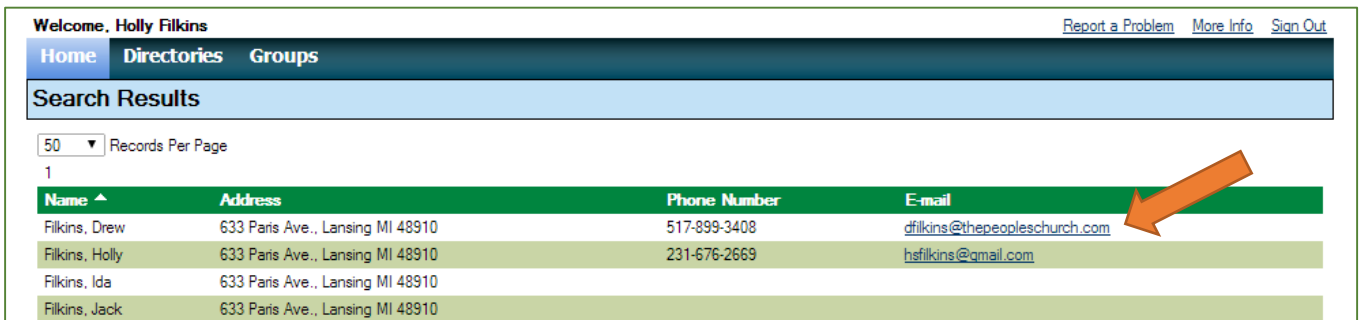
The screenshot shows the home page of My Peoples Connection. At the top, it says "Welcome, Holly Filkins" and has links for "Report a Problem", "More Info", and "Sign Out". Below this is a navigation bar with "Home", "Directories", and "Groups". There are three main sections: "I Want to View..." with links for "Available Small Groups", "My Complete Profile", and "My Giving History"; a "Search" section with input fields for "Last Name:" and "First Name/Goes By Name:" and a "Search" button; and "My Groups" which contains a "My Small Groups" table with one entry: "Thursdays with Jesus" and an "Action" dropdown menu set to "I want to..." with a "Go" button.

### 2. Search for Members' Contact Information

- a. From the **Home** page or the **Directories** tab, enter the name of the person you wish to search for.  
*Note: Search by **First Name, Last Name** or **Goes by name**.*
- b. The Search results will open on a new page. Simply click on an email address to open your email client and begin a new message.



This screenshot shows the search form from the previous page. An orange arrow points to the "Last Name:" input field, which contains the text "Filkins". The "First Name/Goes By Name:" field is empty. A "Search" button is to the right of the fields.



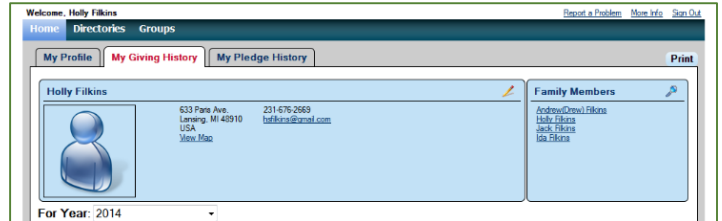
The screenshot shows the search results page. It has a "Search Results" header and a "Records Per Page" dropdown set to "50". Below is a table with 4 columns: "Name", "Address", "Phone Number", and "E-mail". An orange arrow points to the email address "dfilkins@thepeopleschurch.com" in the first row.

Name	Address	Phone Number	E-mail
Filkins, Drew	633 Paris Ave., Lansing MI 48910	517-899-3408	<a href="mailto:dfilkins@thepeopleschurch.com">dfilkins@thepeopleschurch.com</a>
Filkins, Holly	633 Paris Ave., Lansing MI 48910	231-676-2669	<a href="mailto:hsfilkins@gmail.com">hsfilkins@gmail.com</a>
Filkins, Ida	633 Paris Ave., Lansing MI 48910		
Filkins, Jack	633 Paris Ave., Lansing MI 48910		

# **My PEOPLES CONNECTION**

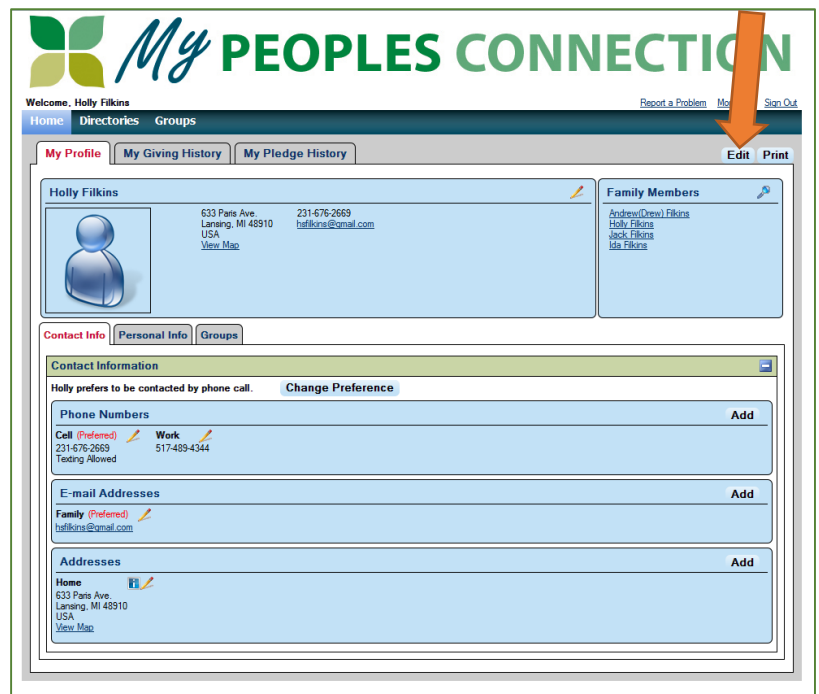
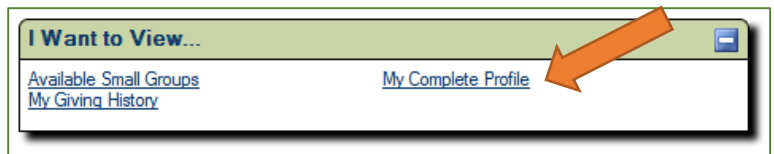
## 3. View Giving History

- Click on **My Giving History** in the I Want to View window on your **Home** tab.
- Select the **My Giving History** tab to see your total year to date giving and each time you have given.
- By clicking on the **My Pledge History** tab, you will be able to see this year's and previous years' pledges.



## 4. View Complete Profile

- Click **My Complete Profile** in the **I Want to View...** section of the **Home** tab.
- On this page, you can see all of your contact information.
- By clicking on the edit button, you can update your contact information. You'll receive an email confirmation once the system updates.
- Within the edit page, you can edit or add to your contact information, and add a picture of yourself and your family.



## 5. Viewing Groups

- Hover over the **Groups** tab on the banner
- Click on **My Groups** button
- By clicking on a group you will be able to see who is a member of that group.

