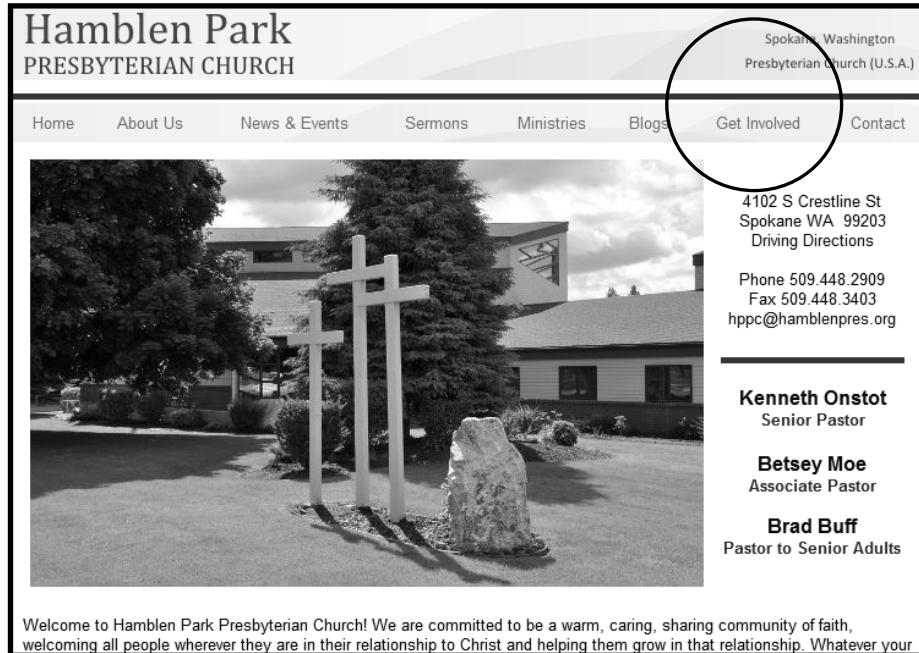
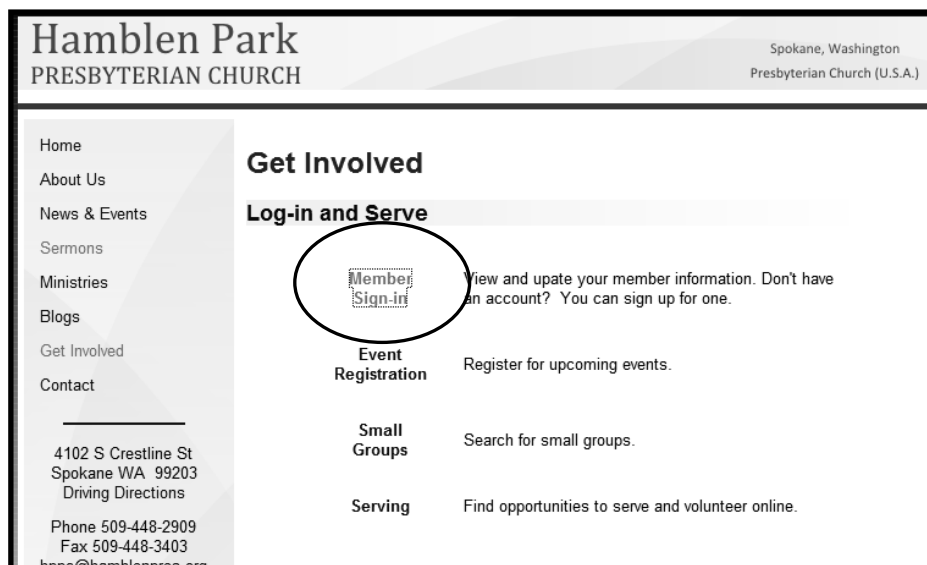


## Access ACS Member Login Guide

1. Using an internet browser, go to our website -- <http://www.hamblenpres.org>
2. Click the **Get Involved** link



3. Click the **Member Sign-in** link to view and update your member information



4. The Access ACS login screen will display.

- A. If you have already set up an account enter your e-mail address or user name and password and click, **Sign In** button. You will be taken to your Access Home Page.

Hamblen Park  
PRESBYTERIAN CHURCH

Welcome to Hamblen Park Presbyterian Church Sign In

Sign In

E-mail Address or User Name

Password:

Remember me

Sign In

Forgot your password or user name?

Need a login? [Click here](#)

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

- B. If this is your first time to sign in you will need a login. To obtain a login, (user name and password) click on **Click Here**

Hamblen Park  
PRESBYTERIAN CHURCH

Welcome to Hamblen Park Presbyterian Church Sign In

Sign In

E-mail Address or User Name

Password:

Remember me

Sign In

Forgot your password or user name?

Need a login? [Click here](#)

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

- i. The Account Sign Up screen will display

Hamblen Park  
PRESBYTERIAN CHURCH

Welcome to Hamblen Park Presbyterian Church 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.

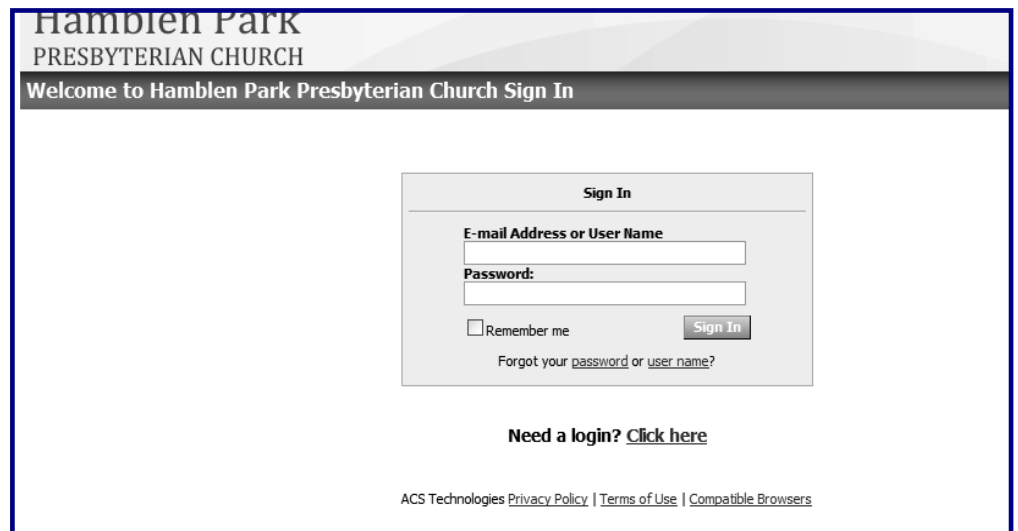
E-mail Address

First Name Last Name Suffix

Find Me

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

- ii. Enter your first name, last name, and email address. The suffix field is optional. When you have entered the information, click the **Find Me** button. **Note: Your First Name, Last Name and email address MUST match with our database or you will not be given an account.** If you do not have an email address on file, then please email this information to [hppc@hamblenpres.org](mailto:hppc@hamblenpres.org)
- iii. You will receive an email containing your username and password for logging in to Access ACS. When you have received the email, return to our church web site -- <http://www.hamblenpres.org> and click on the **Get Involved** link
- iv. Enter the username and password sent to you by email in the fields provided. Click the **Sign In** button



- v. The system will require you to change your password with the first successful login. Enter a password of your choice.

## 5. Access Home Page Information



- A. The Overview Screen boxes contain links you can click on to view areas you might be interested in, groups you are in and other information such as events you have registered for.
- B. The drop down file for the **Home** link includes:
  - a. My Overview – the screen that comes up when you login
  - b. My Profile – Your information
  - c. My Personal Preferences – Your privacy preferences
  - d. Change Password – allows you to set your own password

6. By clicking on the individual Serving Opportunities, Groups and Event the description of it can be seen without logging in.
  - A. After you click the **Register** link for events or the **I am Interested** link in serving opportunities you will have to login to continue.
  - B. When you click the **Select** or **Request Information** buttons for the small groups, you will be taken to a Small Groups Contact Request screen to fill out. This will be sent by e-mail to the leader of the group.

## Frequently Asked Questions

### How secure is my data?

**The confidentiality of your data is our utmost priority.** Only the data that we print in our existing church directory is available online to registered users. Furthermore, you can still opt-out of the online system by setting your personal profile, or by notifying us at **[hppc@hamblenpres.org](mailto:hppc@hamblenpres.org)** Our software provider is ACS Technologies, the largest developer of church management software in the industry. They have a secured Website that we access which is housed in a secured data center and is subject to period security audits to ensure safety and privacy of your data.

### What Can I Do in Access ACS?

- Set Your Security Setting.
- View or update your member profile.
- View, or email members of groups you participate in.
- Register online for events.
- Search, review and submit interest in joining a group.
- Search, review and submit interest in serving opportunities in the church.

### Hamblen Park Presbyterian Church Privacy Policy

At Hamblen Park Presbyterian Church (HPPC) we are committed to protecting the privacy of our members and attendees who give us their personal information. Any information provided to HPPC will be used strictly to enhance the ministry of our church. Personal information includes but is not limited to: Name, address, email address, telephone number and picture.

- *We do not sell personal information.*
- *We do not share information with persons or organizations outside of HPPC without prior permission.*
- *We provide information to ministry leaders for the sole purpose of caring for and communicating with people who are actively involved in their groups or areas of service.*
- *We expect staff and volunteers to keep personal information confidential and to use personal information only to provide the services we've asked them to perform.*
- *We communicate to our employees and volunteers the need to protect personal information.*
- *We use email addresses to provide notification of important HPPC news, events or services. A member of the HPPC staff will approve all church-wide emails prior to transmission.*