St. John's Member Portal & Church Life
YOUR PATH TO THE ONLINE PARISH DIRECTORY

The main component of the Member Portal (sometimes referred to as "ACS") is the directory of parishioners' phone numbers and email addresses. The directory also includes photos of individual members and/or families. This helps fellow parishioners identify you more easily! Put faces with names and vice versa (and we can all use help with that sometimes!) Please take the time to add or update your photo(s) into the Member Portal using the following directions. You can also update your address, phone number, or emails too. (*Please note: You cannot upload photos to your profile via the Church Life app.*) If you do not have a Member Portal account, see page 3.
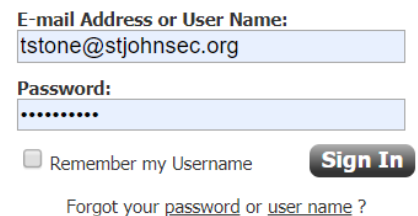
Things to Remember:
- All photos must be in **.jpg** format and the maximum image size of **10 MB** .
- New photos and other changes will not show up in your live profile until they are approved by the administrator. You can't delete approved photos.

Get Started:

1. Go to **https://www.stjohnsec.org/** . On the top right-hand corner of the home page, click the red "Member Portal" button.

2. Sign in with the email address the church office has on file for you/your family.

3. Choose "My Profile" (may also say "My Complete Profile.")

4. At the top of the page, click "Edit."

2. Sign In

E-mail Address or User Name:
tstone@stjohnsec.org

Password:
•••••••••

☐ Remember my Username   **Sign In**

Forgot your password or user name ?

I Want to View...

Available Small Groups
My Giving History

3. → My Complete Profile

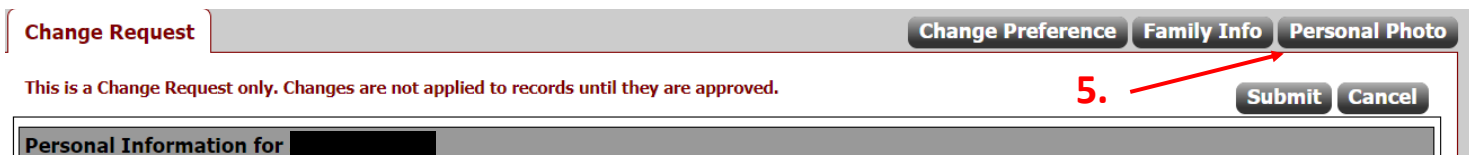| My Profile | My Giving History | My Pledge History | **4.** → Edit Print |

✏️   Family Members 🔍

To Add/Change an Individual's Photo:

5. On the Change Request page, click "Personal Photo."

Change Request

Change Preference   Family Info   **Personal Photo**

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

5. →   Submit   Cancel

Personal Information for ▮▮▮▮▮

6a. Click "Choose File" and select the photo you want to upload from your computer and click "Open."
6b. Click "Preview" to review.
6c. Click "Save."

Individual Photo

Current Photo:

No Image Available

New Photo:

No Image Available

6c.

Upload New Photo:
6a. → Choose File No file chosen
The photo cannot exceed 10MB.

Preview

Save Cancel

6b.

To Add or Change a Family Photo:

Complete Steps 1-4 as stated on previous page, and continue as follows: (This family photo will show when any profile in your family is chosen.)

5a-5c (Family): Click on the icon next to "Family." Then "Edit." Then "Family Photo."

My Profile My Giving History My Pledge History   Edit Print

5a.

Family Members

Home Directories Groups Events Giving Serving

Family Information   **5b.** → Edit Print

Home Directories Groups Events Giving Serving

Family Change Request   **5c.** → Family Photo

To complete the process of uploading a family photo, follow the same directions in #6 above for individual photos).

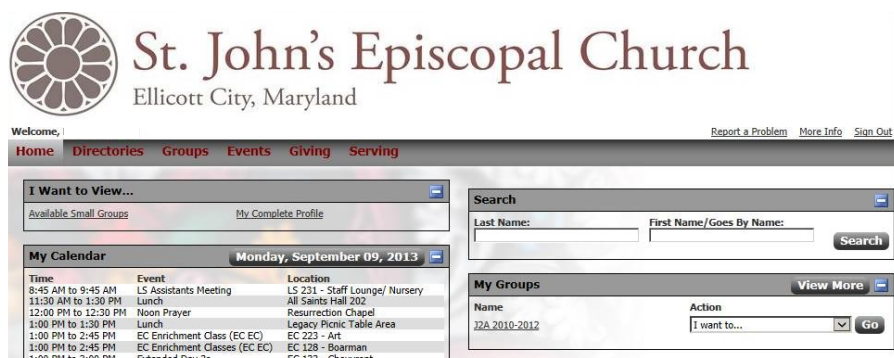*If you need assistance with your photos, please see page 3.*

Attention Smart Phone Users!

Go one step further and download the "Church Life" app on your phone and access the St. John's directory and calendar everywhere you go!

- Available for Android or iPhone.
- Use your Member Portal log-in.
- For further assistance, visit: http://www.acstechnologies.com/church-life-app

In addition to the directory, you may also use the Member Portal to:

- **Make a donation or pledge payment**
- **Find contact information for Commission groups**
  (i.e. Adult Faith Formation or Pastoral Care) and their committees (i.e. Women's Bible Study and the Prayer Chain).
- **C**alendar items and events to see what's going on at St. John's today or planned for future dates.

Need Help Uploading Your Photo?

- If you are in need of assistance, you can email a photo(s) and name(s) to yhollis@stjohnsec.org, our Parish Administrator, and she will upload the approved photo to your profile.
- Aren't computer savvy? Mail a photo to the Parish Administrator (9120 Frederick Rd., Ellicott City, MD 21042), and your photo will be scanned and uploaded to your profile.

Don't have an account on the St. John's Member Portal? Create one now!

- Go to **https://www.stjohnsec.org/** . On the top right-hand corner of the home page, click the red "Member Portal" button.
- A "Sign In" box will appear. Click "Need a login?"
- Create an account using the e-mail address we have on file in the parish office. If you need assistance or need to provide us with your e-mail address, contact Yvonne Hollis at yhollis@stjohnsec.org or 410-461-7793, ext. 113.