

Instructions to sign on to ACCESS ACS; the Christ Church Cranbrook Online Directory

If you are a member of CCC, you are able to access the Christ Church Cranbrook data base for your personal information, directory and calendar via your computer, Smartphone or tablet. If you would like to download the “Church Life” app to your Smartphone or tablet, you must first establish a login on.

The steps to access data base and calendar are as follows:

1. In the address bar on your internet browser, go to <http://tinyurl.com/cccmember> Hit the “Enter” button on your keyboard. (This is a secure website.)

This is the first screen you will see. If this is your first time to use ACCESS, you will need to set up a login. Click on the “[Click here](#)” line next to “Need a login?”

CHRIST CHURCH CRANBROOK

Welcome to Christ Church Cranbrook Sign In

Sign In

E-mail Address or User Name:

Password:

Remember me

Forgot your password or user name?

Please enter your e-mail address or user name.

Need a login? [Click here](#)

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2. Enter your email address that is on file with the church.
 - a. Then enter your first (formal) and last name.
 - b. Click the “**Find Me**” button.

If you get a message that your email does not match the email CCC has on file for you, please contact Pat Hirvonen at 248-644-5210, ext. 26 or phirvonen@christchurchcranbrook.org to edit your information on our database.

AccessACS

Welcome to Christ Church Cranbrook 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.

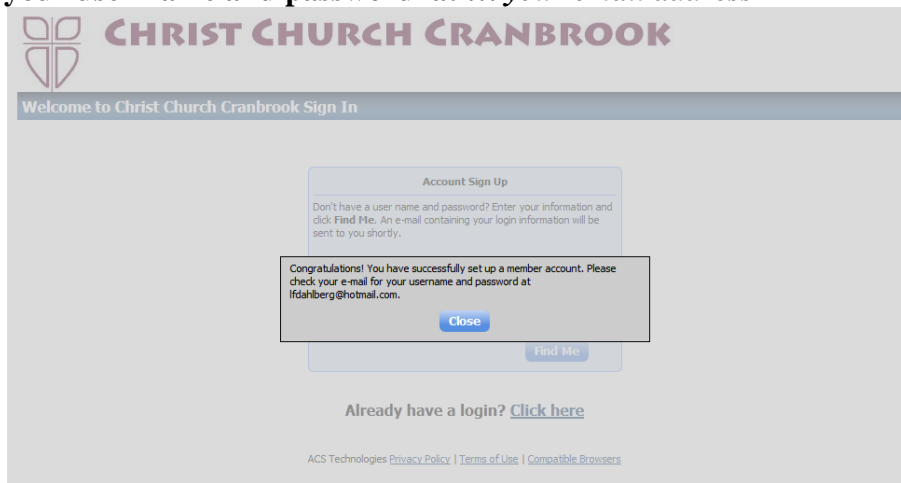
E-mail Address

First Name Last Name Suffix

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

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3. If the information you enter is the same as the information in the CCC database, you will see a box that says **“Congratulations! You have successfully set up a member account. Please check your email for your user name and password at ... your email address”**



4. Go to your email account and open the email from Christ Church Cranbrook. The subject line will say *Account Information Request from Christ Church Cranbrook*. It will thank you for registering and give you your **user name and password** with a **link** to enter the site.

Thank you for registering with us.

We are happy to provide you with your user name and password so that you may login into your personal record at any time.

Click [here](#) to login.

Your user name is: Michael
Your password is: NKWaUiiax936

You will be required to change your password the first time you log in. Please keep your user name and password confidential.

Sincerely,

Christ Church Cranbrook

5. Click the link in the above illustration. This will take you back to the first screen you saw to set up the account

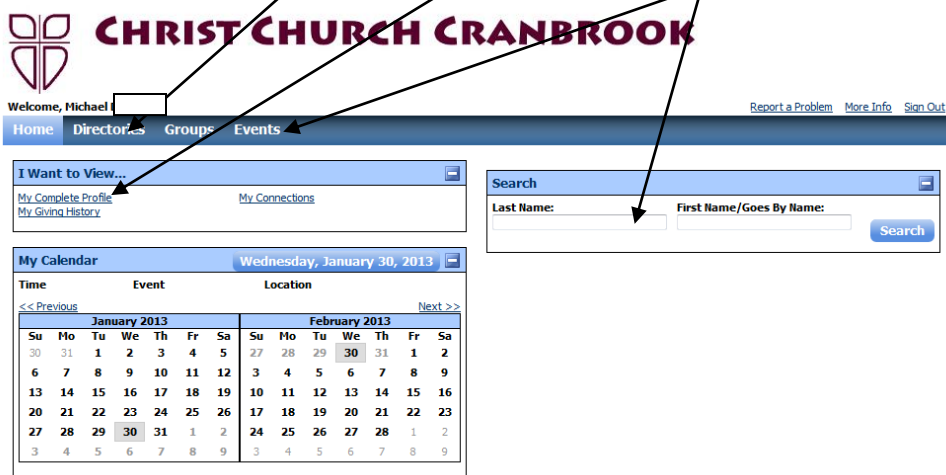
Enter your **email address and the password** given to you in the email. Click on the **Sign In** button.



6. Enter your **email address** and **new password**, and then **verify** it.

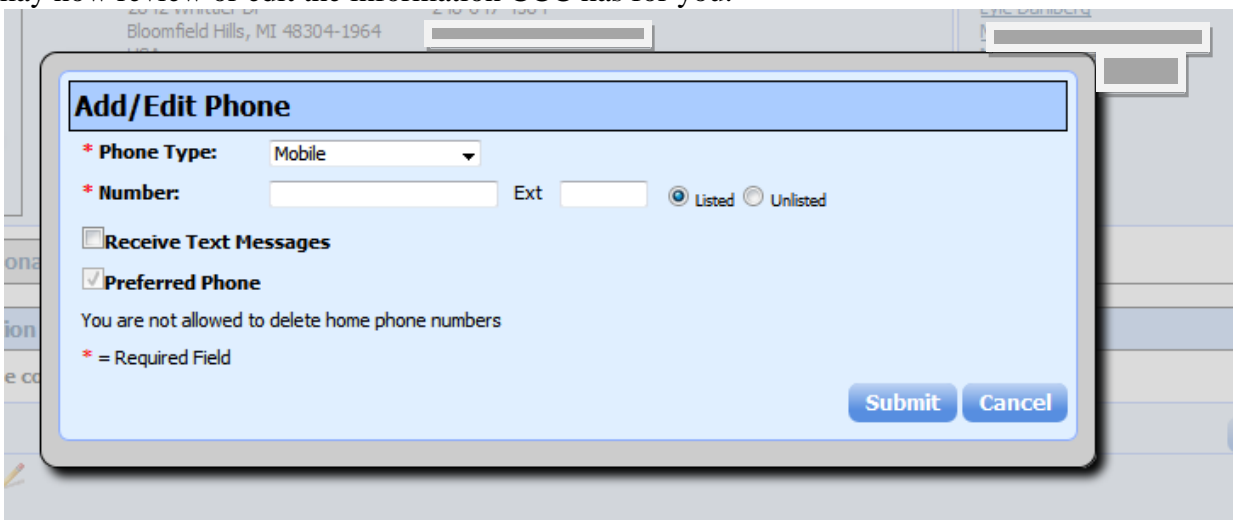


7. You are now in ACCESS! You can **view and edit your personal information**, check **events** on the CCC calendar, view the entire **directory** and **look up other parishioners** by name. You may not see any information on other people other than their name, address and contact information.

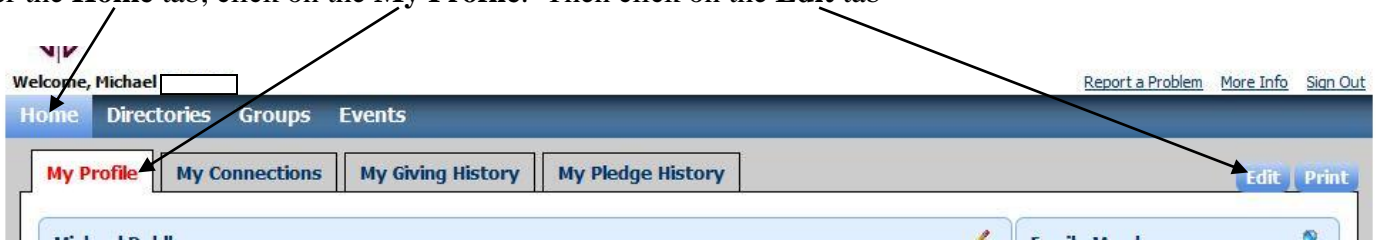


This entire process is quite simple and takes about five minutes at most!

8. You may now review or edit the information CCC has for you.



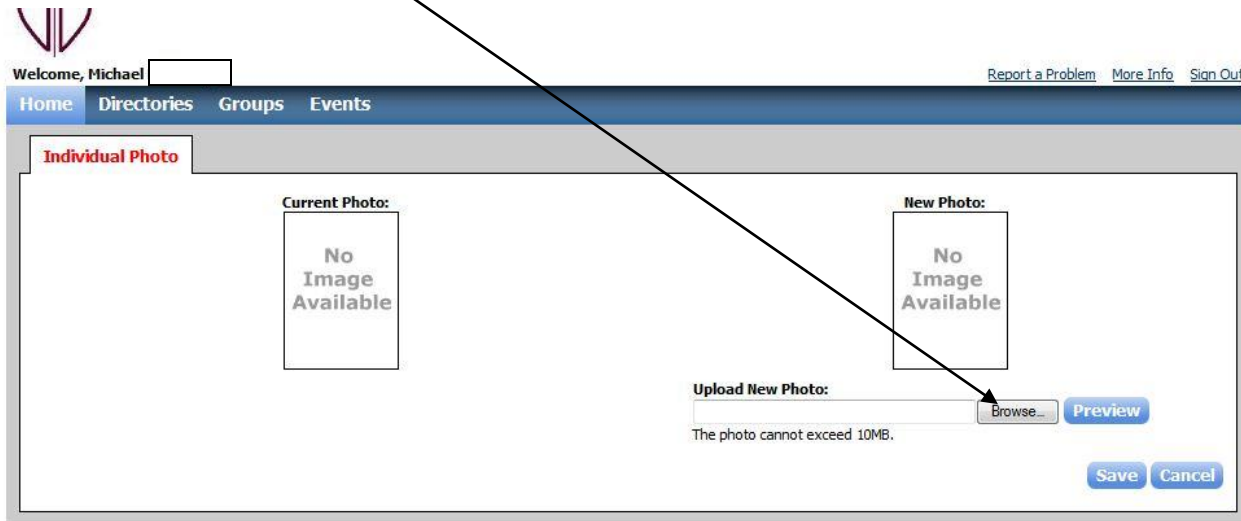
One of the greatest features is that you can upload your own photo to this online directory:
Under the **Home** tab, click on the **My Profile**. Then click on the **Edit** tab



Click on the **Personal Photo** tab



Click on the **Browse** button to find a picture on *your* computer to use as your profile picture.
Don't worry, if you don't have a picture, photographers will be available after the services to take your picture and upload it for you. (Please note that pictures cannot be edited once they are uploaded – any cropping must be done prior to uploading.)



Please note that changes to your profile are not applied until they are approved by an administrator at the church office.

Please remember that other people can only see your name picture, address and contact information.

**Once you complete this process, you can access the website by going to my.accessacs.com (Don't forget the period between "my" and "accessacs.com" or it won't work.)

Church Life App

To download the app for Church Life, Google "Church Life app for iPhone, iPad or Android" on your smartphone or tablet. It is free and the handiest app you will use!