

# ACS Self-Edit Instructions

## FAQ:

### What is ACS?

ACS is software for churches to use as a data base for members (and visitors) with address, phone numbers, email addresses, photo, etc. We currently use the contact information to communicate with members via email blurbs and phone messages about upcoming events or special announcements in cases of bereavement notices or closures due to inclement weather.

### What else could it be used for in the future, for members?

ACS can eventually be used as an online directory! Our last pictorial directory was published in 2013 and a lot has changed since then. While pictorial directories have their advantages, this directory could always be updated to have the latest members as well as new addresses when needed. And.... Members can upload their own pictures at any time. Members would have the option to "opt in" to be included in the online directory, which will be found on our website in the future. All information is on very secure websites.

### How can I help?

Church members should all check their information for any possible changes in contact information (i.e. phone numbers, addresses, email addresses, etc.) and edit as needed! The more accurate the information, the more effectively the church communicates. Include your favorite picture. Directions are below.

If you don't have an email address and prefer to keep it that way, please just call the church office at 706-327-7419 and we can help you.

**Step 1:** Go to <http://access.spumccolumbus.com>

**Step 2:** Create an account, by clicking "[Click here](#)" next to the "Need a login?", under the "Sign In" boxes. Use the email address St. Paul has for you (if you're not sure which email address we have, call 706-327-7419 or email Mary Lou at [marylou@stpaulunitedmethodist.com](mailto:marylou@stpaulunitedmethodist.com)) and create your own password.



St. Paul United Methodist Church  
>>>Member Access

Welcome to St. Paul United Methodist Church Sign In

Sign In

E-mail Address or User Name:

Password:

Remember my Username

Forgot your [password](#) or [user name](#) ?

Need a login? [Click here](#)

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

**Step 3:** Once you're in, click on "My Complete Profile".



## St. Paul United Methodist Church

>>>Member Access

Welcome, Mary Jarrell


[Report a Problem](#) [More Info](#) [Sign Out](#)

[Home](#) [Groups](#)

### I Want to View...

[My Complete Profile](#)

### My Groups

**Step 4:** Here's where you can edit. Use the "pencil icon"  next to the number or address.



MEMBER ACCESS

Welcome, Mary Jarrell

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### My Profile

[Edit](#) [Print](#)

#### Mary (Mary Lou) Jarrell



USA  
[View Map](#)

#### Family Members

[Charles\(Charlie\) Jarrell](#)  
[Mary\(Mary Lou\) Jarrell](#)

### Contact Info

### Personal Info


#### Contact Information

Mary prefers to be contacted by e-mail.

[Change Preference](#)

#### Phone Numbers

[Add](#)

**Business**  **Mobile (Preferred)**   
706-327-7419 [REDACTED]

#### E-mail Addresses

[Add](#)



**Business**  **Home (Preferred)**   
[marylou@stpaulunitedmethodist.com](mailto:marylou@stpaulunitedmethodist.com) [REDACTED]

#### Social Media

[Add](#)


#### Addresses


[Add](#)

**Home**    
[REDACTED]  
USA

**Step 5:** Making changes


a. Use the pencil icon  next to the field that you would like to update.

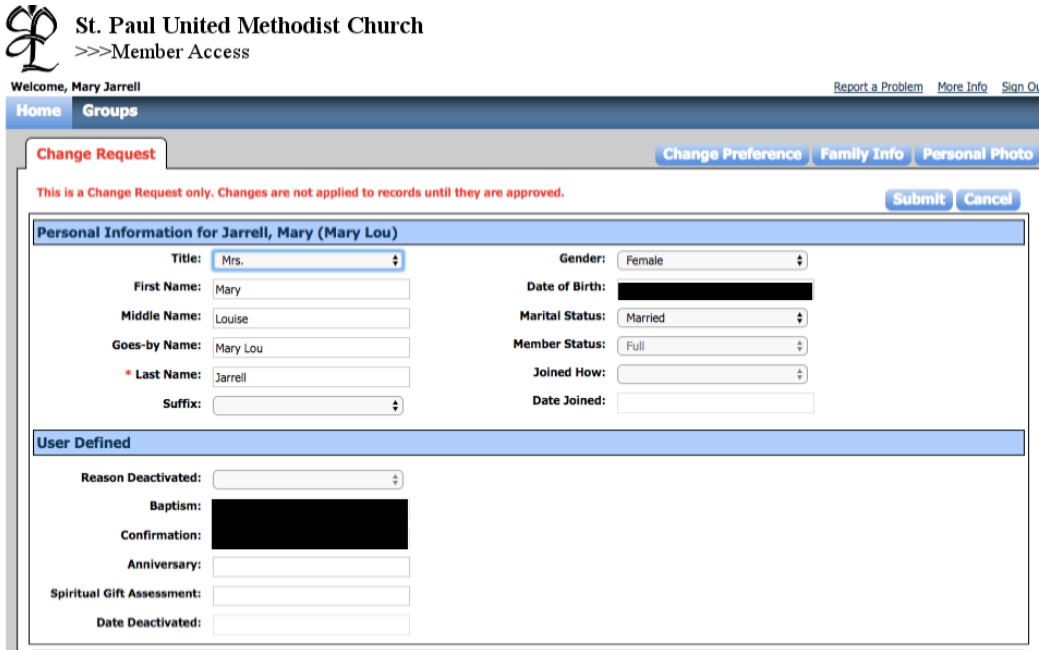
b. To change a phone number (or which one you prefer the church uses), click on the pencil icon  next to the number. Type in the new number or preference and hit "submit".

c. To change an email address (or which one you prefer the church uses), click on the pencil icon  next to the email address. Type in the new address or preference and hit "submit".

d. To change your home address, click on the pencil icon  next to the address. Type in the new one and hit "submit".

**Step 6: Personal Info**

You can check out your personal info (full name, date of birth, etc.) by clicking on the tab next to the Contact Info, still on the My Profile page. Again, the pencil icon  will let you make changes as needed. Finish up by hitting "submit" if you make changes. I find using the back arrow at the top of the computer screen gets me out of a page I don't need. (Note: Some of the "date of baptism" or "date confirmed" may be incorrect as St. Paul started using this software in 2000. Those dates are not available for self-editing.)



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Home **Groups**

**Change Request** [Change Preference](#) [Family Info](#) [Personal Photo](#)

This is a Change Request only. Changes are not applied to records until they are approved. [Submit](#) [Cancel](#)

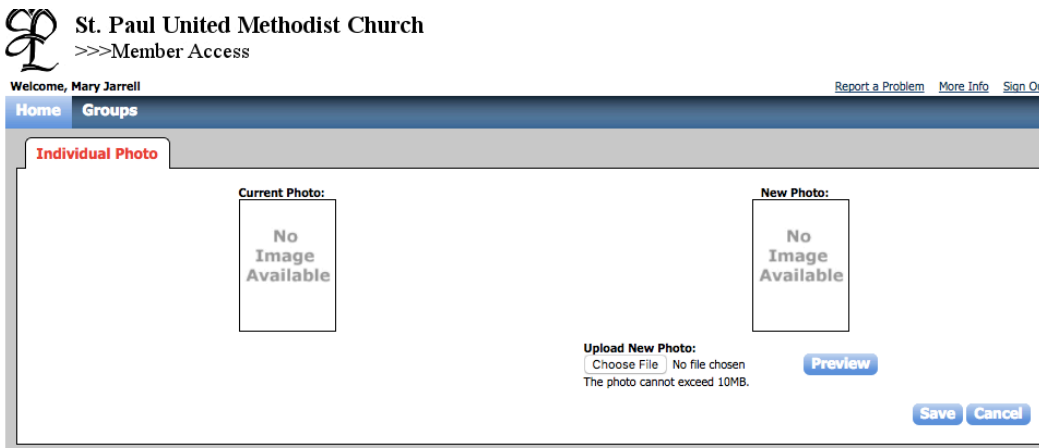
**Personal Information for Jarrell, Mary (Mary Lou)**

Title:	Mrs.	Gender:	Female
First Name:	Mary	Date of Birth:	
Middle Name:	Louise	Marital Status:	Married
Goes-by Name:	Mary Lou	Member Status:	Full
* Last Name:	Jarrell	Joined How:	
Suffix:		Date Joined:	

**User Defined**

Reason Deactivated:	
Baptism:	
Confirmation:	
Anniversaries:	
Spiritual Gift Assessment:	
Date Deactivated:	

**Step 7:** To upload a new picture, go back to the "my profile" page by using the back arrow (top left). Click on the "edit" button first, then on the "personal photo" button on the top right. Then, click on "Choose File" button to go find the picture you want to upload. Always remember to SAVE.





St. Paul United Methodist Church  
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Home **Groups**

**Individual Photo**

Current Photo: 

New Photo: 

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

[Preview](#) [Save](#) [Cancel](#)

Now you are good to go! Thank you so much for helping St. Paul have current information.

Changes will take a few days to show up, so check back soon to see the saved updates.