

My Access

User Guide

What is My Access?

My Access is the parish's online tool for managing parishioner contact information, ministry involvement, stewardship activity and much more.

Who should use My Access?

Individuals use My Access to maintain contact information, view financial pledges and contributions, search the parish directory, explore volunteer and group opportunities, view meeting locations and times.

Groups use My Access to send messages to members, track meeting attendance, maintain the group roster.

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Getting Started

Log in to My Access

Go to the Church of the Ascension website at www.kcascension.org.

Click on the My Access icon in the lower portion of the Home Page.

New Users

1. Select the “Click here” link.
2. Enter your e-mail address (the address on record with the parish office), first name, and last name.
3. Click the “Find Me” button.

The screenshot shows the 'Sign In' form with the following elements: a title 'Sign In', a label 'E-mail Address or User Name:' above an empty text input field, a label 'Password:' above another empty text input field, a checkbox labeled 'Remember me', and a 'Sign In' button. Below the form is a link: 'Forgot your [password](#) or [user name](#)?'. A red arrow labeled '1.' points to the 'Click here' link in the text 'Need a login? [Click here](#)' located below the form.

The screenshot shows the 'Account Sign Up' form with the following elements: a title 'Account Sign Up', a paragraph of instructions: '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.', a label 'E-mail Address' above a text input field containing 'testparishioner@mymail.com', and three labels 'First Name', 'Last Name', and 'Suffix' above their respective input fields. The 'First Name' field contains 'Test', and the 'Last Name' field contains 'Parishioner'. A 'Find Me' button is located at the bottom right. A red arrow labeled '2.' points to the 'Find Me' button, and another red arrow labeled '3.' points to the 'Click here' link in the text 'Already have a login? [Click here](#)' located below the form.

Returning Users

1. Enter your username and password.
2. Click the “Sign In” button.

The screenshot shows the 'Sign In' form with the following elements: a title 'Sign In', a label 'E-mail Address or User Name:' above a text input field containing 'testparishioner@mymail.com', a label 'Password:' above a text input field containing ten dots, a checkbox labeled 'Remember me', and a 'Sign In' button. Below the form is a link: 'Forgot your [password](#) or [user name](#)?'. A red arrow labeled '1.' points to the password field, and another red arrow labeled '2.' points to the 'Forgot your password or user name?' link. Below the form is the text 'Need a login? [Click here](#)'.

View/Update Personal Information

Add or change your contact information (phone number, address, e-mail, etc.)

1. Select “My Profile” from the Home Menu.
2. Click on the pencil icon in the upper right corner of the data box.
3. Enter applicable updates, then click the “Submit” button.

Note: Updates are submitted to the parish office as a “Change Request” and will not be visible until approved.

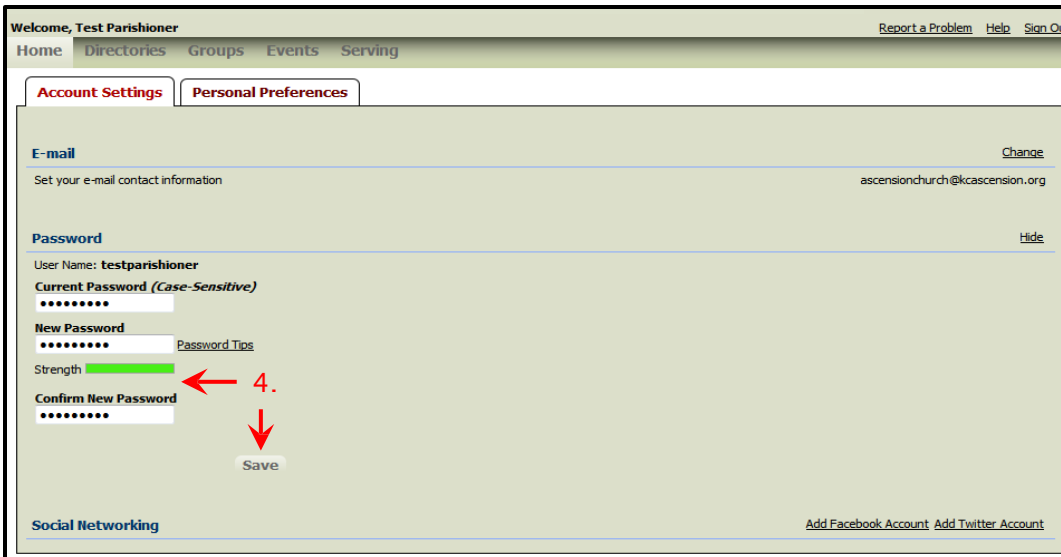
The image shows three overlapping screenshots of a web application interface. The top-left screenshot shows the 'Home' menu with 'My Profile' highlighted and a red arrow labeled '1.' pointing to it. The top-right screenshot shows the 'My Profile' page with a pencil icon in the upper right corner of the profile data box, highlighted with a red arrow labeled '2.'. The bottom screenshot shows the 'Change Request' form for 'Personal Information for Parishioner, Test'. The form contains fields for Title, Gender, First Name, Middle Name, Goes-by Name, Last Name, Suffix, Date of Birth, Marital Status, Member Status, Joined How, and Date Joined. A red arrow labeled '3.' points to the 'Change Preference' button at the top right of the form. A warning message states: 'This is a Change Request only. Changes are not applied to records until they are approved.'

Change Password

1. Select “My Account” from the Home Menu.
2. Select the “Account Settings” tab.
3. Click the “change” link.

The image shows two overlapping screenshots of a web application interface. The top-left screenshot shows the 'Home' menu with 'My Account' highlighted and a red arrow labeled '1.' pointing to it. The top-right screenshot shows the 'Account Settings' page with the 'Account Settings' tab selected. The 'E-mail' section has a 'Change' link highlighted with a red arrow labeled '2.'. The 'Password' section has a 'Change' link highlighted with a red arrow labeled '3.'. The 'Social Networking' section has links for 'Add Facebook Account' and 'Add Twitter Account'.

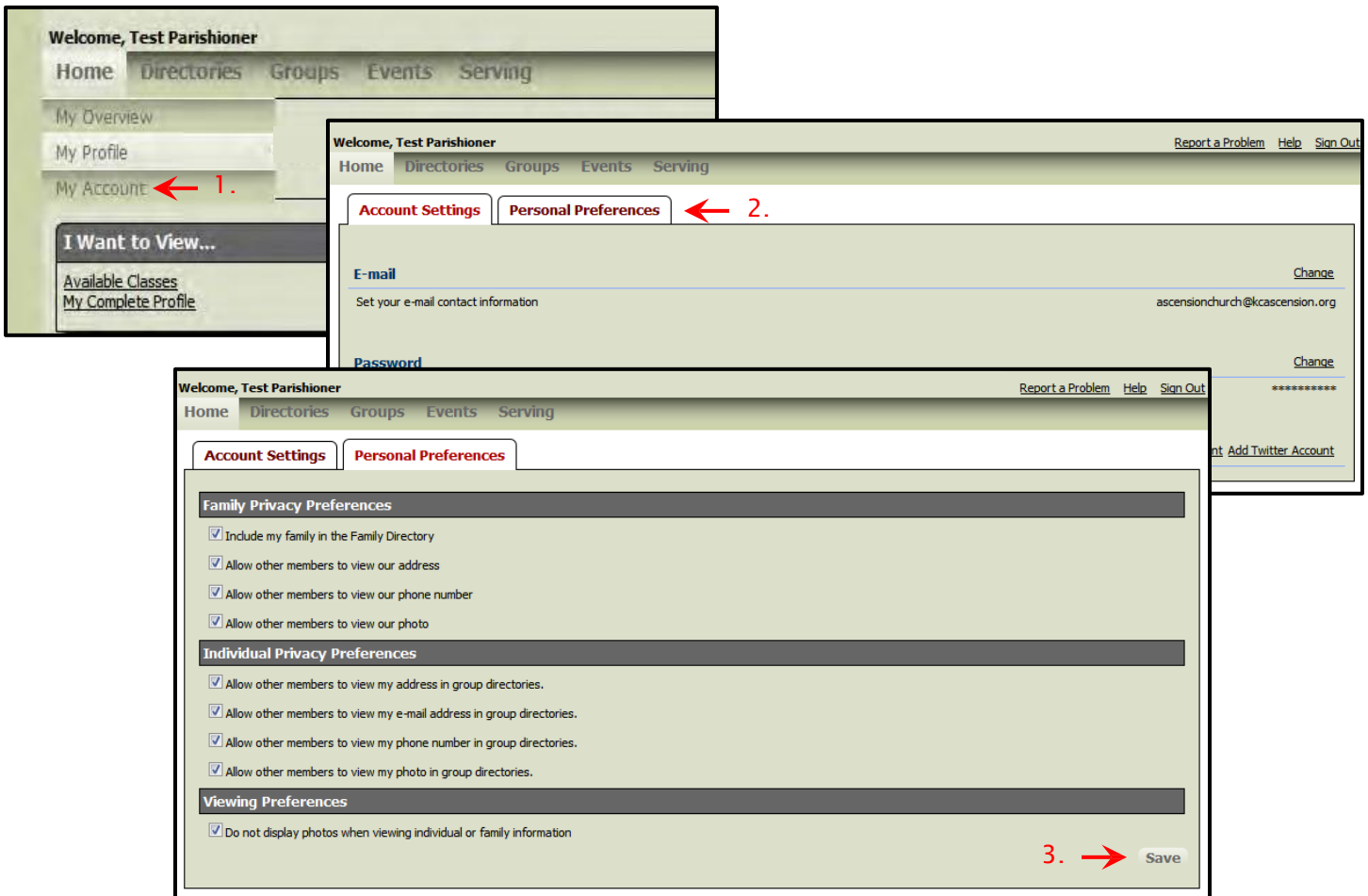
4. Enter current and new password, then click the “Save” button.



View/Change Privacy Settings

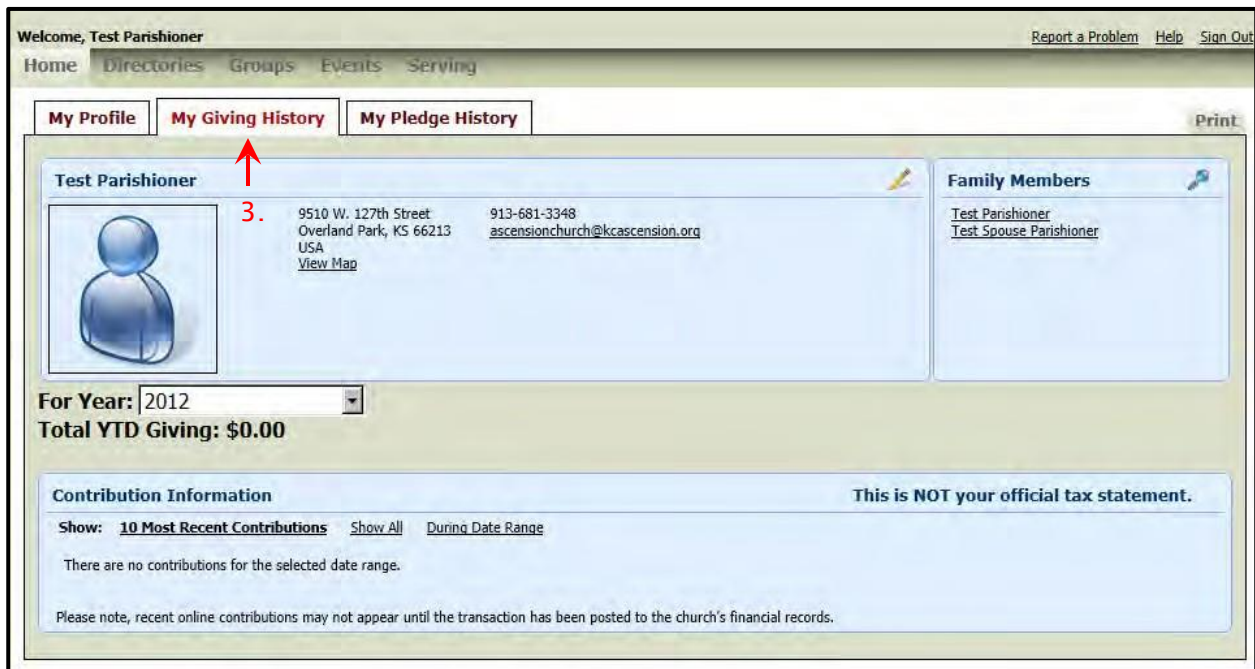
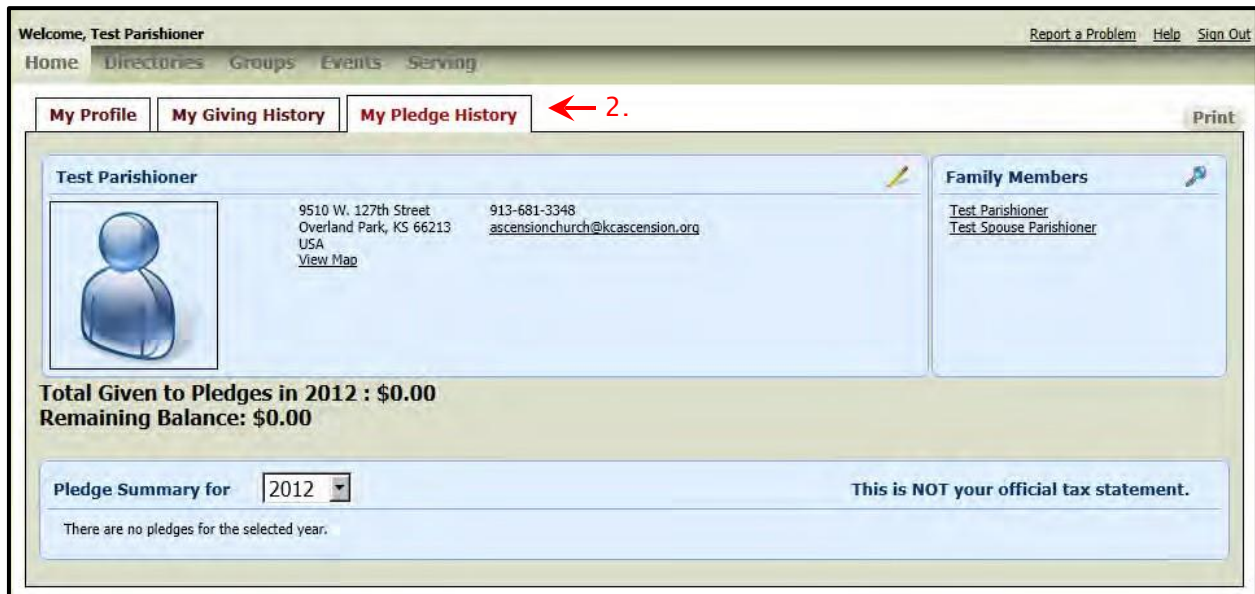
Control what personal information others can view.

1. Select “My Account” from the Home Menu.
2. Select the “Personal Preferences” tab.
3. Change settings by checking/unchecking the applicable boxes, then click the “Save” button.



View Financial Pledges and Contributions

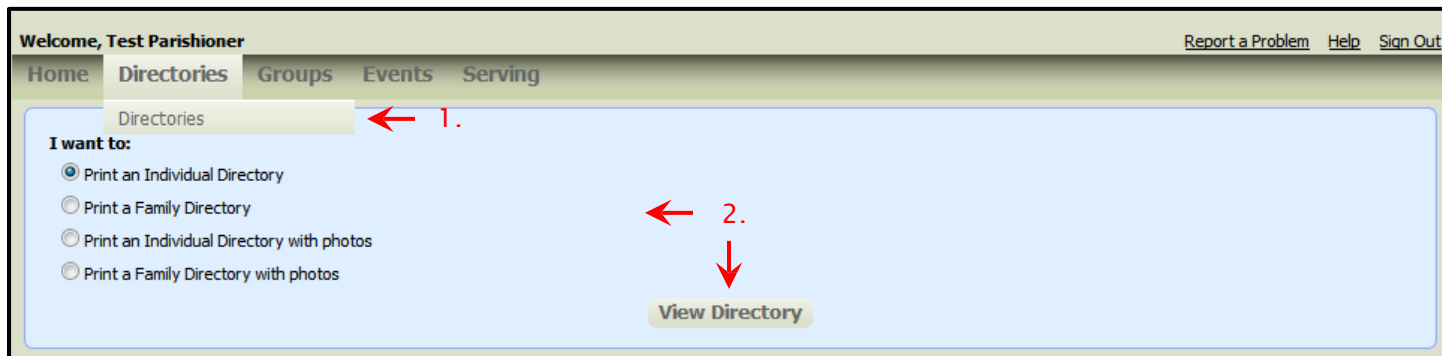
1. Select “My Profile” from the Home Menu.
2. To view your financial pledge commitment, click on the “My Pledge History” tab.
3. To view your current financial contributions, click on the “My Giving History” tab.



Search the Parish Directory

Individuals

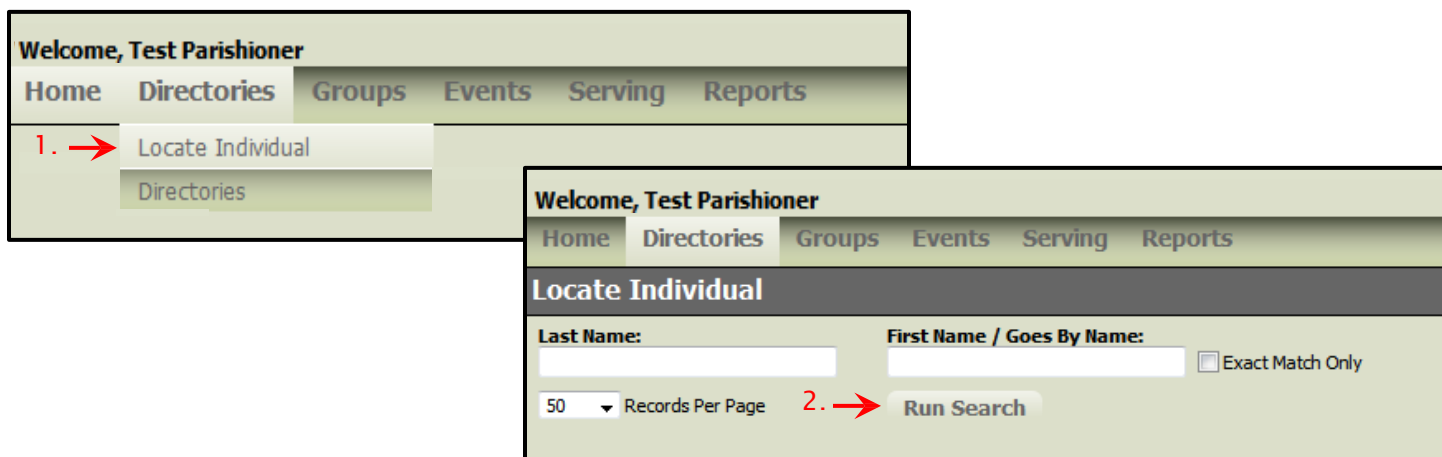
1. Select “Directories” from the Directories menu.
2. Select the directory type, then click the “View Directory” button.



Group Leaders

1. Select “Locate Individual” from the Directories menu.
2. Enter his/her first and last name, then click the “Run Search” button.

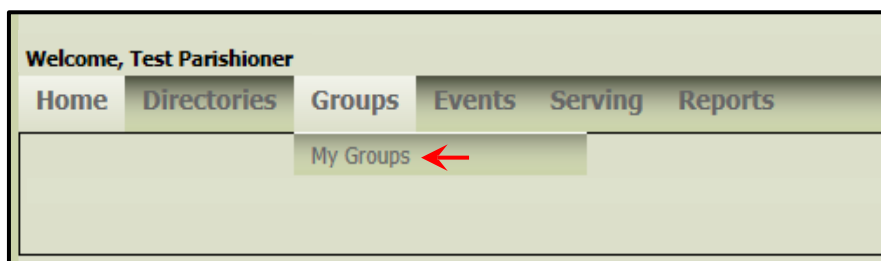
Note: This function is only available to Group Leaders.



View Your Classes and Groups

For each class or group you are a member of, you can export a roster, print mailing labels, print a directory, or send a message to the class or group. If you are a group leader, you can also view and mark attendance.

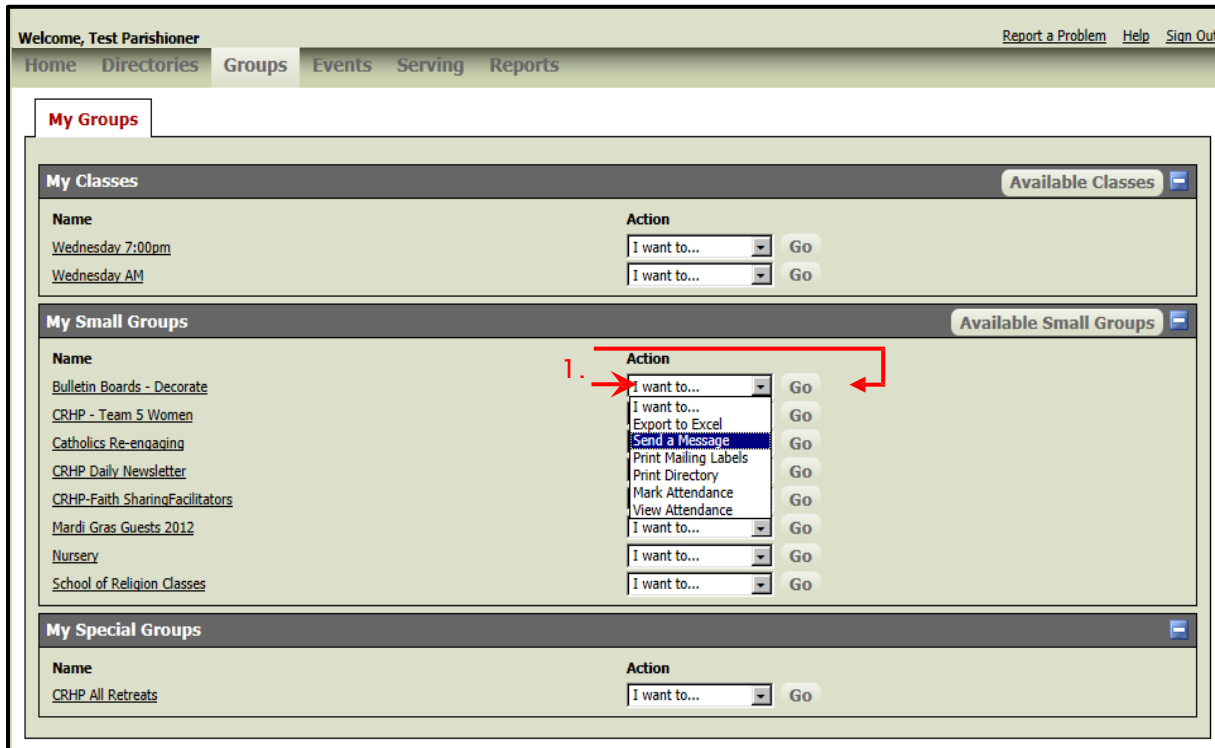
To view your classes and groups, select “My Groups” from the Groups menu.



Send Messages to Group Members

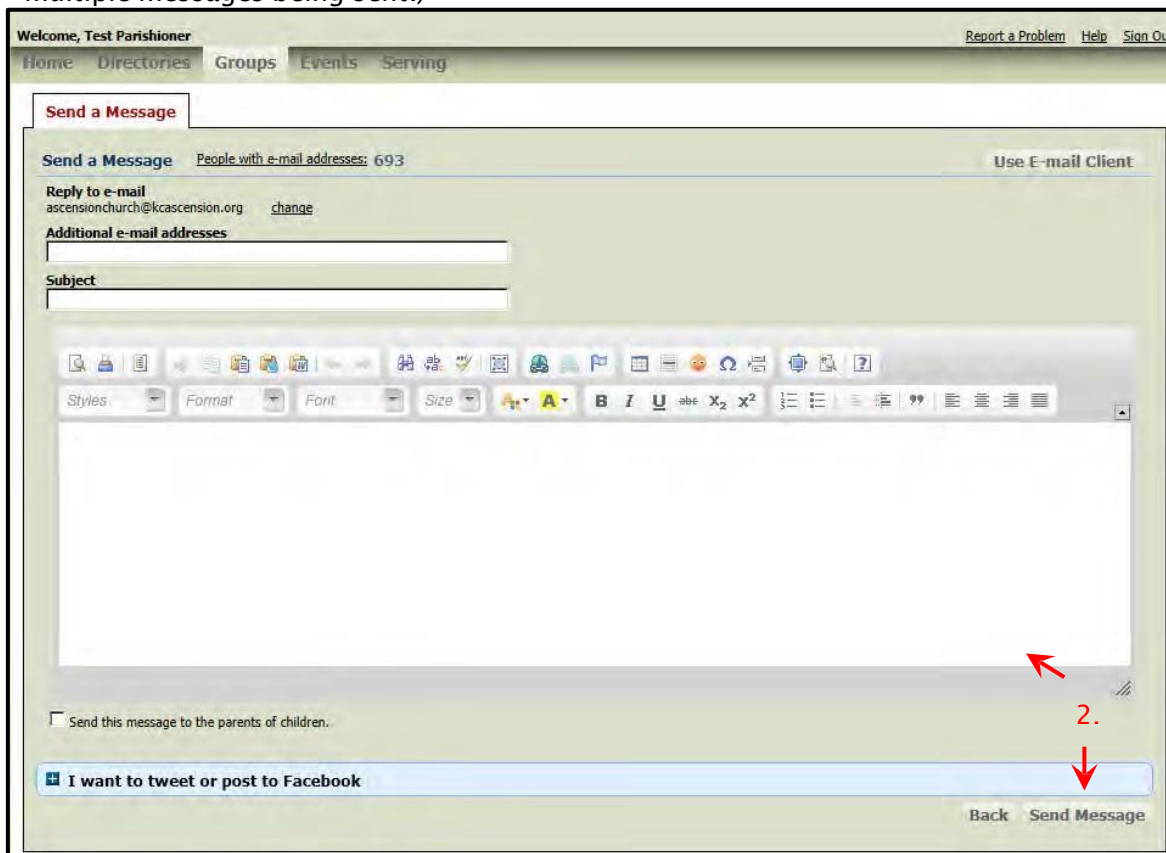
To send a message to an entire class or group

1. Select “Send Message” from the Action box, then click the “Go” button.



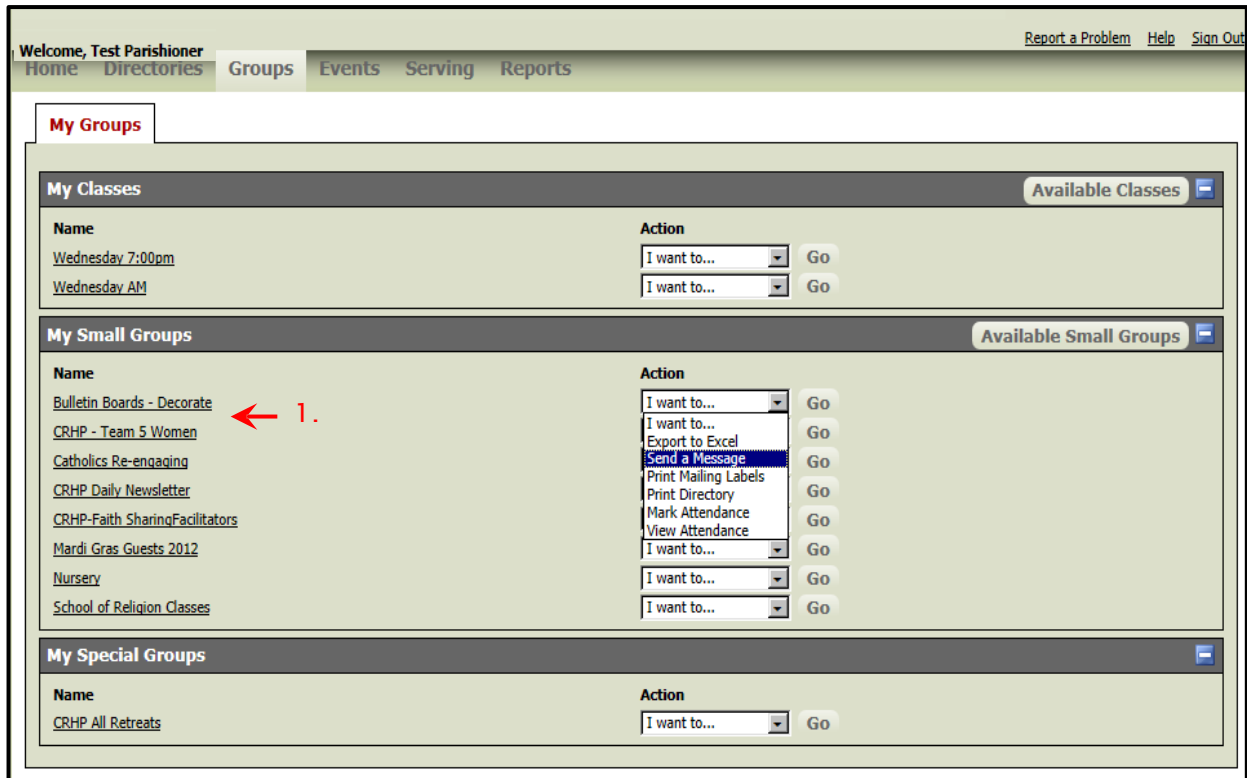
2. Compose message, then click the “Send Message” button.

(Note: It is only necessary to click the “Send Message” button once. Clicking again will result in multiple messages being sent.)

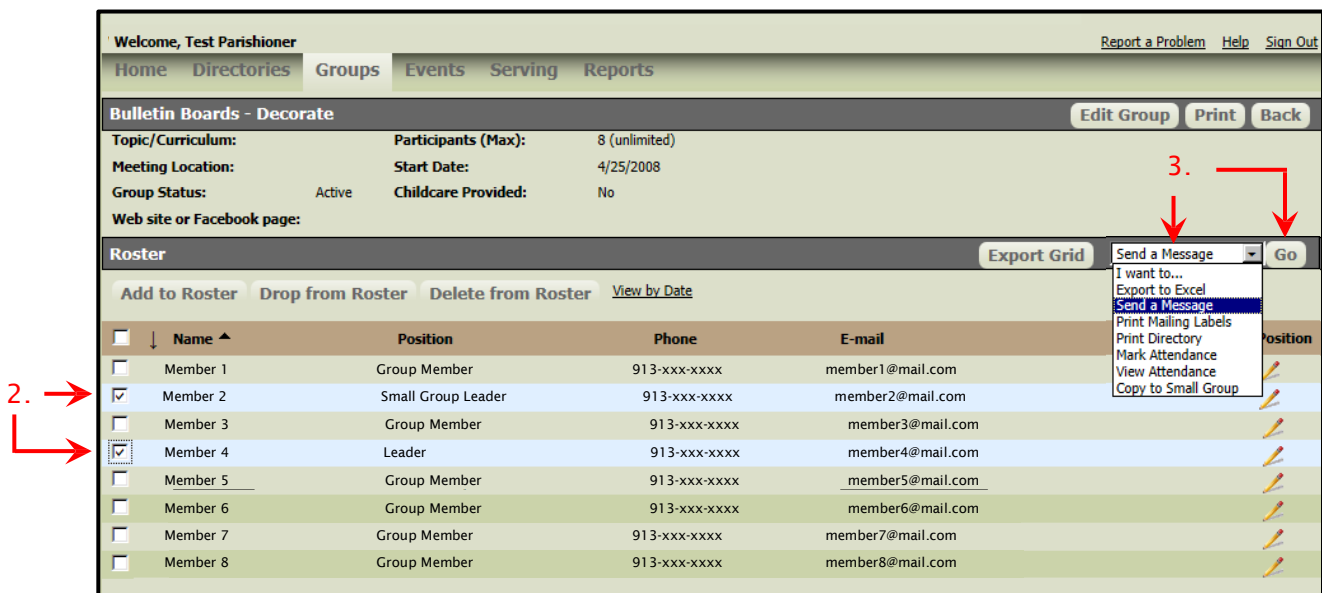


To send a message to a partial class or group

1. Click on the class or group name.

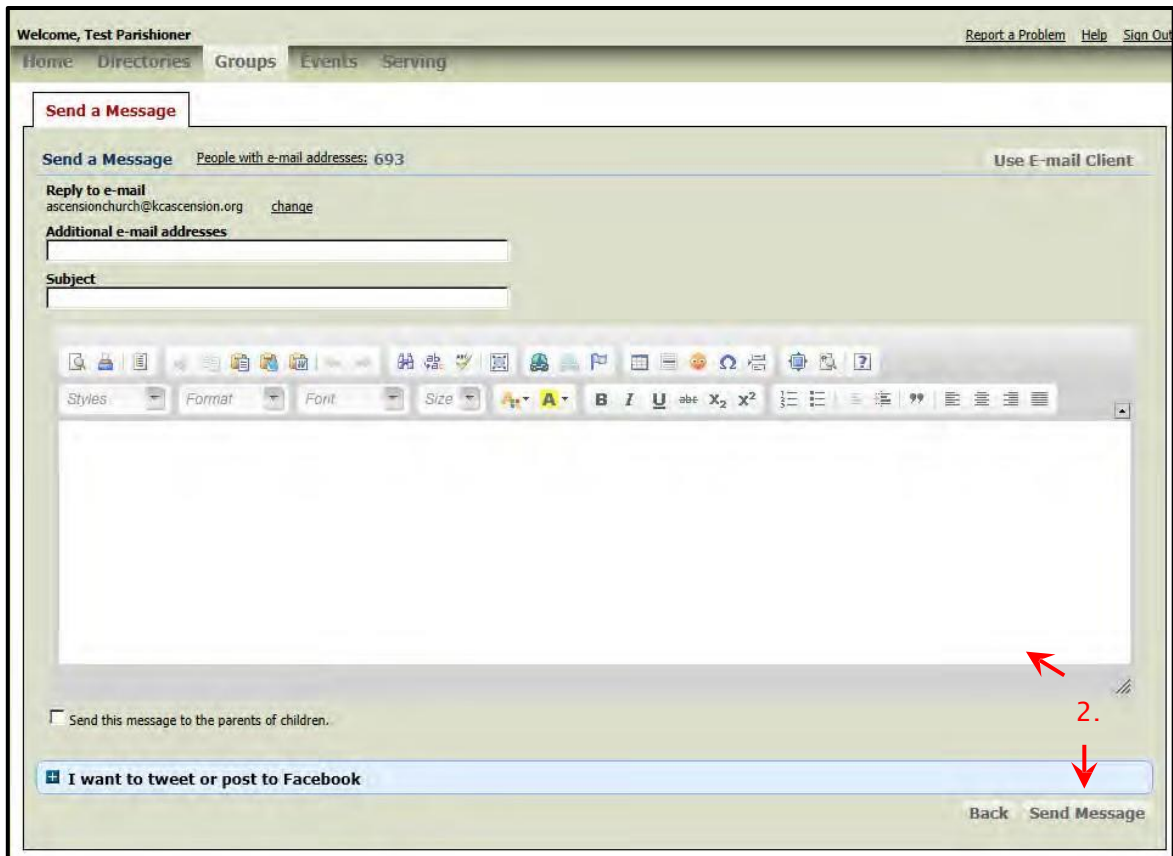


2. Select the message recipients by checking the box next to their name.
3. Select "Send Message" from the Action box, then click the "Go" button.



4. Compose message, then click the "Send Message" button.

(Note: It is only necessary to click the "Send Message" button once. Clicking again will result in multiple messages being sent.)



Additional Notes on Sending Messages:

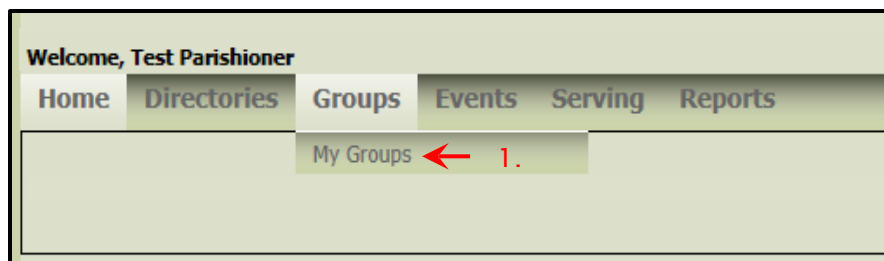
When sending a message to a group which includes minors, select the “Send the message to the parents of children” checkbox when composing message.

If you have sent a message to a group for the purpose of obtaining a substitute, individual replies from group members will only be sent to you. Please send a subsequent message to the group when a substitute has been found.

Add/Remove Group Members (Note: This function is only available to Group Leaders.)

To add a group member:

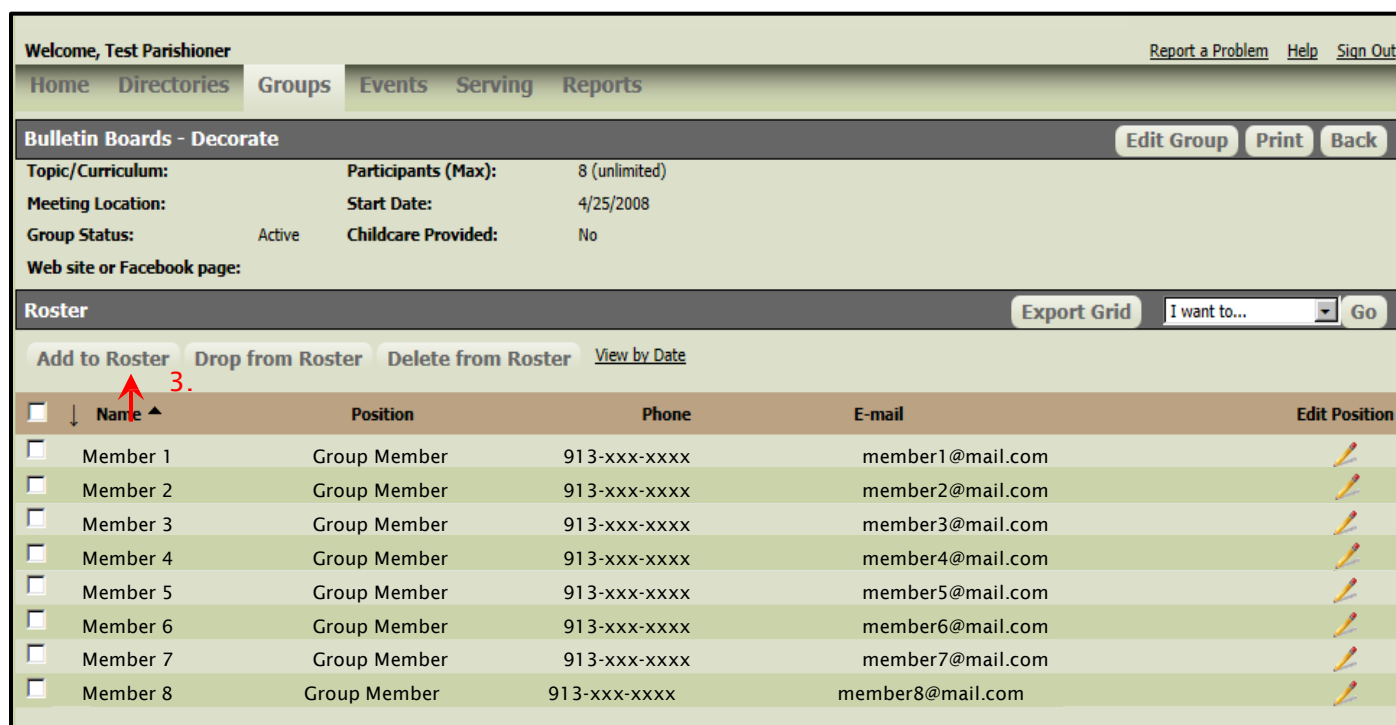
1. Select “My Groups” from the Groups menu.



2. Click on the group name.



3. Click the “Add to Roster” button.



4. Enter the individual's first and last name, then click the "Run Search" button.

Welcome, Test Parishioner [Report a Problem](#) [Help](#) [Sign Out](#)

Home Directories **Groups** Events Serving Reports

Adding to Office Work - Assistance's roster [Cancel](#)

What Position are you adding for? Member1

Who do you want to add to the Group?

Last Name: First Name:

[Run Search](#)

5. Click the "Select" button next to the individual's name.

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Home Directories **Groups** Events Serving Reports

Adding to Office Work - Assistance's roster [Cancel](#)

What Position are you adding for? Member1

Who do you want to add to the Group?

Last Name: Wright First Name: Maggie [Run Search](#)

Name	Address	E-mail
Select Maggie Donnelly(Maggie) Wright	:	

6. Click the "Add to Roster" button.

Welcome, Test Parishioner [Report a Problem](#) [Help](#) [Sign Out](#)

Home Directories **Groups** Events Serving Reports

Adding to Office Work - Assistance's roster [Cancel](#)

What Position are you adding for? Member1

Who do you want to add to the Group?

Last Name: Wright First Name: Maggie [Run Search](#)

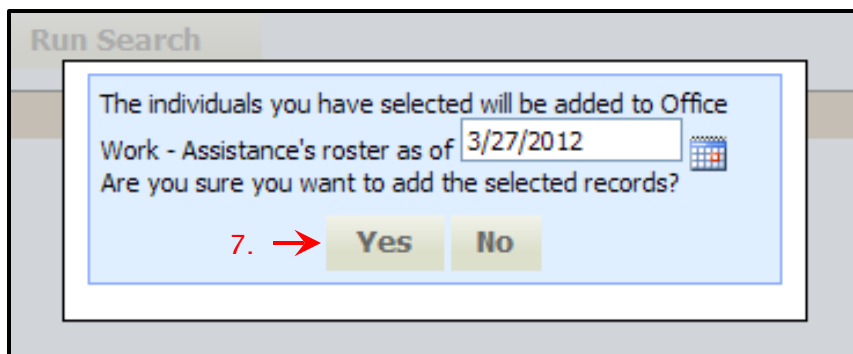
Name	Address	E-mail
Select Maggie Donnelly(Maggie) Wright	:	

The following Individual(s) will be added to the roster

Selected Individuals	E-mail	Position
Remove Maggie Donnelly (Maggie) Wright	:	Member 1 Change Position

[Add To Roster](#) [Cancel](#)

7. Click the “Yes” button to confirm.



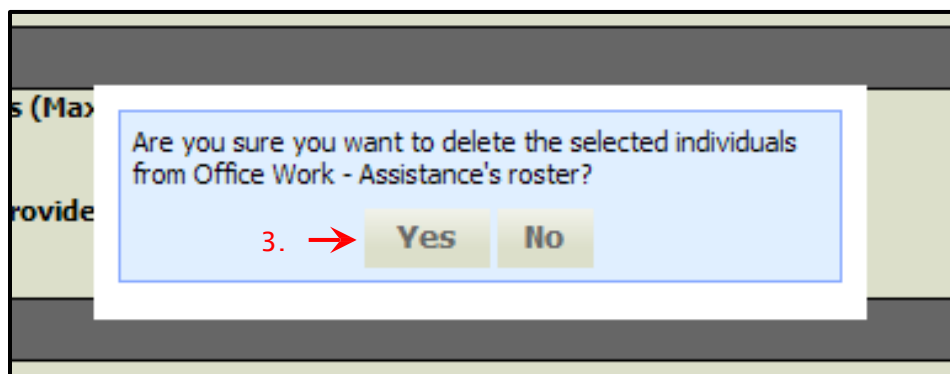
To remove a group member:

1. Follow steps 1 and 2 above.
2. Select the group member's name, then click the “Drop from Roster” button.

The screenshot shows a web application interface for managing a group roster. At the top, there's a navigation bar with "Home", "Directories", "Groups", "Events", "Serving", and "Reports". Below that is a "Bulletin Boards - Decorate" section with "Edit Group", "Print", and "Back" buttons. The main section is titled "Roster" and includes an "Export Grid" button and a search dropdown. Below the search are buttons for "Add to Roster", "Drop from Roster", and "Delete from Roster", along with a "View by Date" link. A table lists eight members, each with a checkbox, name, position, phone, email, and an "Edit Position" icon. A red arrow points to the "Drop from Roster" button, and another red arrow points to the name of "Member 1" in the table, with the number "2." next to it.

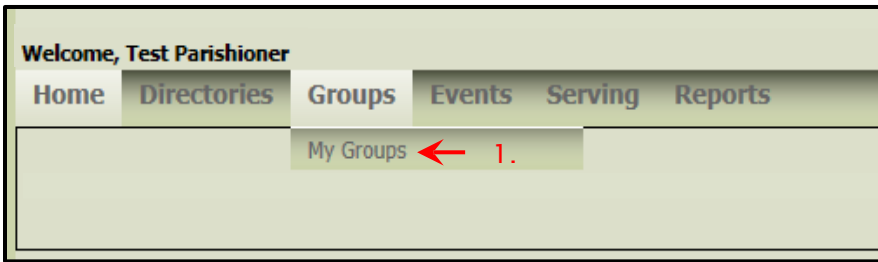
<input type="checkbox"/>	Name	Position	Phone	E-mail	Edit Position
<input type="checkbox"/>	Member 1	Group Member	913-xxx-xxxx	member1@mail.com	
<input type="checkbox"/>	Member 2	Group Member	913-xxx-xxxx	member2@mail.com	
<input type="checkbox"/>	Member 3	Group Member	913-xxx-xxxx	member3@mail.com	
<input type="checkbox"/>	Member 4	Group Member	913-xxx-xxxx	member4@mail.com	
<input type="checkbox"/>	Member 5	Group Member	913-xxx-xxxx	member5@mail.com	
<input type="checkbox"/>	Member 6	Group Member	913-xxx-xxxx	member6@mail.com	
<input type="checkbox"/>	Member 7	Group Member	913-xxx-xxxx	member7@mail.com	
<input type="checkbox"/>	Member 8	Group Member	913-xxx-xxxx	member8@mail.com	

3. Click the “Yes” button to confirm.

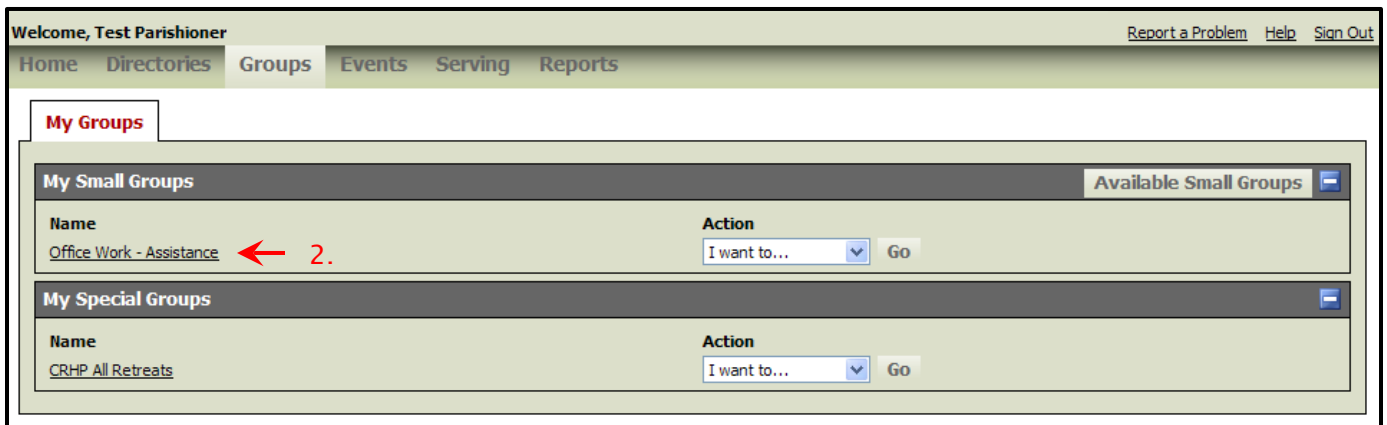


Change Group Member Status

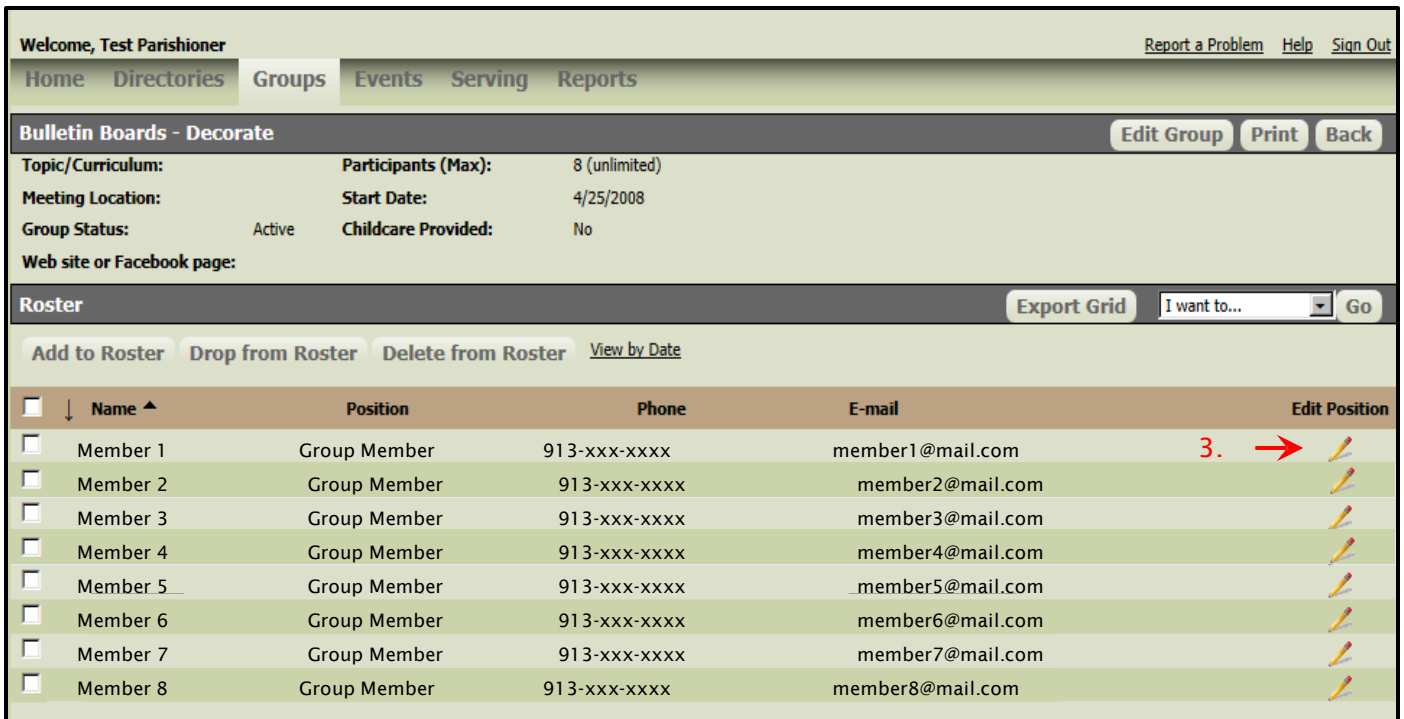
1. Select "My Groups" from the Groups menu.



2. Click on the group name.



3. Click on the pencil icon next to the individual's name.



4. Select the new group member's status from the "Position" dropdown box.

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[Home](#) [Directories](#) [Groups](#) [Events](#) [Serving](#) [Reports](#)

Bulletin Boards - Decorate [Edit Group](#) [Print](#) [Back](#)

Topic/Curriculum: Participants (Max): 8 (unlimited)
 Meeting Location: Start Date: 4/25/2008
 Group Status: Active Childcare Provided: No
 Web site or Facebook page:

Roster [Export Grid](#) I want to... [Go](#)

[Add to Roster](#) [Drop from Roster](#) [Delete from Roster](#) [View by Date](#)

<input type="checkbox"/>	Name	Position	Phone	E-mail	Edit Position
<input type="checkbox"/>	Member 1	Member1	913-xxx-xxxx	member1@mail.com	
<input type="checkbox"/>	Member 2	Group Member	913-xxx-xxxx	member2@mail.com	
<input type="checkbox"/>	Member 3	Group Member	913-xxx-xxxx	member3@mail.com	
<input type="checkbox"/>	Member 4	Group Member	913-xxx-xxxx	member4@mail.com	
<input type="checkbox"/>	Member 5	Group Member	913-xxx-xxxx	member5@mail.com	
<input type="checkbox"/>	Member 6	Group Member	913-xxx-xxxx	member6@mail.com	
<input type="checkbox"/>	Member 7	Group Member	913-xxx-xxxx	member7@mail.com	
<input type="checkbox"/>	Member 8	Group Member	913-xxx-xxxx	member8@mail.com	

5. Select "update".

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[Home](#) [Directories](#) [Groups](#) [Events](#) [Serving](#) [Reports](#)

Bulletin Boards - Decorate [Edit Group](#) [Print](#) [Back](#)

Topic/Curriculum: Participants (Max): 8 (unlimited)
 Meeting Location: Start Date: 4/25/2008
 Group Status: Active Childcare Provided: No
 Web site or Facebook page:

Roster [Export Grid](#) I want to... [Go](#)

[Add to Roster](#) [Drop from Roster](#) [Delete from Roster](#) [View by Date](#)

<input type="checkbox"/>	Name	Position	Phone	E-mail	Edit Position
<input type="checkbox"/>	Member 1	Leader	913-xxx-xxxx	member1@mail.com	5. → Update Cancel
<input type="checkbox"/>	Member 2	Group Member	913-xxx-xxxx	member2@mail.com	
<input type="checkbox"/>	Member 3	Group Member	913-xxx-xxxx	member3@mail.com	
<input type="checkbox"/>	Member 4	Group Member	913-xxx-xxxx	member4@mail.com	
<input type="checkbox"/>	Member 5	Group Member	913-xxx-xxxx	member5@mail.com	
<input type="checkbox"/>	Member 6	Group Member	913-xxx-xxxx	member6@mail.com	
<input type="checkbox"/>	Member 7	Group Member	913-xxx-xxxx	member7@mail.com	
<input type="checkbox"/>	Member 8	Group Member	913-xxx-xxxx	member8@mail.com	

View/Manage Group Attendance (for Group Leaders only)

1. Select “View Attendance” (or “Mark Attendance”) from the Action box, then click the “Go” button.

The screenshot shows the 'My Groups' interface. Under the 'My Small Groups' section, there is a table with columns for 'Name' and 'Action'. The 'Action' dropdown menu is open, and 'View Attendance' is highlighted. A red arrow points to this option.

Name	Action
Bulletin Boards - Decorate	I want to... Go
CRHP - Team 5 Women	I want to... Go
Catholics Re-engaging	I want to... Go
CRHP Daily Newsletter	Export to Excel Send a Message Print Mailing Labels Print Directory Go
CRHP-Faith Sharing Facilitators	Mark Attendance View Attendance Go
Mardi Gras Guests 2012	I want to... Go
Nursery	I want to... Go
School of Religion Classes	I want to... Go

Manage Connections (for Group Leaders only)

1. Select a name from the “My Assigned Group Connections” tab.

The screenshot shows the 'My Assigned Group Connections' section. It displays a list of assigned connections with columns for 'Name', 'Small Group', and 'Assign Date'. A red arrow points to the name 'Cody Weems'.

Name	Small Group	Assign Date
Cody Weems	Office Work - Assistance	04/24/2012
Sam Weems	Office Work - Assistance	04/24/2012

2. Enter the connection results.
3. Click the "Save" button.

Welcome, Test Parishioner Report a Problem Help Sign Out

Home Directories Groups Events Serving Reports

View Small Group Connection

Cody Weems



11522 Hardy
Overland Park, KS 66210
USA
[View Map](#)

913-661-1783

Family Members

- Sam Weems
- Sharon Weems
- Samantha Weems
- Cody Weems

Connection Request Information

View History

Cody Weems has expressed interest in Office Work - Assistance on 4/24/2012. The following remarks were left for Francie Kwapiszeski, Jan Montalvo, Sharon Weems, Maggie Donnelly Wright, Test Parishioner: for test purposes only:

When did you contact Cody Weems?

How did you contact Cody Weems?

What are the results of the Contact?

- Do Not Close Connection - Not completed
- Close Connection - Add Cody Weems to Office Work - Assistance
- Close Connection - Do not add Cody Weems to Office Work - Assistance
- Reassign to another group - After saving the connection results, you will be prompted to select another group.
- Escalate this Connection to Kwapiszeski, Francie R.

Add any additional comments here:

3. → Save Cancel

4. Select a group position and click the "OK" button.

Group Position

Select the position for Cody Weems in Office Work - Assistance

4. →