

My Church Info Online-Prince of Peace

2. Once you login for the first time, the program will prompt you to change your temporary password. After changing and verifying your password, click submit
3. The next page will display “Password successfully set” *click here to login*
4. It will take you back to the main Sign In page to login to view your information.
5. Terms of use software agreement will come up only once for you to read and click “I Agree”
6. You are then directed to your family home page. There are tabs located on top for HOME, MY FAMILY and MY OFFERING along with icons for Home and Pictorial Directory.
7. “My Family” Tab is divided into 2 sections that can be edited; Family Information and Family Addresses.
8. The top section, Family Information allows you to make changes to your primary phone, emergency phone, family e-mail address, envelope # along with
Publish Phone Publish E-Mail Publish Address Publish Photo
By unchecking these options, no one else will be able to view this information.
9. The bottom section, Family Address Information allows you to make changes to your family addresses, home, mailing or other address.
10. By clicking on the Family Members link on the left you may edit member information and upload a photo. When you are finished viewing/ editing click on the “Return to family detail” link located in the center of the page which will take you back to your family homepage.
11. Click on the logout button on the top right to exit program.