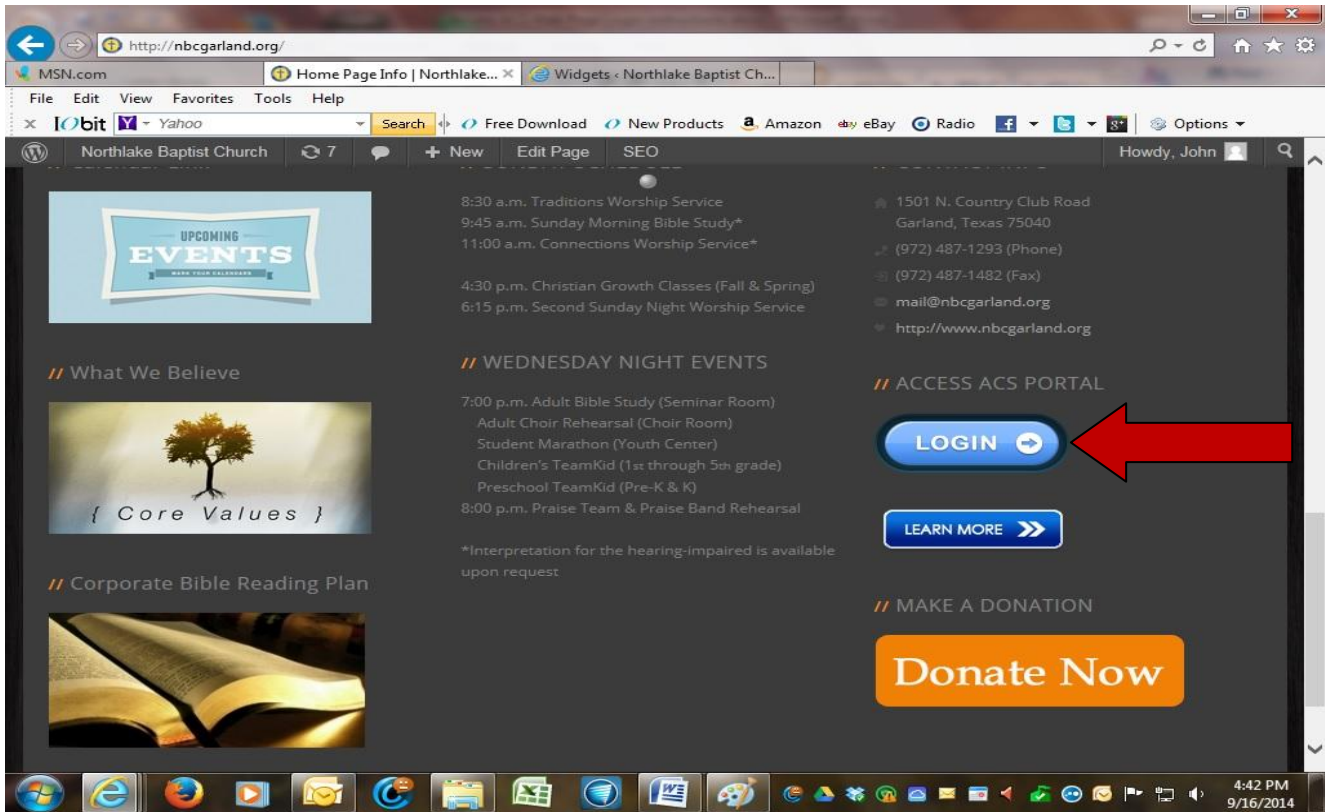


How can I sign up for Access ACS?

1. Go to the homepage of Northlake's website (www.nbcgarland.org) and scroll to the bottom right of the screen; click on the **LOGIN** image to take you to the sign-in/login page.



2. Below the sign-in box (where you'll login after registering for Access ACS), look for the statement that says "Need a login? [Click here](#)". Use your mouse to click "[Click here](#)."



3. You'll come to a screen asking for your name and email to locate you in our database.

*NOTE: You must use the email address we have on file in our church database. If your email has changed, call the office to update your email in ACS **before** registering.*

The screenshot shows the 'Account Sign Up' form with the following fields and elements:

- Account Sign Up** (Section Header)
- Text: "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** (Text input field)
- First Name** (Text input field)
- Last Name** (Text input field)
- Suffix** (Dropdown menu)
- Find Me** (Submit button)

Below the form, there is a link: "Already have a login? [Click here](#)". At the bottom, there is a footer: "ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)".

4. After you have entered your email address along with your first and last name, click on the **Find Me** button.
5. The system will send a temporary password to you by email; use that to sign in on the original Login page on the church website.

NOTE: You'll be prompted to create a permanent password when you first sign in to Access ACS.