

How can I locate church members and/or a church directory?

1. Login to Access ACS from the website, taking you to your ACS homepage (like seen below); then, click on the tab along the top that says "Directories".

The screenshot shows the 'MEMBERSHIP ACCESS' homepage. At the top left is the church logo with the text 'Northlake Baptist Church' and 'Exalt > Equip > Engage'. The main header says 'MEMBERSHIP ACCESS' and 'Connecting for the Kingdom!'. Below the header is a navigation bar with tabs: Home, Directories, Groups, Events, Giving, Reports, Statistics. A red arrow points to the 'Directories' tab. Below the navigation bar are several sections: 'I Want to View...' with links for 'Available Registrations' and 'My Complete Profile'; 'My Calendar' showing a calendar for September and October 2014; 'I'm interested in...' with a 'Select Interests' button; 'Search' with fields for 'Last Name' and 'First Name/Goes By Name' and a 'Search' button; 'My Groups' with a 'My Activities' section showing 'Deacons > Status' and a 'Go' button; and 'My Leadership - Small Groups'.

2. To locate one person (or people with a single last name), fill in the fields on "Locate Individual" and then click on the **Run Search** button. Click desired name (underlined, blue hyperlink) to bring up contact information.

The screenshot shows the 'Locate Individual' search page. The browser address bar shows 'https://secure.accessacs.com/access/people/leaderlocate.aspx'. The page has the same header and navigation as the previous screenshot. Below the navigation bar is a section titled 'Locate Individual'. It contains two input fields: 'Last Name:' and 'First Name / Goes By Name:'. There is a checkbox for 'Exact Match Only'. Below the 'Last Name' field is a dropdown menu set to '50' and the text 'Records Per Page'. A blue 'Run Search' button is at the bottom, with a red arrow pointing to it.

3. To view a church directory, go to “Directories” menu on top of page and select “Directories”, reaching this page (see below). Choose which directory you want to see (**Individual**; **Family**; **individuals with photos**; or **family groups with photos**). Then click on **View Directory** button to bring up the selected directory format.

The screenshot shows the Northlake Baptist Church Membership Access interface. At the top left is the church logo with the text "Northlake Baptist Church" and "Exalt > Equip > Engage". To the right, it says "MEMBERSHIP ACCESS" and "Connecting for the Kingdom!". Below the logo, it says "Welcome, Joe North" and "Report a Problem More Info Sign Out". A navigation bar contains "Home", "Directories", "Groups", "Events", "Giving", "Reports", and "Statistics". The "Directories" menu is active. Below the navigation bar, there is a section titled "I want to:" with four radio button options: "Print an Individual Directory" (selected), "Print a Family Directory", "Print an Individual Directory with photos", and "Print a Family Directory with photos". A large black arrow points down from the "View Directory" button to the selected option. Colored arrows (red, blue, orange, green) point to the respective radio button options.

NOTE: Due to limitations with the ACS Access software, pictures of individuals are only in the “Individual Directory”, while family photos are only in the “Family Directory.”