

## UPDATING YOUR INFORMATION IN THE HIGHLAND CHURCH DIRECTORY

*NOTE: First, you need to provide your email address to the church to access the online directory. If the church does not have your email address, fill out a Directory Information Form and include your valid email address. After your information is updated by the Website Administrator, Mike Nolt, you'll be able to do future updates. This may require a delay of a week or so if we are having a high volume of changes. Also, please be aware that any changes you make are not applied immediately to your records until they are approved by the Website Administrator, Mike Nolt.*

### New Users

- If you are a brand new user:
  - You must be sure that you're registered on the church website. (See instructions above.)
  - Go to Highland's website, [www.HighlandPC.org](http://www.HighlandPC.org).
  - Scroll to the bottom right of the home page, click on NEW USER and register using your email address and then create a password. You MUST use your valid email address as UserID.
  - Sign in
  - Select "I want to view MY COMPLETE PROFILE"
  - Check the accuracy of your information.
  - If corrections or updates are needed, click on EDIT and make changes.
  - If there's no photo or if you would like a more current one, you may upload one. (See instructions below.)

### Existing Users

- If you have logged in before:
  - Go to Highland's website, [www.HighlandPC.org](http://www.HighlandPC.org)
  - Scroll to the bottom right of the home page to MEMBER LOGIN and log in if you've already registered. If you forgot your password or UserID, click on that option and it will walk you through setting up a new one.
  - Sign in.
  - Select "I want to view MY COMPLETE PROFILE"
  - Check accuracy of your information.
  - If corrections or updates are needed, click on EDIT and make changes.
  - If there's no photo or if you would like a more current one, you may upload one from your photos. (See instructions below.)

### Uploading Photos on the website:

- Go to Highland's website, [www.HighlandPC.org](http://www.HighlandPC.org)
- After logging in:
  - Select the heading "I Want to View"
  - Click on "MY COMPLETE PROFILE"
  - Click on "EDIT"
  - Select "PERSONAL PHOTO." Upload your *individual* photo from your photos. Hit SAVE.
  - Select "FAMILY INFO" to upload a *family* photo. Hit SAVE.

### Uploading Photos through the Church Life phone app:

- Click on the Church Life icon on your phone
  - A list of people in the directory will display.
  - Key in your name and hit SEARCH
  - Click on your name.
  - Click on the pencil icon in upper right.
  - Click on the circle where a photo would appear.
  - Select Take Photo or Camera Roll. Take a picture allows you to do that. Camera Roll will take you to the stored pictures on your phone.
  - Select your picture and upload it.

**To access the directory from your smartphone, you will need to download the Church Life app:**

- Click on Play Store on your phone to access downloadable apps
  - Key into the search area “ACS Church Life” and click SEARCH
  - Download the Church Life app.
  - Once it is downloaded, you will need to ensure your data has been set up before it will permit you to login.
  - The first time you use the Church Life app it will ask you to enter your email address and a password that you have already set up. Enter your information and click SIGNIN
  - Once signed in, you can stay signed in.