



Registering and Logging In

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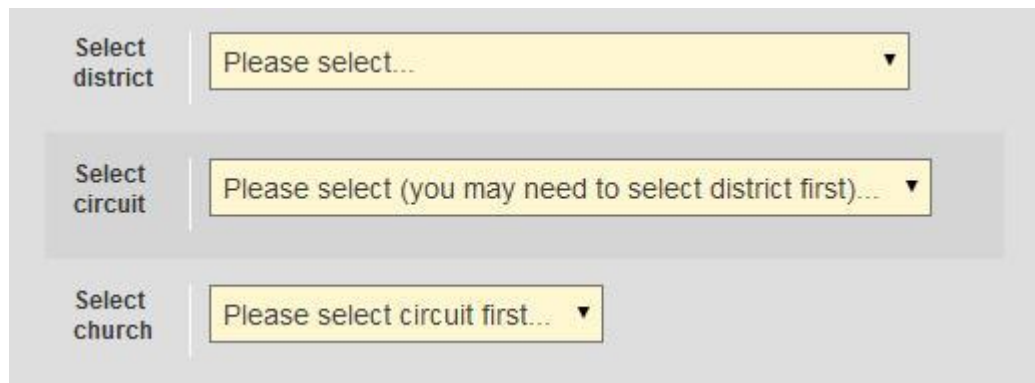
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First Use

Registering

If you have never used the Online system before, such as the Statistics for Mission or Property Consents sites, then you will need to register.

To register, click on the button that says **Register** and fill out the form. The details you will need to enter will be marked with an asterisk (*). Once you have filled out the address section, you will be asked to select your District, Circuit and Church, in that order. If you only require District or Circuit permissions, then leave the church blank.



The image shows a registration form with three dropdown menus. The first dropdown is labeled 'Select district' and contains the text 'Please select...'. The second dropdown is labeled 'Select circuit' and contains the text 'Please select (you may need to select district first)...'. The third dropdown is labeled 'Select church' and contains the text 'Please select circuit first...'. Each dropdown has a small downward-pointing arrow on the right side.

If you are seeking permissions for more than one church, then you will need to speak to your Superintendent who will be able to add additional churches on to your account.

When you have successfully registered, you will receive an email containing your password. You will not be able to access the site however until your Superintendent has authorised your account. You will be notified in another email when this has happened. If you do not receive an authorisation you may need to contact your Superintendent to remind them.

Logging In

Once you have registered and been authorised, you will then be able to log in by entering the email address you registered with in to the box where it says **Email** and the password will need to go in to the box that says **Password**.

Password problems

If you can't remember your password, you can request a new password by clicking on **Forgotten Your Password?** This will ask you to enter your email address at which point an email will be sent to you with a link to **Reset your password**. Click on that link and another email will then be sent to you with a

randomly generated password of 8 characters and numbers (it will look something like this: **Au65bx2f**)

If you haven't received either of these emails, firstly check that you entered your email address in correctly. If you are sure your email address is correct, then check your spam/bin folders in your email account as on rare occasions it will end up in there.

If you are still having trouble, contact the Methodist Church Helpdesk on **020 7486 5502** who will be able to help you.

Home Screen

When you have successfully logged in you will be taken to the Home Screen with options to go to the Property Consents, Statistics for Mission and Property Returns site. If you have user management permissions, you will also see a Manage Users section too.