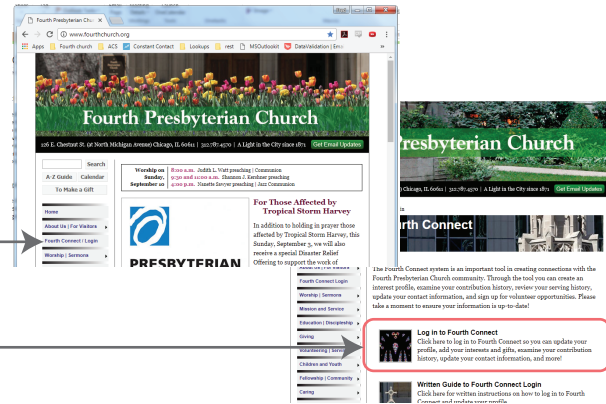# How to Use Fourth Connect

What is Fourth Connect?

Fourth Connect is an online system that allows church leaders to better connect and effectively communicate with you. Enrollment in the Fourth Connect system is an important first step in involving you in the Fourth Presbyterian Church community. Once enrolled in the system you will be able to create an interest profile, upload a picture, examine contribution history, review serving history, update your contact information and sign up for volunteer opportunities. So that you can better engage in the programs and ministries of Fourth, you can identify a role that fits your gifts, interests and talents. You can do this by completing the qualifications and skills inventory within the system. For more information about Fourth Connect, please contact Fred Hickler at fhickler@fourthchurch.org, or by phone at 312-252-3595.

How do I log in?

To watch a video tutorial about logging in to Fourth Connect, point your browser to fourthchurch.org/connect/login

Fourth Connect is a website that can be accessed from your web browser. The easiest way to find it is to first go to the Fourth Presbyterian Church website at www.fourthchurch.org. In the left hand column of buttons, click on the button labelled "Fourth Connect / Login"

Then on the next screen, click on the button labelled "Log In to Fourth Connect"

This will take you to a login screen

If you know your user name / email address and password, simply enter them here and click "Sign In".
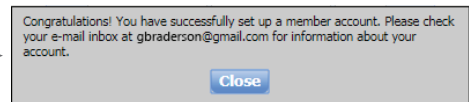Once logged in, you can skip to the other side of this handout for further instructions.

If you're unsure if you have an account, or you can't remember your login information, click on one of the "forgot your password or user name" links to receive an email with instructions. Once logged in, you can skip to the other side of this handout for further instructions

If you don't have an account, click on the "Need a login? Click here" button. This will take you to an Account Sign Up screen.
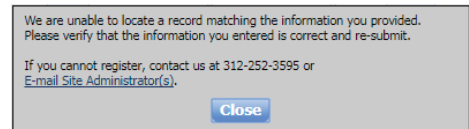
Enter your email address and name and click on "Find Me".

If you've been engaged with the church, then it's possible that your name and email address are already stored in the Fourth Connect system. If so, then clicking on the "Find me" Button will bring up the this message:
If you see this message, check your email for instructions on creating your account.

If you click on the "Find Me" button, but you're name/email address is *NOT* currently stored in the system, then you will see the following message:
In this case, if you want to set up an account, you must contact the church by calling the number listed or clicking on the email link.

If you need help with any part of this, please contact Fred Hickler at fhickler@fourthchurch.org, or by phone at 312-252-3595.
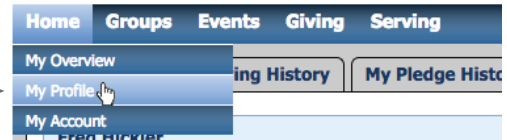
For instructions on using Fourth Connect, see other side --->

How do I view/update my information?

To watch a video tutorial on updating your information, go to fourthchurch.org/connect/overview

First, make sure you are logged in to your Fourth Connect account. For log in instructions, see the other side of this sheet.
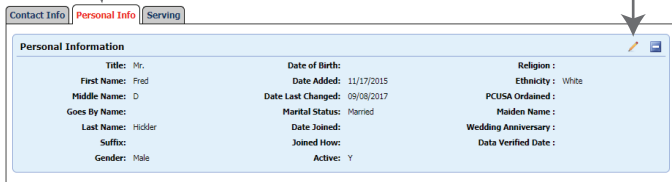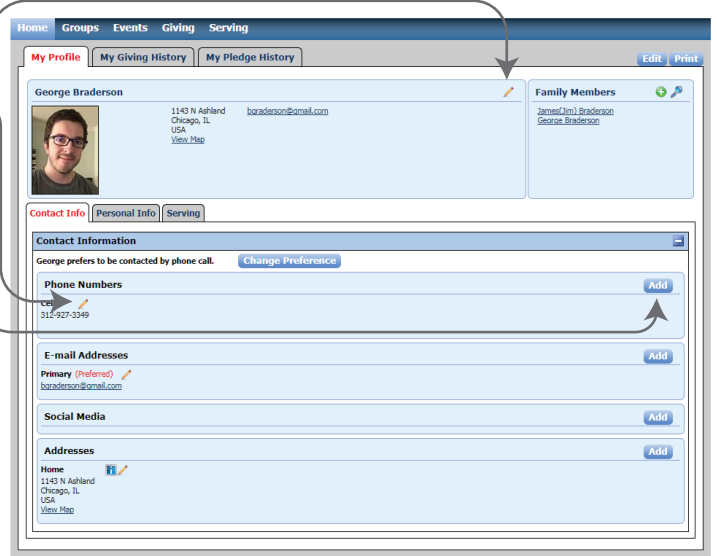
Once logged in, make sure you're on the profile page by hovering over the "Home" menu and clicking on "My Profile":

That will take you to your profile page. where you can update your contact info and upload a photo.

Click on any of the pencil icons (✏) to change Information or any of the "Add" buttons to add new information

Click on the "Personal Info" tab to see more information categories. To add/edit information click on the pencil icon. We encourage you to update as many of these as you can.
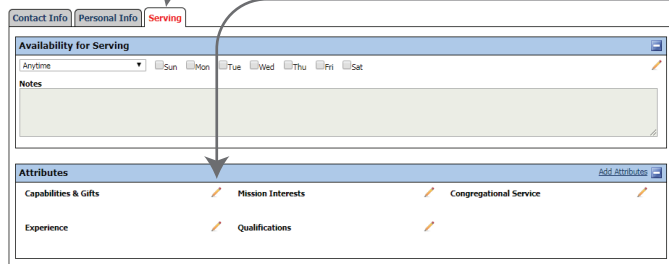
Interested in Volunteer Opportunities?

To watch a video tutorial of the serving features of Fourth Connect, go to fourthchurch.org/connect/serving
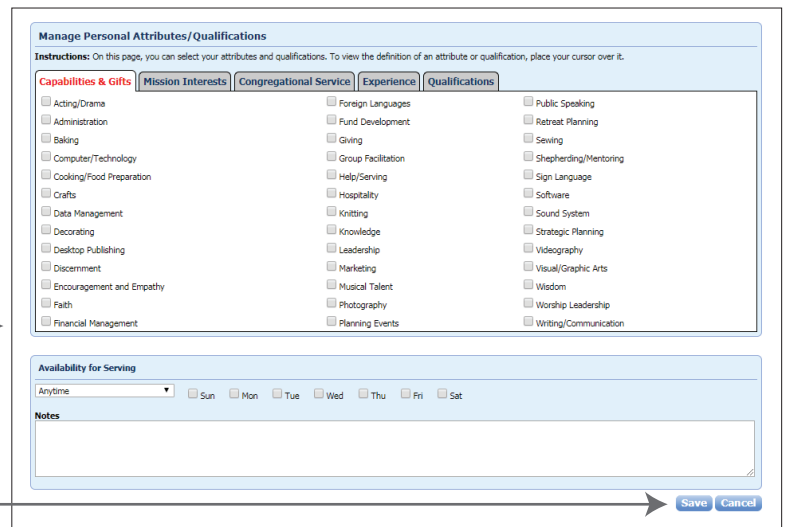
If you have any interest in volunteering for one of our many serving opportunities, you can let us know your interests and experience which will help us place you in appropriate positions.

To do this, click on The "Serving" tab. Then scroll down and click on one of the pencil icons.

This will take you to a page where you can check off all attributes that apply to you.
Make sure to click through all the tabs (Mission Interests, Congregational Service, etc).

When you're done checking off attributes for yourself, make sure to click the "Save" button.
This will make it possible for Robert Crouch, our Director of Volunteer Ministry, to match your skills and interests with roles for service.

For instructions on logging in,
<--- see other side

If you need help with any part of this, please contact Fred Hickler at fhickler@fourthchurch.org, or by phone at 312-252-3595.