

Tips for Getting Started with MyCUMC

EDIT YOUR ADDRESS, PHONE NUMBER AND EMAIL ADDRESS IN YOUR PROFILE:

Point to **Home**.
Click **My Profile**.
Click **Contact Info** or **Personal Info**.
On the **Personal Information** header, click **Edit** (the pencil icon).
Enter changes.
Click **Submit**.

CUSTOMIZE YOUR PRIVACY AND VIEWING PREFERENCES.

Point to **Home**.
Click **My Account**.
Click **Personal Preferences**.
Select the options you want.
Click **Save**.

CHANGE YOUR EMAIL ADDRESS YOU USE TO ENTER THE SYSTEM.

Point to **Home**.
Click **My Account**.
Click **Account Settings**.
For email, click **Change**.
Enter your new email address.
Enter your password.
Click **Save**.

CHANGE YOUR PASSWORD.

Point to **Home**.
Click **My Account**.
Click **Account Settings**.
At Password, click **Change**.
(Click 'Password Tips' for help in creating a strong password.)
Enter your **Current Password**.
Enter your **New Password**.
In **Confirm New Password** field, enter your **New Password** again.
Click **Save**.

ADD YOUR INDIVIDUAL PHOTO TO YOUR PROFILE

Point to **Home**.
Click on **MyProfile**.
Click **Edit**.
Click **Personal Photo**.
Click **Browse** to locate and select your photo.
The **Choose** file dialog box displays.
In the **File Upload** window, select our photo and click **Open**.
Click **Open** and Click **Save**.

ADD YOUR FAMILY PHOTO TO YOUR PROFILE

Point to **Home**.
Click on **MyProfile**.
Click **Edit**.



MyCUMC

Welcome

Home	Directories	Groups	Events
My Overview			
My Profile			
My Account			My Giving His

My Calendar

Time	Event	Location
12:00 PM to 6:00 PM	Blood Bank	CUMC Sunda more)
6:30 PM to 7:30 PM	Trustee Meeting	CUMC Sunda
7:00 PM to 8:30 PM	Intercessory Prayer Meeting	CUMC Sunda

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Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	
26	27	28	29	30	31	1	30	1	

Click **Family**.

Click **Browse** to locate and select your photo.

The **Choose** file dialog box displays.

In the **File Upload** window, select our photo and click **Open**.

Click **Open** and Click **Save**.

Note: All photos must be in .JPG format and the maximum image size you can upload is 10 MB. Once you add the photo, the administrator receives a change request. Before the photo displays, the administrator must approve the change request.

VIEW EVENTS ON CUMC MASTER CALENDAR

Point to **Events**

Click **Calendar View**

VIEW AND/OR PRINT DIRECTORY OF GROUPS YOU BELONG TO

Point to **Groups**.

Click **My Groups**.

The **My Activities** dialog screen appears.

Click on the **Name** of the Group to view its members,

Click on “**I want to**” drop-down list beside the group you want to print, select **Print Directory** and Click **Go**. Click on one of the following: **View an Individual Directory**, **View a Family Directory**, **View an Individual Directory with photos**, or **View a Family Directory with photos**. When the directory displays, click **Print**.