

Access ACS How To's

To log on to Access ACS:

- Go to the address *my.accessacs.com*
- If a page comes up that says "Internet Explorer cannot display the page", just click refresh.
- Enter in your email address and password, then click sign in.
 - You can also sign in using your User Name by clicking on "Sign in with User Name" at the bottom of the page.

To Edit Information About Your Group:

- Click on your small group's name on your home page.
- To edit information about your meeting day/time, what you are studying, etc., click on "Edit Group" in the top right corner.
 - You can type what your group is currently studying in the *Topic/Curriculum* box.
 - Under "Meeting Location" you can enter in the address and directions of where your group meets (if it's consistent), or simply put "Rotate homes" in the *Location Description*.
 - Under "Meeting Details" you can click on *Add/Edit* to change your meeting day, frequency, start or end time. (Make sure you click "submit" when you are done.)
 - If your group is not meeting for a specific period of time (summer, etc.), please change your status under *Group Status* to "In Recess."
 - You can schedule automatic email reminders to go to all the members of your group each week at the bottom of the page.
 - Check the box that says "send email to group members" and select how many days before the meeting you want it to go out.
 - Type your text into the space provided.
 - Once you are finished making all necessary changes on this page, click "Save."

To Add/Drop/Delete People From Your Roster:

- To add people to your roster, click "Add to Roster."
 - Enter in part or all of their name and click the "Select" button beside the correct person.
 - Once you have selected all the people you want to add, click on "Add to Roster" at the bottom of the page.
 - Click "Yes" on the button that comes up.
- If you have someone who has been an active member but is not a part of your group anymore, you will need to "drop" them from your roster.
 - Check the box beside their name and click "Drop from Roster."
 - Click "Yes" on the button that appears.
 - This will ensure that we have a record that they were in your group at one time.
- If there is someone on your roster who has never come to your group, you can just "delete" them.
 - Check the box beside their name and click "Delete from Roster."
 - Click "Yes" on the button that appears.

To Mark Attendance For Your Group:

- Click on the arrow beside "I want to . . ." and select "Mark Attendance", then hit "Go."
- Click on the calendar beside "Marking Date" and select the correct date.
- Check the box beside the names of everyone who was present, then click "Submit."