

Chevy Chase Presbyterian Church

Website Log-in Instructions

September 27, 2009

CCPC will post church directories, member biographical statements, and other resources and documents for our church members as well as for Elders, Deacons, Ushers, and other specific groups on the church web site at www.chevychasepc.org. To access these documents, each person will need an individually assigned User Name and Password.

Information requiring web site log-in will be on the **Member's Pages**. An initial Member's Page will be visible on the Menu before log-in, but **additional sections and pages under this menu heading will become available to each user following log-in**. The church activities and needs of each user will determine exactly what materials are seen after logging in.

To Get a User Name and Password

If you have not already been assigned a User Name and Password, please contact Steve Robertson at steve@chevychasepc.org to request them.

User Name and Password

All User Names and Passwords will be individually assigned. Each user may have access to different parts of the restricted area of the web site. The restricted information will not be displayed until the user logs in.

User Names will typically be the person's first initial and last name (EX: "srobertson" for Steve Robertson)

An initial Password will be assigned to each person. That initial password may be emailed to the new user or provided in another way. Once the person logs in using this initial Password, they can go in to the **Account Profile** and change the password to something they prefer and remember. The Account Profile can be accessed by clicking on your name at the top of the website.

Logging In

The restricted information on the web site will not be displayed until the user logs in. Click on the **Login** link on the web site and enter your User Name and Password. Once you have logged in, the areas of the website which you have access to will become visible.

Email Address

Each user should make sure the email address to which they wish to receive notices about their user account is correct in their Account Profile. Once logged in, the user can edit that email address to their correct or preferred email address. This email address will be used when notices about changes or password reminders are sent. The Account Profile can be accessed by clicking on your name at the top of the website.

Forgot Your User Name or Password

Contact Jamie White during office hours (jamie@chevychasepc.org) or Steve Robertson (steve@chevychasepc.org) at other times and they will assist you to gain access to web site.