

Logging in for the First Time

Activating a Login

Your church could have sent you an email to activate your account. If so, follow these simple instructions.

1. Click on the link included in the email to go to the activation page.
2. You may change the username, if you'd prefer, to use something other than your email address.

Note: A unique username is required, so if you share an email with others or attempted to set a username that's already taken, you may receive an error message indicating the username is already in use. Enter a different username to finish the setup process.

1. Type in your password, which must have both letters and numbers and be at least six characters. Then type in the same password in the **Confirm Password** box.
2. Click the **Submit** button to save the changes.

Set Password

Enter and confirm your new password in the fields to the left. Once your password is set, you will be able to log in with your username

Username
caryn@myemail.com

Password

Must have both letters & numbers and be at least six characters

Confirm Password

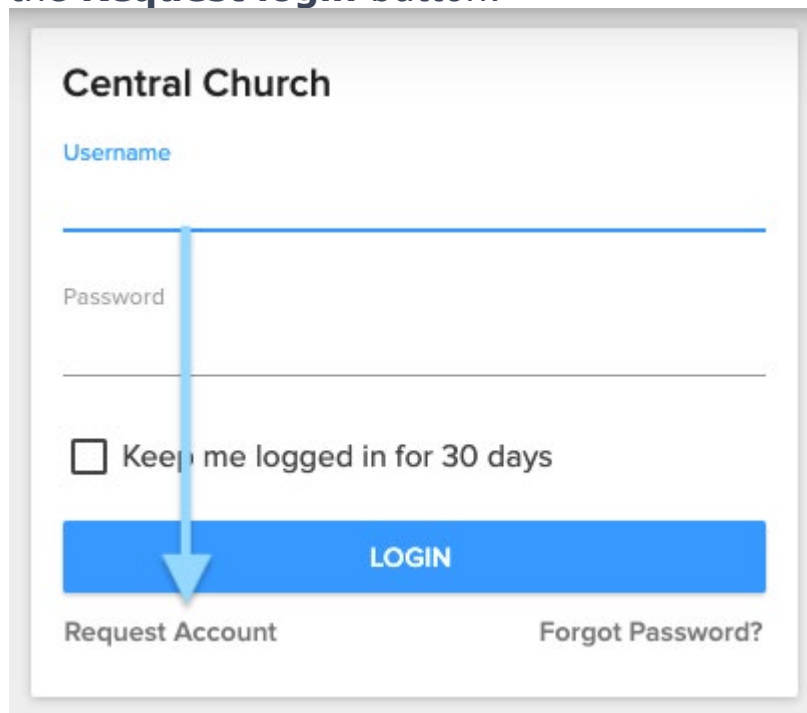
Submit

[Go to Login page](#)

1. After clicking **Submit**, you will receive a confirmation message and be able to use the new username and password to log in.
2. You will also receive an email confirming your login was created successfully.

Creating a New Login

If you are trying to access your church's site without an activation email, there's an easy place to do this. On your church's [login page](#), click the **Request login** button.



The image shows a login form for 'Central Church'. It has a title 'Central Church' at the top. Below it are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Keep me logged in for 30 days'. A large blue arrow points from the 'Request Account' button to the 'LOGIN' button. At the bottom, there are two links: 'Request Account' and 'Forgot Password?'.

Central Church

Username

Password

☐ Keep me logged in for 30 days

LOGIN

Request Account

Forgot Password?

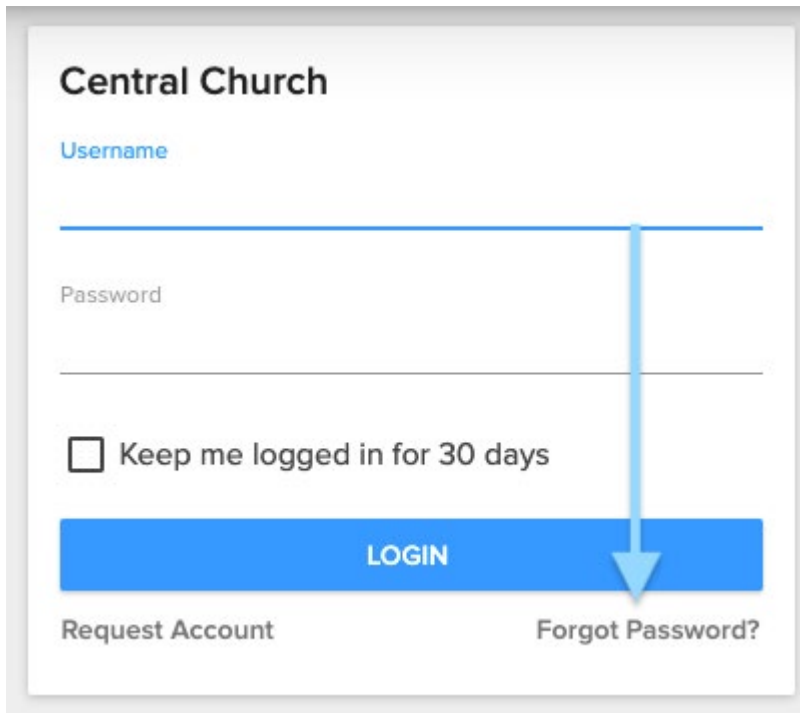
This will take you place to enter your information for the church to grant you access.

Tip: Need help finding your church's site? Reach out to your church office and they'll be glad to help.

What if I forget my Password?

Don't worry if you forget your password. There's a button to help.

1. Go to your church's Church Community Builder [login page](#) and click the **Forgot Password?** link under the Login button.



The screenshot shows the login interface for Central Church. It includes a title 'Central Church', a 'Username' label above a text input field, a 'Password' label above another text input field, and a checkbox labeled 'Keep me logged in for 30 days'. Below these is a large blue 'LOGIN' button. At the bottom, there are two links: 'Request Account' on the left and 'Forgot Password?' on the right. A blue arrow points from the top of the password field down to the 'Forgot Password?' link.

1. Enter the email address that is in your Profile.
2. Click **Submit**.
3. An email will be sent to the address you provided with a link to reset the password.
4. Enter a new password on the following page.