

## Member Directory Web Access

Members who have an email address on record with KUC will be able to use the online church directory by following these steps:

1. Go to the [kuc.org](http://kuc.org) website —click **“Member Directory”** in the upper right hand corner
2. This will take you to the sign in screen —do not fill anything in the blanks —click **“Need a login”**
3. A screen will now prompt you to fill in your full name and email address —click **“Find Me”**
4. If your identifying information matches our records, a temporary password will be sent to your email address.
5. Retrieve your password from your email account (but disregard the user name as you will not need it).
6. You may now login to the member directory (that you accessed in step 1 above) using your **email address and temporary password** (you do not need the user name that the system automatically generated for you). To ensure you enter this information accurately, you should cut and paste this information, rather than typing. The first time you login, you will be required to change your password. Once you enter and confirm your new password —click **“Sign In”**. If a red bar appears when you attempt to change your password, you must try again using a stronger password. If your password is acceptable, a green bar will appear.

You will now be able to view your personal information on record with Kenilworth Union Church. **This information is confidential and only available to you. No other members can view this information.** There are four tabs you may browse (Home, Directory, Groups, and Giving). Please review your information for accuracy. You may edit information in areas where you see a pencil. If no pencil appears in an area and you would like to make a revision, please call Bev Lang at 847-853-2003.

All members with online access may view the church directory online. You may search either by family (which lists only the email of the head of family) or by individual (which lists all emails for a family). The only information that the church directory displays are names, addresses, email addresses, and phone numbers, consistent with our printed directory. Consistent with member use of the printed church directory, please note that the directory is to be used only for church purposes and should not be shared with others outside of Kenilworth Union Church.

**If you would like online access but do not have an email address on record with Kenilworth Union, or are having difficulty logging on, call Bev Lang at 847-853-2003.**