

Church Life is linked to your church website login credentials.

# Changing your email address or password

To change your e-mail address or password, you must log in on your church's login page.

To change an email address or password

1. Navigate to your church's login page and log in.
2. Point to **Home**, then click **My Account**.
3. Click the **Account Settings** tab.
4. For **E-mail**, click **Change**. Enter your new **E-mail address** and **Password**. Click **Save**.
5. For **Password**, click **Change**. Enter your **Current Password** and **New Password**.
6. In the **Confirm New Password** field, enter your new password and click **Save**.

You can perform a search on first name, last name, nickname, and first and last name. Searches are not case sensitive. You can also search for partial names. For example, searching for 'jam' returns James Aaron and Eric Jamison.

If you've recently moved, you may need to update your phone number or physical address.

# Updating your information

To update your information

1. In Church Life, tap the menu, then tap **People**.
2. In the **Search** field, enter a portion of your name or your full name. When the results display, tap your name.
3. At the top, tap **Edit**.
4. Add, update, or delete the contact information you want to change.

When your church administrator approves the change, it displays.

# Missing information or features?

Depending on what your church wants you to use or see, you may not be able to use or view all features in Church Life.

If you are unable to:

- See the church directory - you may not have the appropriate rights. The records and information you can view in Church Life are based on your menu options and user rights.
- See calendar events - your church administrator controls which calendar events are shared.