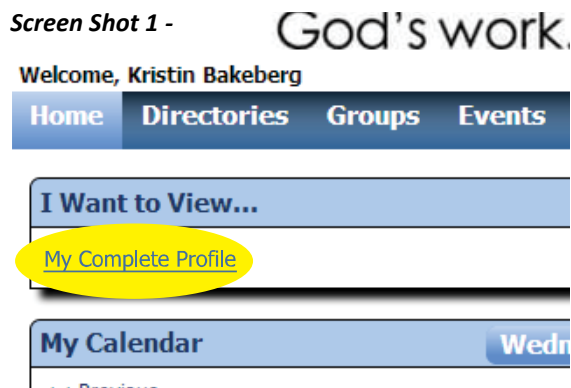


ACS*i* Tip of the Week

Access ACS – Tip 3

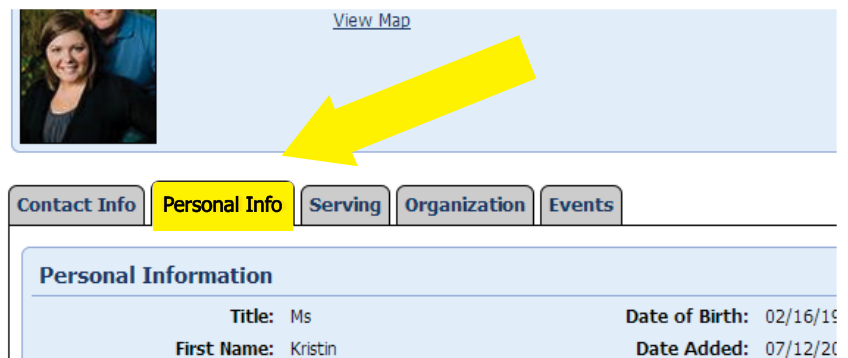
How to make changes in your ACS profile.

Login to Access ACS. On the homepage you will see **My Complete Profile** in the upper left-hand corner (Screen shot 1) Click on the text.



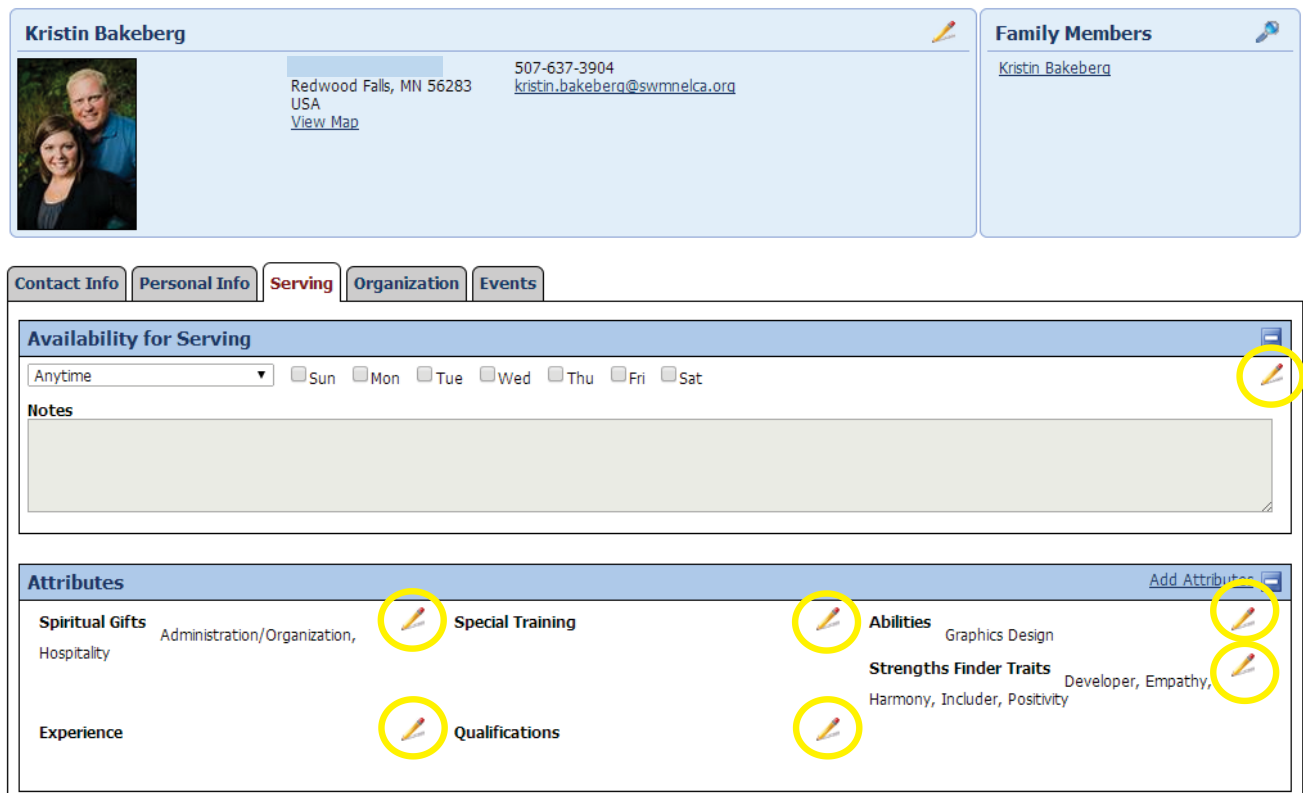
You will see your whole profile. Including tabs with detailed information. (Screen Shot 2)

Screen Shot 2 -



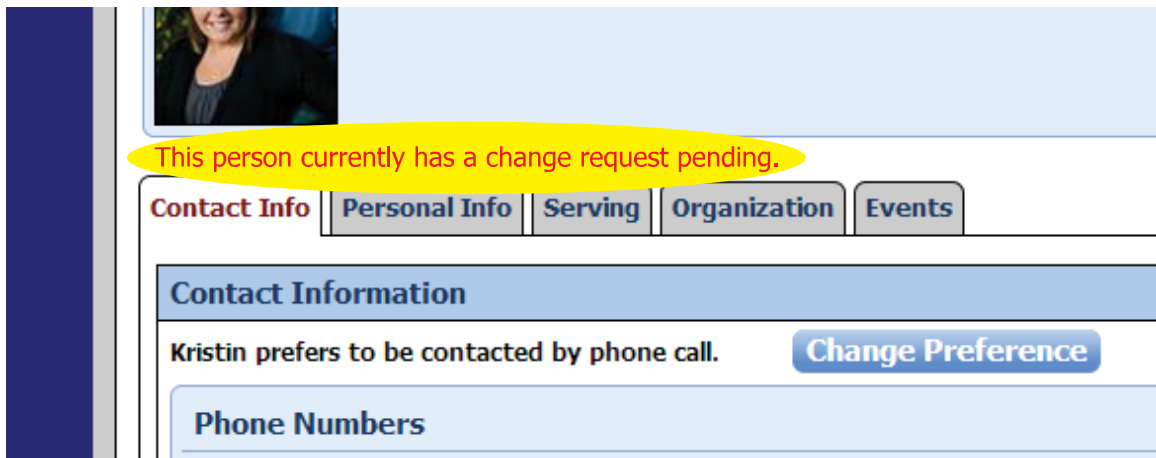
The information listed is what the synod office has on file. If you notice out of date information or want to add information please click the **edit pencil icon**. (Screen shot 3)

Screen Shot 3 -



When you edit something in your profile you will notice a request pending. (*Screen shot 4*) that request is sent to Tammy Sather in the synod office. She manages our handbook/directory and she needs to approve your request. This is for security reasons and in the event someone would be accidentally deleted.

Screen Shot 4 -



The screenshot shows a user profile interface. At the top left is a profile picture of a woman. Below it, a yellow callout bubble contains the text: "This person currently has a change request pending." Below the callout is a navigation bar with tabs: "Contact Info" (highlighted in red), "Personal Info", "Serving", "Organization", and "Events". Underneath the tabs is a section titled "Contact Information" with the text "Kristin prefers to be contacted by phone call." and a "Change Preference" button. Below that is a section titled "Phone Numbers".