

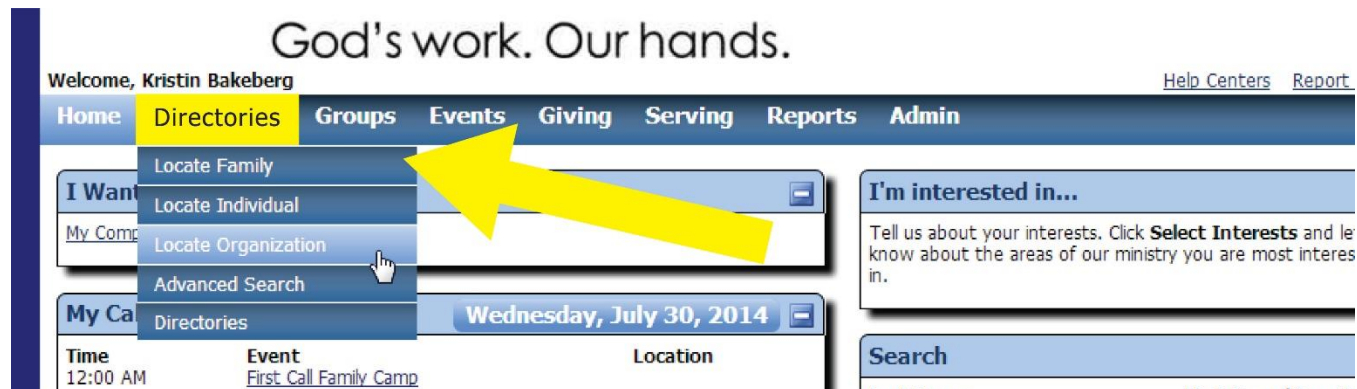
# ACS*i* Tip of the Week

## Access ACS – Tip 4

### How to search people and congregations

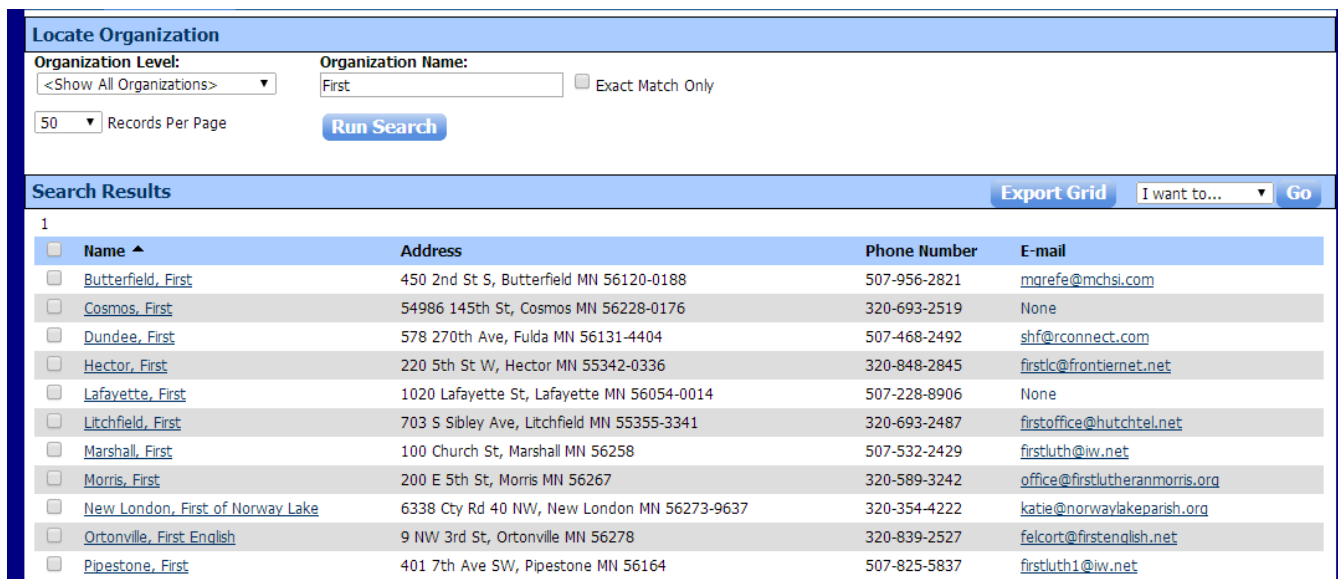
Login to Access ACS. On the homepage you will see a Directories tab in the upper left-hand corner. (Screen Shot 1)

#### Screen Shot 1 -



Select Locate Organization – Type city or congregation and hit enter. You will see all the data that matches what you typed. (Screen Shot 2) Click on the Name to view the organization’s profile.

#### Screen Shot 2 -



Do the same to locate an individual. Go to the Directories tab and click Locate Individual.

Type first or last name and hit enter. All the data that matches what you typed will appear for individuals.