

# ACS*i* Tip of the Week

## Access ACS – Tip 2

**How to create your account in Access ACS, the synod's online directory/handbook.**

Go to <https://secure.accessacs.com/access/memberlogin.aspx?sn=143587>. The link can be found at [www.swmnelca.org](http://www.swmnelca.org) on the lower right-hand corner under Quick Links, Access ACS/Directory. (Screen shot 1)

Type your email, first and last name with the suffix and click find me. If your congregation has updated their leadership data you will already be in our directory/handbook. If you are not found you will need to call the synod office. (screen shot 2)

If you are found you will see a congratulations message pop-up. You will then need to check your email for an account verification email. (screen shot 3)

Only CURRENT church staff, congregation council officers, and synod boards/committees will have access to the Access ACS (online directory/handbook).

Please contact the synod office if you would like more information.  
507-637-3904

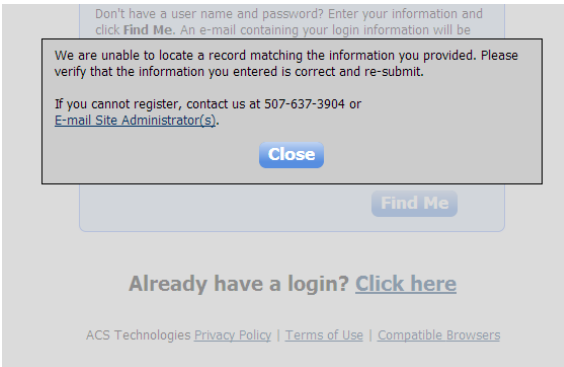
Screen Shot 1



**Already have a login? [Click here](#)**

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Screen Shot 2



Screen Shot 3

New Account Verification for Southwestern Minnesota Synod of the ELCA



Inbox x



Southwestern Minnesota Synod of the ELCA <notifications@accessacs.com>  
to me ▾

1:11 PM (0 minutes ago) ☆



Thank you for registering with Southwestern Minnesota Synod of the ELCA!

Your user name is KristinBakeberg

Please verify your account and set your password by clicking this link:

<https://secure.accessacs.com/access/newpassword.aspx?vc=ce489dc9-f6f4-4ef2-8a84-e7f70ee1bb0e&sn=143587&nav=635416350651653104>