ACS Tip of the Week

Access ACS – Tip 5
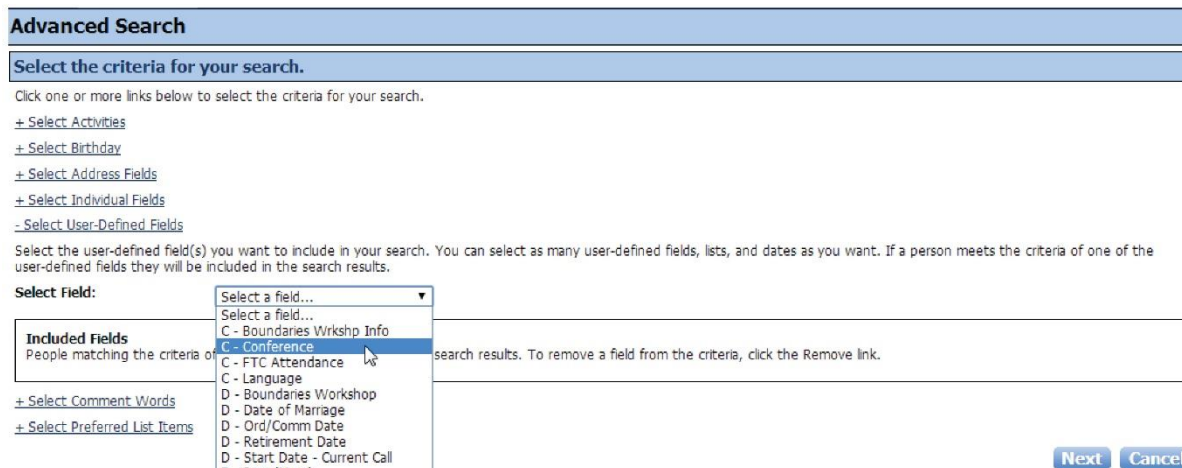**How to people search in your conference**

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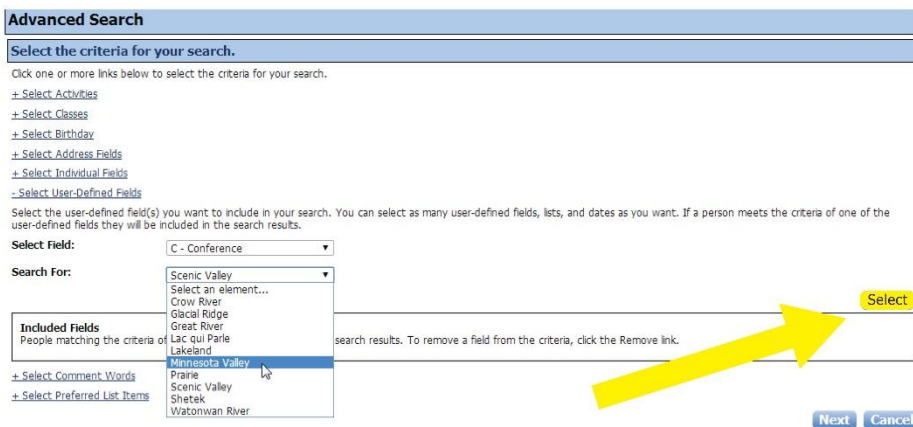
Screen Shot 1 -

Click **+ Select User-Defined Fields**. Then select field: **C- Conference**. *(Screen Shot 2)*

Screen Shot 2 -

Select the conference you wish to search and Click **Select**. *(Screen Shot 3)*

Screen Shot 3 -

You will see the conference you select in the Included Fields box, Click **Next**. *(Screen Shot 4)*

Screen Shot 4 -

You will then see a list of all the people that are listed in that conference. *(Screen Shot 5)*

Screen Shot 5 -

Only church staff, congregation council officers, and synod boards/committees will be in Access ACS. If congregations have not updated their leadership data this will reflect on your results.

If you want to define your search to be more specific go to Access ACS – Tip 6