

# ACSI Tip of the Week

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

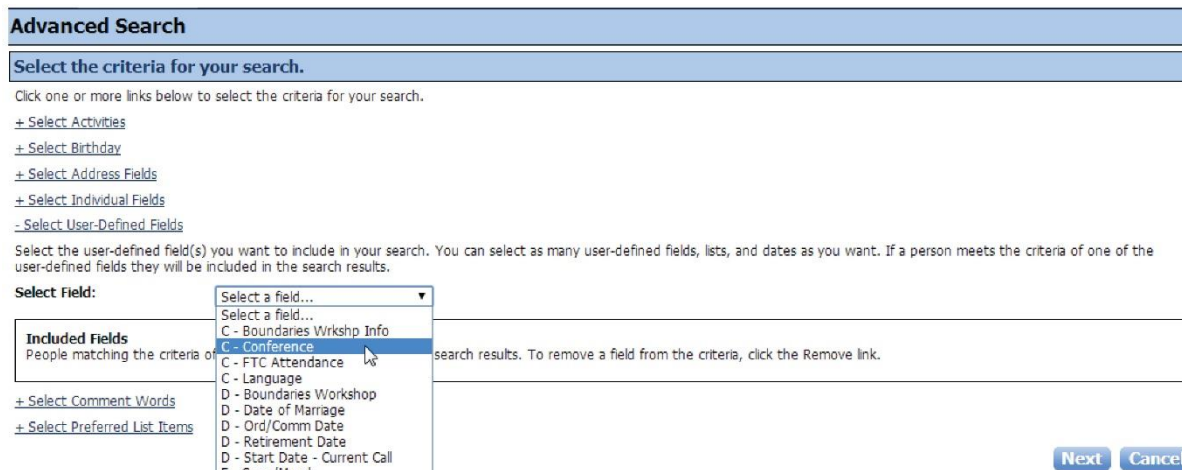
Login to Access ACS. On the homepage you will see a Directories tab in the upper left-hand corner, click Advanced Search. (Screen Shot 1)

Screen Shot 1 -



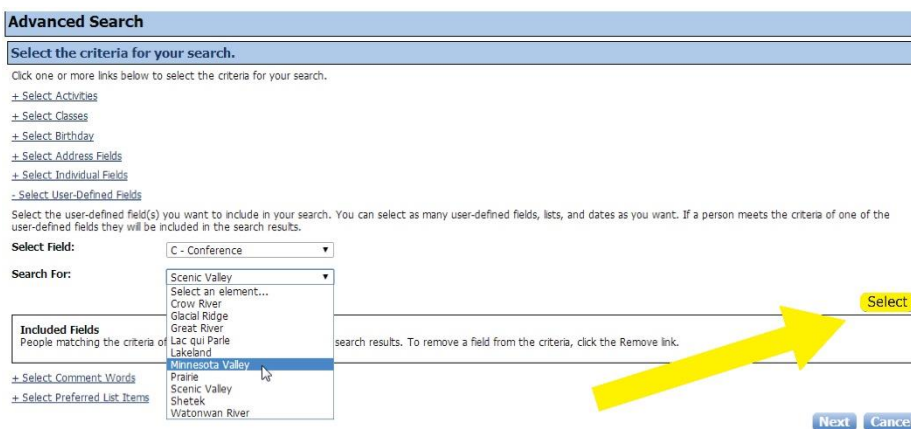
Click + Select User-Defined Fields. Then select field: C- Conference. (Screen Shot 2)

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 -**

Select Field:

**Included Fields**  
People matching the criteria of these fields will be included in the search results. To remove a field from the criteria, click the Remove link.

Field Name	Value	Remove
C - Conference	Scenic Valley	

[+ Select Comment Words](#)  
[+ Select Preferred List Items](#)

**Next** **Cancel**

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

**Screen Shot 5 -**

**Southwestern Minnesota Synod**  
**Evangelical Lutheran Church in America**  
God's work. Our hands.

Welcome, Kristin Bakeberg [Help Centers](#) [Report a Problem](#) [More Info](#) [Sign Out](#)

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**Search Results**  **Go**

Name	Location	E-mail Address
<a href="#">Alms, Eugene Rudolph (Gene)</a>	Lake Crystal, MN 56055	
<a href="#">Anderson, Jon Verlyn</a>	Redwood Falls, MN 56283-0499	
<a href="#">Anderson, Owen</a>	Fairfax, MN 55332	
<a href="#">Anderson, Sandy</a>	Revere, MN 56166	
<a href="#">Anderson, Wendy</a>	Bird Island, MN 55310	
<a href="#">Bailey, Paul Reelyn</a>	Belview, MN 56214	
<a href="#">Baker, Travis Allen</a>	Belview, MN 56214	

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