

## FOR COMPUTER ACCESS to ShelbyNext:

[CLICK HERE](#) to access Concordia's new Online Directory on your computer.

1. Concordia's Online Directory login screen will appear (see below). Enter your username with the following format: Firstname.Lastname. (For example, John Smith's username would be John.Smith). Since this is your first time logging in, click on "Forgot Password" at the bottom of the screen.



The screenshot shows the login interface for Concordia Lutheran Church. At the top is the church's logo, which includes a red heart with a white cross and the text "CONCORDIA Lutheran Church". Below the logo is a "Sign In" section with two input fields: "Username" (with a person icon) and "password" (with a lock icon). A "Login" button is positioned below the password field. At the bottom of the form, there is a link labeled "Forgot Password".

2. The Forgot Password screen will come up (see below). Enter in either your username or the email address where you receive church emails and then click "Send Password".



The screenshot shows the "Forgot Password" screen for Concordia Lutheran Church. At the top is the church's logo, which includes a red heart with a white cross and the text "CONCORDIA Lutheran Church". Below the logo is a "Forgot Password" section with a single input field labeled "Username or Email". A "Send Password" button is positioned below the input field. At the bottom of the form, there is a link labeled "Login".

3. You will receive an email (like below) with a **temporary password** to use to log in for the first time. [If you do not see the email from Concordia Lutheran Church in your Inbox, check to see if it is in your SPAM folder.]

**From:** Concordia Lutheran Church <[noreply@shelbynextchms.com](mailto:noreply@shelbynextchms.com)>  
**Date:** August 14, 2017 at 11:39:22 AM CDT  
**To:** John Smith <[johnsmith@gmail.com](mailto:johnsmith@gmail.com)>  
**Subject:** [Shelby Next ChMS] Your password has been reset.

Your password has been reset. Your new login information is below.

Username: John.Smith  
Password: 1aaae2912a

[You can login here.](#)

Once you login, you can change your password by clicking your name in the top right corner and then by going to the "Account" section.

--Shelby Next ChMS--

4. Click on [You can login here](#) within the text of the email. Enter your username (Firstname.Lastname) and the password provided for you in the email. This is a temporary password for you to use to log into the Online Directory for the first time.
5. Once you are logged into the system, your profile page will come up. You can change your password by clicking the word "**Account**" right below your name. Type in the password you want to use in the Password and Confirm Password boxes. Then hit **Save** at the bottom of the screen.

The screenshot shows a user profile page with a navigation menu at the top containing 'View', 'Edit', 'Giving', and 'Account'. Below the menu is a 'Credentials' section with a 'Username' field containing 'John.Smith'. Below that is a 'Password' section with two empty input fields. A note below the password fields reads: 'To change the password, enter the new password in both boxes.' At the bottom is a 'Confirm Password' field, also empty.

6. Click **View** to see your profile. If you need to update anything, click on **Edit** at the top of the screen. If there is no picture with your profile, we did not get one from you. Submit an electronic file to Katie Mulchek ([kmulchek@ckhome.org](mailto:kmulchek@ckhome.org)) to get your family photo included in the Directory.
  
7. To see the online directory, click **Directory** on the left side of your screen. Click on a person's name to see their public information. To see a list of all the members, click on **Show All** at the bottom of the screen.
  
8. To search the Directory,
  - a. Click on **Show All** at the bottom of the screen.
  - b. **For PC users**, hit **Ctrl F** (the **Ctrl** and **f** buttons on your keyboard). **For Mac users**, hit **Command F** (the **Command** and **f** buttons on your keyboard). It will bring up a search box at the top right corner of your screen.
  - c. Type in the name you are looking for (first or last name). It will highlight the first name that matches. If there is more than one person with that name, it will highlight all.
  - d. There are arrows in that search box that lets you scroll between the various matches to find the one you want.
  - e. With your mouse, select the name you want and it will open up their record.
  
9. Click on the **Giving** tab under your profile to see your pledges and gifts. **(only you can see your giving details – you can't see others)**
  - a. Click on **Show All** if you would like to see all of your Giving.
  - b. To print your giving reports, click on the small box with an image of a gear, on the right side above your pledges and giving. Click on **GO** at the bottom of the screen. A file will be generated with your giving for the past year.
  
10. To see the church calendar, click on the **Calendar icon** on the top right hand side of the screen. You can see the events in multiple views (month, week, day, or agenda). To get back to your profile or the directory, click **PEOPLE** in the upper right of the Calendar screen.

11. To go back to your profile from the Directory or to Logout, click on the circle on the upper right side of your screen.

You can only login if you are in our database, using the name we have you listed under (ex. David vs. Dave).

If you have any problems, contact Katie Mulchek at [kmulchek@ckhome.org](mailto:kmulchek@ckhome.org) or 314-822-7772.