

## **YOUR ONLINE CHURCH DIRECTORY**

### **FAQ'S – ACS Online Church Database**

#### **What is ACS Access?**

ACS stands for Automated Church Systems. It is a database for keeping information about our members – primarily contact information. It can also be used to look up groups of people such as choir members or Sunday School classes. It is used on a daily basis in our church office, and it is the equivalent of an online church directory.

#### **Who will have access to my information? And what information of mine will be available?**

Only church members who have requested a username through our secure server will have access to the database. You may choose to have any portion of your information unpublished.

Currently, the type of information being utilized by our database includes:

Home Address

Home, Cell and Work Phone Numbers

Email Address if applicable

Family Relationships, including names and ages of children and other family members who might be church members

#### **What if I don't want my information online?**

You may choose to have your information kept private – any portion or all of it – but we hope you will recognize the benefit of your information being easily available to other church members. If you create an account, it is understood that at least a portion of your personal information will be made available to other members, though it is not required. Sharing information is an internet courtesy.

Our database website is password-protected under a 128-bit encryption – the same type of security used by banks. The only people who will have access to the information are church members. The information which they can access is little more than the information found in our church directory.

#### **How do I open an account?**

If our records include your email address, you may log on to the website at any time and create an account. If our records do not include your email address, you must call the church office to update your information with an email address or you may request an account.

#### **How many accounts can I get?**

Every member of your family may request their own personal account. It is important that you do not share your account information with anyone.

#### **How long will it take to get an account?**

As soon as you receive confirmation of your account, you will have immediate access to the database.

#### **Is there a fee for this service?**

No, there is no fee to church members who have an account; there is also no additional fee for the church. ACS is a program that we pay for on a monthly basis – this currently includes availability of contact information to staff members and a daily backup of information. The fee includes an unlimited number of users, so, the more people who utilize this resource, the more bang for our buck!

#### **What happens if I forget my password?**

It is very important that you remember your password or write it down in a safe place separate from your username. If you forget or lose your password, you may submit a request on the login page for a new password or you may send an email to [church@hamptonbaptist.org](mailto:church@hamptonbaptist.org).

### **Will I get spam if I create an account or if my information is public?**

No! Again, the only people who will have access to the information in the database are members of our church who have signed a user agreement. We trust that church members will not be utilizing the database for profit.

### **How do I find the database website?**

The link to the database will be available on the website at [www.hamptonbaptist.org](http://www.hamptonbaptist.org). This link is for members only and will require a password-protected login. Visitors will not be able to utilize this link beyond the login page; thereby they will not have access to any personal information.

As soon as you receive confirmation of your account, you will have immediate access to the database from anywhere that there is a computer with an internet connection – at home; at work; at a friend's, family member's or neighbor's house; or at any public computer (such as an airport or a library – just be sure to logout when you're done!). This is quite convenient when you're out of town on travel or in the event of an emergency evacuation!

It is recommended that you bookmark the login webpage on your personal computer and check the box for the site to remember you. (DO NOT do this on a public computer.) You will be required to enter your password every time you log in. After several minutes of inactivity, you will automatically be logged out. This feature cannot be disabled, as it is designed to protect members' information should you step away from your computer and someone else uses it after you.

### **Can I update my information or someone else's when I see that it is inaccurate?**

You may submit a change request through the database website. The database administrator will receive an email requesting the change, and it will be finalized through the church office.

### **Why are we doing this now?**

Because we have the resources and the need! It is important as a church community that we are able to contact one another when necessary.

Church directories are helpful, necessary even, but they are not effective for up-to-the-minute information about all our church members. Our online database will be updated daily!

Church directories are not always available for every individual member to have his or her own directory at home, at work, and for travel. This database is available to anyone with access to the internet!

If a member needs contact information after church office hours (*or during*) and cannot locate a directory, this database is an excellent resource!

We also hope that, in the event of an emergency or natural disaster that requires evacuation of our region, this online database will expedite the process of checking on our fellow church members.

### **Who do I contact if I have questions or problems?**

Feel free to email or call the church office with questions or concerns.

**Final words** – We on the staff of Hampton Baptist are very excited about the possibilities this database creates for Keeping You Connected! We hope you will view this online database with the positive outlook that the secure site is a welcome addition to our arsenal of ways to remain a uniquely close congregation.