

HOW TO LOG IN (if you are a member)

And other commonly asked questions

How to get Tech Help:

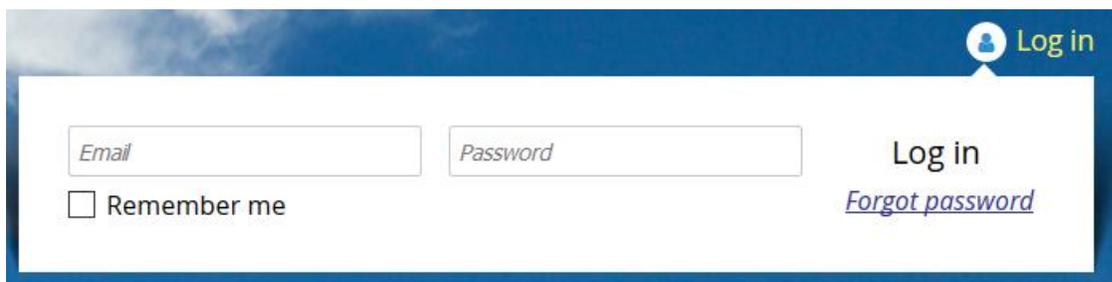
If you see errors on the site, misspelled words, misinformation, you'd like to add or remove a photo, etc. Please do not hesitate to contact the Technology Committee chair, currently Brittany. You may also leave a message at our church phone number.

How to log in:

Select the Log-In Button in the upper right part of the screen



It will pop up with an image like this:



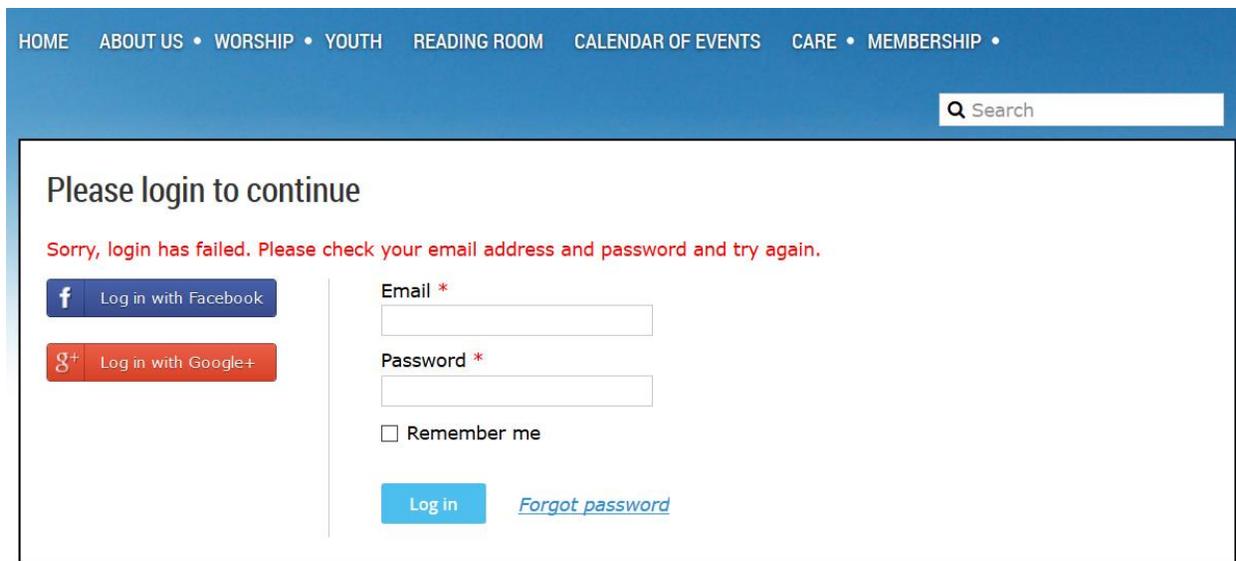
Type in your Email in the first box and your Password in the second. Then press "Enter" on your keyboard or click the "Log in" words to the right.

If that works: you will know you are logged on because it will show your name in the upper right and you will be able to access membership information, as well as board information if you are part of the board.



ERROR MESSAGE: logging in does not work

If it fails to log you in right away it will change the screen to this:



Try typing in your email and password in these boxes. If this does not work, check that you have Caps Lock turned off. Check to see if you have the proper ending to your username (ex. [name@gmail.com](#) or [teacher@school.edu](#) or [friend@yahoo.com](#) or [person@comcast.net](#)). If you can't remember your password or the password does not seem to be working, you can reset it.

1st confirm you are using the correct user name, read instructions below:

2nd reset your password (scroll farther down)

I can't remember my user name:

User names are based on the email you have on file. You can ask another member to log in and they can look to see what email it lists under membership directory



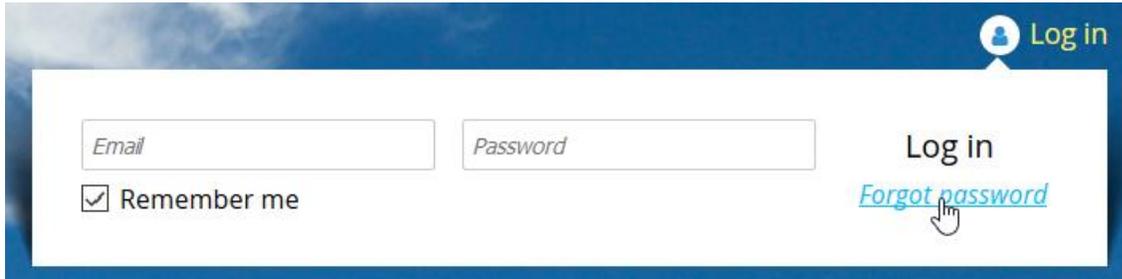
Or you can ask Brittany, the current Technology Committee Chair.

Once you know your username, you'll need to change your password, if you can't remember that either.

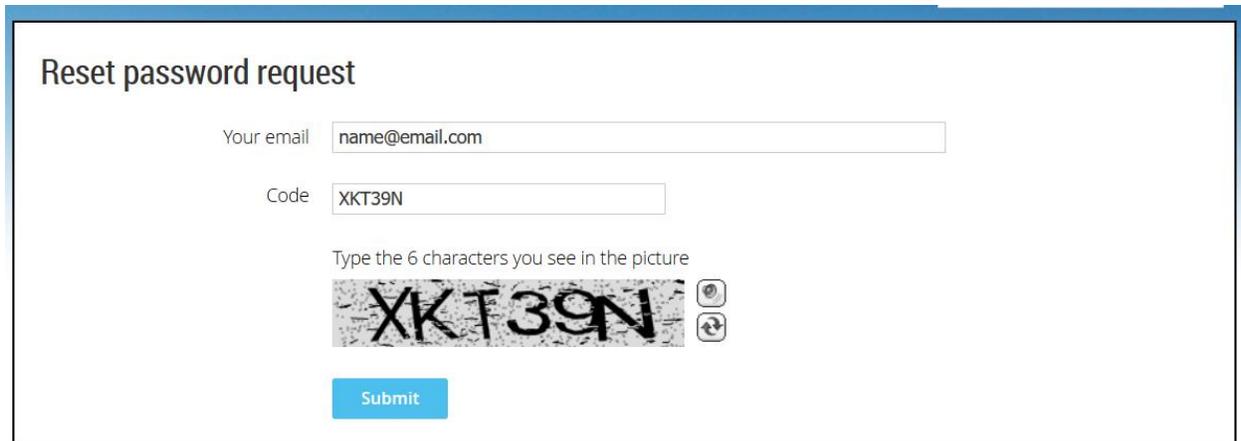
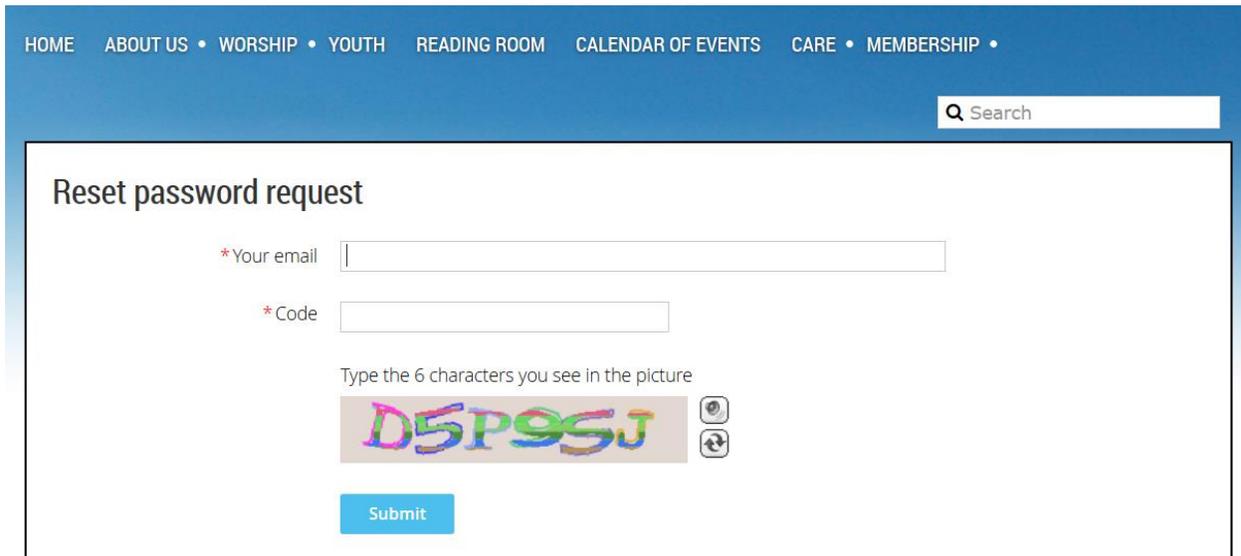
Please notify the Technology Committee Chair if you'd like to change your username/email

I can't remember my password:

First select the box to the right, when logging in



The new screen will show:



If you have trouble reading it, you may select  to hear it audibly or select  to change the image to regenerate a new one.

Then select "SUBMIT"

Reset password request

 Password reset instructions emailed. If you do not receive our email within a few minutes, please check your junk/spam filters and double-check the email address entered.

[Home](#)

Log into the email account that you used above. It may take up to 5 minutes for the email to come into your inbox so be patient.

First Church of Chr.  Choose a new password for your First Church of Christ, Scientist, Naperville account - I

The email will look like this:

Choose a new password for your First Church of Christ, Scientist, Naperville account

First Church of Christ, Scientist, Naperville admin@csnaperville.org via wildapricot.org
to me ▾

Hello

A request was made to recover a lost password for this email address at <http://www.csnaperville.org/>

To choose a new password go to:
<http://www.csnaperville.org/Sys/Password/Reset?id=b1da04df-b754-49b2-98c6-3c90292fa21e> 
(if the link does not open - please copy-paste the link into the address line of your browser).

If you did not request a new password at <http://www.csnaperville.org/>, you may safely disregard this email.

Many thanks,
First Church of Christ, Scientist, Naperville

Follow the instructions and select the middle link, it will open this:

Reset password

* New password

* Confirm new password

[Set new password](#)

Reset password

New password

Confirm new password

[Set new password](#)

Reset password

 Password has been changed successfully. Now you can log in with your new password.

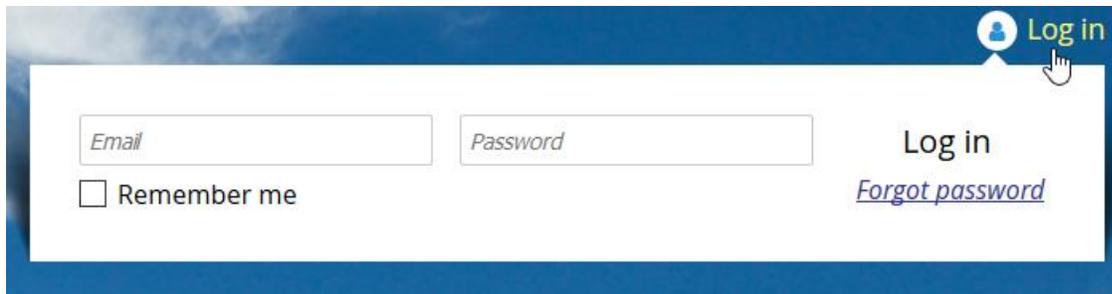
[Home](#)

Reset pa

 Pass

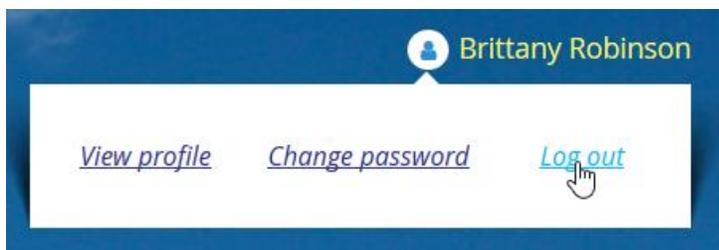
[Home](#)

This will take you back to the main screen, where you can log in using the upper right "Log In" button using your new password



How to LOG OUT:

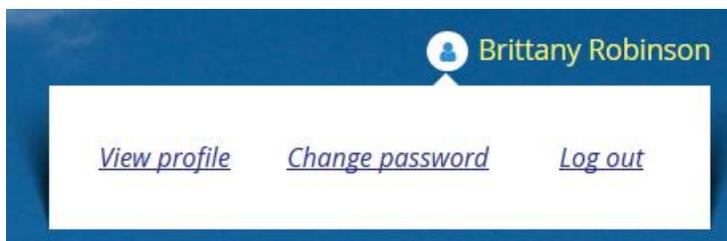
Once you are logged in finished you may want to log back out. To do so, select your name in the upper right corner and select "log out"



Make sure to log out if you are using a public computer such as at a library, hotel, or office. Otherwise others may be able to access your account.

How to change your password (if you didn't forget your old one)

Most IT professionals nowadays recommend changing passwords every so often, usually every 4-6 months. You may change your password as often as you'd like. First you must log in as usual and then click the upper right section with your name, select the middle option "change password", a new screen will pop up. Type in your old password and the new one twice.



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Q Search

Change password

Change password for Brittany Robinson

* Current password

* New password

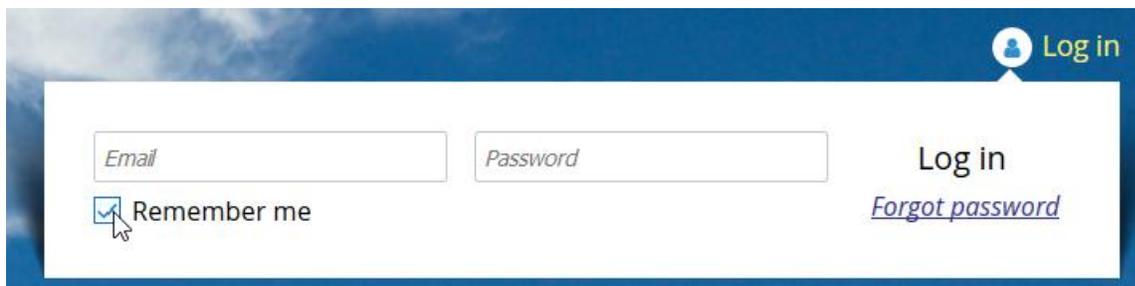
* Confirm new password

Save

Cancel

What does “remember me” mean? Should I use it?

If you wish for your personal computer to remember your username and password for you, this might be a good option. By selecting this before logging in, you do not need to re-log in every time you open the webpage, because the computer will remember what your information was.

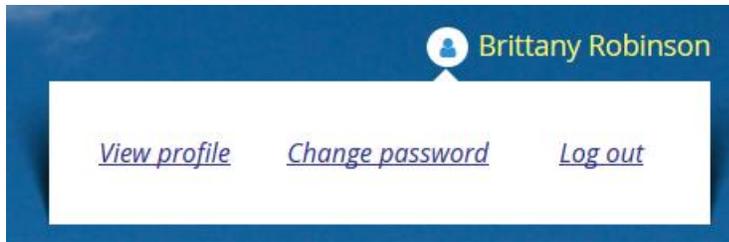


The image shows a login form on a website. At the top right, there is a 'Log in' button with a user icon. Below it, there are two input fields: 'Email' and 'Password'. To the left of the 'Log in' button, there is a checked checkbox labeled 'Remember me'. Below the 'Log in' button, there is a link that says 'Forgot password'.

Why not? → DO NOT USE THIS IF YOU ARE ON A PUBLIC COMPUTER! If you aren't using your own personal computer, such as at a library or office or hotel, then you should not have the computer remember your information. If it does, others at that place can log in using your information!

How to change your profile information

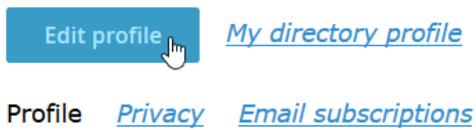
Address or email, etc...



First, log in and select “view profile”

Then select “edit profile”

My profile



When you are finished, make sure to save your changes at the bottom of the screen

