

Access ACS Login and Roster Management Instructions

1. To sign into Access ACS login screen by doing *one* of the following:
 - a. In an Internet Explorer address line field, type in the link:
<https://secure.accessacs.com/access/memberlogin.aspx?sn=94756>
 - i. Be sure to save as a favorite to avoid having to type it in each time.
 - b. www.acac.net then click on the following:
 - i. growth
 - ii. facilitator tools
 - iii. under Managing Rosters, click *Sign in and* the following screen will be displayed.

Member Login

ALLEGHENY
CENTER
ALLIANCE CHURCH

FOLLOWING JESUS
IN DIVERSE COMMUNITY

Welcome to Allegheny Center Alliance Church Sign In

Sign In

E-mail Address or User Name

Password:

Remember me

Forgot your [password](#) or [user name](#)?

Need a login? [Click here](#)

ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)

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2. Once you sign in (user name or email address and password), you will be brought to your dashboard.
 - a. To look at your roster, click on the name of your growth group in the *My Groups* section.
3. To enter attendance for your growth group:
 - a. Select *Mark Attendance* from the "I want to..." drop down list associated with your growth group.
 - b. Click *Go*.



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4. You will be brought to your roster screen where you should:
 - a. Be sure to select the **date** your growth group met by clicking on the calendar.

Mark Small Group Attendance

Small Group: B3-3 ACAC-U LL1/2 GW/KE

Marking Date: 6/26/2011

Mark Selected List: Present

Small Group Markings for 6/26/2011

Name ▲

Mark Small Group Attendance

Small Group: B3-3 ACAC-U LL1/2 GW/KE

Marking Date: 6/27/2011

Mark Selected List: Present

Small Group Markings for 6/27/2011

Name ▲

June, 2011						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

- b. Mark selected list should be *present* (this is the default).
- c. Deselect those who were not present by clicking the box beside their name. Those marked with a check mark will be marked as present.

Small Group Markings for 6/26/2011

<input type="checkbox"/>	Name ▲
<input checked="" type="checkbox"/>	John Doe
<input checked="" type="checkbox"/>	Suzie Smith
<input type="checkbox"/>	Diane Sawyer
<input type="checkbox"/>	Larry Jones
<input type="checkbox"/>	Kelly Karson
<input checked="" type="checkbox"/>	Mary Miller

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- d. Enter any visitors (or anything else you want to communicate to us) in the Visitors box, then click Submit. Be sure to be clear about adding or removing people from your roster.

Visitors	
Enter the names of the non-enrolled members and visitors.	
Visitors' Names: (separate each name with a semi-colon)	
<input type="text" value="Tony Thomas visited today but not sure if he will join. Jean Jones visited as well, please add to roster."/>	
<input type="button" value="Clear"/>	<input type="button" value="Submit"/>
<input type="button" value="Back"/>	

- e. A little box will pop up in the lower right hand corner of your screen indicating your attendance has been marked.