

How do I access and use Fourth's on-line Directory?

Before you start

- Be sure your current email address is on file in the church database. (Contact slong@4thpres.org if you're not sure.)
- Get your **database ID number** from the Welcome Center on Sunday mornings or by emailing slong@4thpres.org

To access the online directory for the first time

1. Go to the on-line directory webpage on Fourth's website:
<http://4thpres.org/resources/member-friends>
2. Click on the link "Launch on-line Directory"
3. Enter your database **ID number**.
4. To get a **temporary password**, click on "Have it emailed to me," (It will be sent to the email address that is on file with the church).
5. Retrieve your password from your email account. Then return to the directory webpage as listed above (# 1) **enter your ID number and temporary password.***

To look up and/or update your personal information

1. Once you have logged in, click on the "personal profile" tab just above the words "Secured Directory for Members and Friends." The information shown is what others will see.
2. Click on your name.
3. **IMPORTANT!!** – Look in the Directory security box on the lower left. Make sure the boxes are **CHECKED** that pertain to information you wish other viewers to see. If the box is not checked, the information will be hidden. Check the box "inherit my rights" (this must be done on the Head of Household's record) in order for your other family members to be able to log-on to the directory.
4. Check all the information on your record to make sure it's accurate. If not, correct it by typing in the correct information.
5. When finished checking all your information, click "update" at the bottom. **YOUR INFORMATION WILL NOT BE UPDATED FOR ALL TO SEE UNTIL THE DATABASE IS NEXT UPDATED FROM THE OFFICE. IT DOES NOT HAPPEN INSTANTANEOUSLY.**

To lookup others' (members/friends) information

1. Log onto directory (see step #5 above)
2. Click on the "Directory" tab.
3. Enter the person's name in the search field, or click on the letter associated with their last name. A picture, if available, will be displayed, along with a listing of the person's family members.
4. To check database by other options (first name, street address, city, state, zip code or email address), click on the down arrow next to the Last Name field and choose an option. Then enter the first portion of the field you have requested.

**To change your temporary password to one that you can easily remember, click on the "change password" link in the Personal Information box.*