

Apostles Link is our online directory and ministry organization program. Apostles Link is useful when looking for individual or family contact information and for communicating with others in your various groups: Sunday School class, Bible Studies or Ministry Teams. Apostles Link is not public information. Only those that have signed up for Apostles Link through our staff can access any information. Apostles Link is separate from Constant Contact, the email service provider we use to send *The Pulse e-newsletter*, birth and bereavement notices and most other church-wide announcements.

1. How do I get a username and password for Apostles Link?

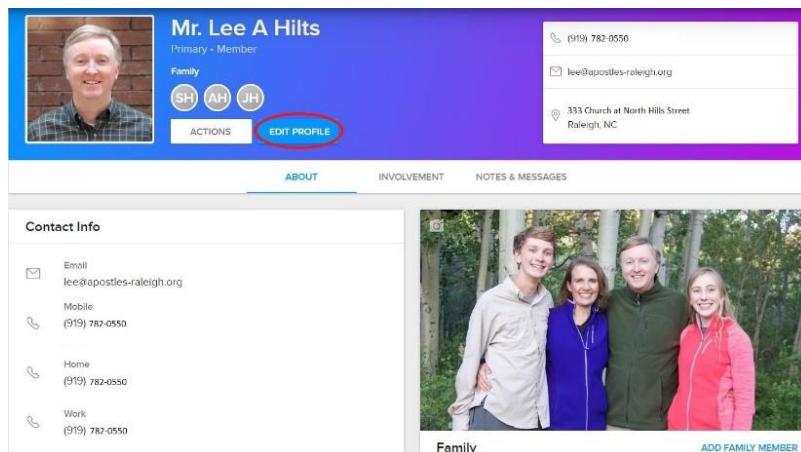
If you have never been set up with a username and password, or don't remember if you have been or not, email Marsha [{marsha@apostles-raleigh.org}](mailto:marsha@apostles-raleigh.org) and she can get you started.

2. I forgot my username and/or password. How can I find out what it is?

Go to apostleslink.org and select *Forgot username or password* under the login box. You will be sent an email that allows you to reset your password. If you are just unsure about your username, most likely it is your email address (the default setting). Before resetting everything, try using your email address as your username.

3. How do I update my personal profile information?

Once you have logged in, you can go to your profile by clicking your photo (or "no photo" icon) in the top right corner. Your profile page will look similar to Facebook or LinkedIn profiles. There is a blue *Edit Profile* button beside your photo at the top where you can update your information.



4. Am I required to have a photo?

You are not required to have a photo, but it is very helpful if you do! It is ideal to have a current individual photo and current family photo (if they also attend Apostles) on your profile.

5. Why can't I see someone's contact information? Who can access Apostles Link?

Users have the option to make any of your contact information not visible to other users, but it is helpful to have it available. You can only see people who are in your groups. Only those that have signed up for Apostles Link through our staff can access any information. Apostles Link is not public.