

Access ACS Member Login Guide

1. Using an internet browser, go to www.directory.nycpresbytery.org
2. The Access ACS login screen will display.
3. Click **Get your user name and password** under the heading called **Not Registered?** Located on the right side of the screen.
4. Enter your first name, last name, and email address. The suffix field is optional. When you have entered the information, click the **Register** button. **Note: Your First Name, Last Name and email address MUST match with our database or you will not be given an account.** If you encounter any difficulty with this information or are not sure, please contact [Yzette Swavy-Lipton](mailto:Yzette.Swavy-Lipton).
5. You will receive an email containing your username and password for logging in to Access ACS. When you have received the email, return to the Access ACS link www.directory.nycpresbytery.org.
6. Enter the username and password sent to you by email in the fields provided.
7. The system will require you to change your password with the first successful login. Enter a password of your choice.

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](#)

Account Sign Up

Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.

E-mail Address

First Name Last Name Suffix

Already have a login? [Click here](#)

Updating Your Information

Once you establish your account and log in, your first task is to update your information.

1. In the left column of your screen, click ***My Complete Profile***. You will see all the information we currently have on file for you in our system.
2. When your record appears, click the “edit” button near the upper right of your screen to see all your data in a single screen editable format.
3. First, please review the **spelling of your name** in the ***Personal Information*** portion of your screen. We also ask that you submit your **date of birth** here so that we can compile required statistical reports by age.
4. In the ***User Defined*** section, please select your **borough** and **ethnic group**. Teaching elders should also verify their **presbytery of ordination**, **ordination date**, and **retirement date**.
 - For **borough**, please select the *borough of the church that you attend*. Teaching elders who do not serve a congregation should select “at-large.”
 - For **ethnic group**, please choose the most appropriate option for how you would identify yourself based on the list given. We recognize that this is not a complete list, but we use the list of ethnic groups approved by the General Assembly for our system so that we can match our records to appropriate statistical reports.
5. Under ***Addresses***, check the addresses listed. Click an address to update it. The address labeled “Org” is associated with an organizational record (i.e., your church). It cannot be deleted from your personal record.
6. Under ***Phone Numbers***, check the information listed. Click a phone number to update it.
 - If you wish to add a phone number that is not shown here, click “add phone number.”
 - To delete a phone number, click the number, then check the box “delete phone number.”
 - You may mark a phone number “unlisted” to indicate that it should not be published in the directory. It will still be available to presbytery staff. We ask that all persons have at least one phone number listed.

- Please mark one phone number as “preferred.” This may not show up on your main screen properly, but when you click a number you can check a box to indicate your preference that will be reflected in the system.
7. Repeat the above steps for the ***Email Addresses*** section. You may also complete the ***Social Media*** area if you wish to include a link to Facebook, Twitter, or a website.
 8. You may upload a photograph with your directory information by clicking “Personal Photo” at the top right of your screen.
 9. When you have finished updating information, **you must click the submit button** at the top or bottom of your screen to submit your change request. You will not see any updates on your screen until they have been reviewed and approved by presbytery staff.

Frequently Asked Questions

How secure is my data?

The confidentiality of your data is our utmost priority. Only the data that would be published in a printed directory is available online to registered users. Our software provider is ACS Technologies, the largest developer of church management software in the industry. They have a secured Website that we access which is housed in a secured data center and is subject to period security audits to ensure safety and privacy of your data.

How do I change contact information for my church?

Church contact information cannot be changed online at this time. Please submit any such updates to the Stated Clerk at sc@presbynyc.org.