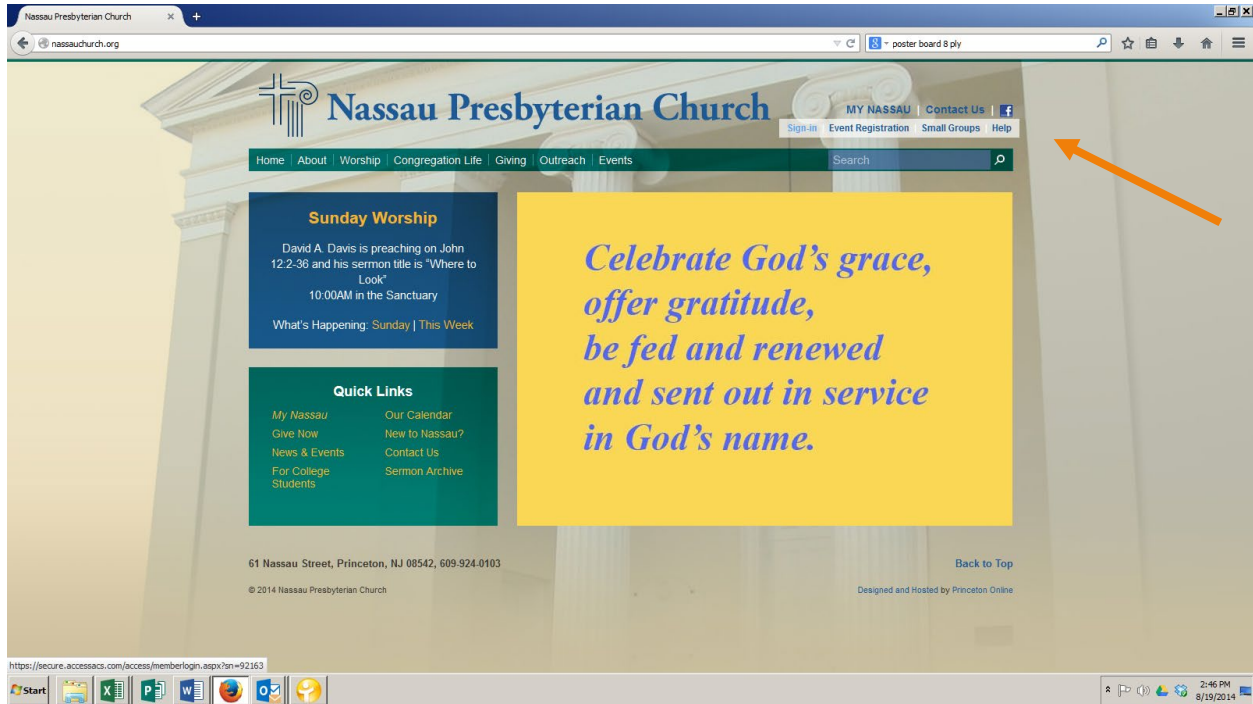


Church School on *MyNassau*

1 LOG IN TO *MYNASSAU*

1.1 HOVER OVER MY NASSAU ON THE NPC HOME PAGE (WWW.NASSAUCHURCH.ORG), CLICK SIGN-IN



Sign in Screen:

The screenshot shows the 'Sign In' screen of the Nassau Presbyterian Church website. It features a header with the church logo and a green banner that reads 'Welcome to Nassau Presbyterian Church Sign In'. Below the banner, there is a 'Sign In' form with two input fields: 'E-mail Address or User Name' and 'Password'. There is also a checkbox for 'Remember my Username' and a 'Sign In' button. Below the form, there is a link that says 'Forgot your password or user name?'. At the bottom of the form area, there is a link that says 'Need a login? Click here'. The footer of the page includes the text 'ACS Technologies Privacy Policy | Terms of Use | Compatible Browsers'.

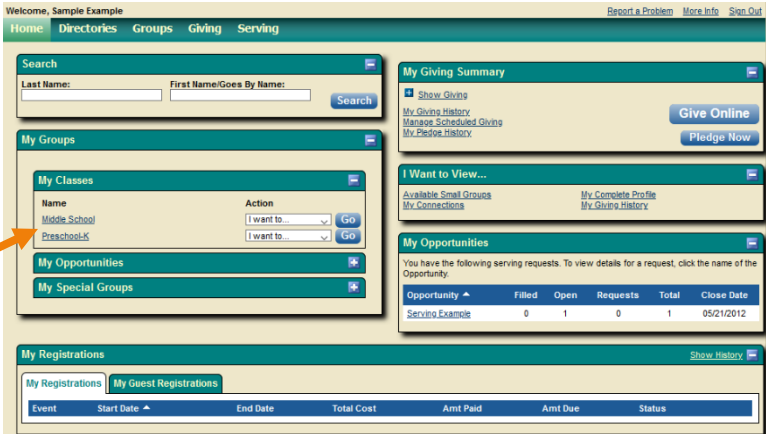
User Name:

Password:

Church School on *MyNassau*

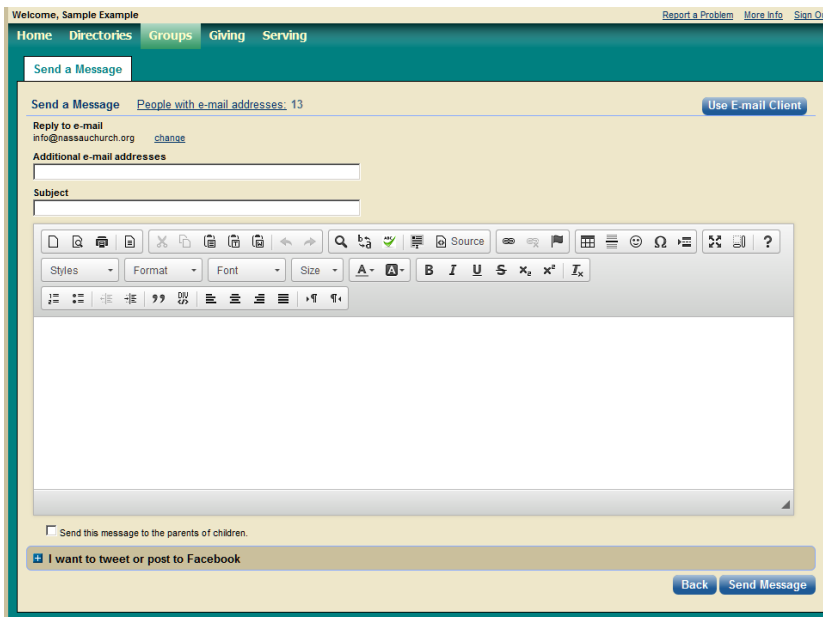
2 UNDER “MY GROUPS” FIND “MY CLASSES”

Choose Action Item (samples below) from drop down list, click down list, click “Go”



The screenshot shows the 'My Groups' section of the MyNassau website. It includes a search bar, a 'My Giving Summary' box, and a 'My Opportunities' box. The 'My Groups' section is expanded, showing 'My Classes', 'My Opportunities', and 'My Special Groups'. An orange arrow points from the text box to the 'My Classes' link.

2.1 “SEND A MESSAGE” TO CREATE AN EMAIL TO THE MEMBERS OF THIS GROUP.



The screenshot shows the 'Send a Message' form in the MyNassau website. It includes a 'Send a Message' button, a 'People with e-mail addresses: 13' link, a 'Use E-mail Client' button, a 'Reply to e-mail' field, a 'Subject' field, a rich text editor, a checkbox for 'Send this message to the parents of children.', a checkbox for 'I want to tweet or post to Facebook', and 'Back' and 'Send Message' buttons.

Give your email a meaningful subject line

Type out your message

Check the box at the bottom “Send this message to the parents of children.”

Click “Send Message”

If you decide not to send this message, click “Back”

If you want to send an attachment – to NOT type your message here.

- Check the box at the bottom “Send this message to the parents of children.”
- Click the “Use E-mail Client” button to transfer email addresses to a new email in your own email client.
- Proceed to create the email and send as you usually would.

Church School on *MyNassau*

2.2 PRINT DIRECTORY

The screenshot shows the 'MyNassau' website interface. At the top, there's a navigation bar with 'Home', 'Directories', 'Groups', 'Giving', and 'Serving'. Below this, a section titled 'I want to:' contains four radio button options: 'Print an Individual Directory' (selected), 'Print a Family Directory', 'Print an Individual Directory with photos', and 'Print a Family Directory with photos'. A 'View Directory' button is located at the bottom right of this section. The top of the page also includes a welcome message 'Welcome, Lauren Yeh' and links for 'Report a Problem', 'More Info', and 'Sign Out'.

Choose the kind of directory and click “View Directory”

Opens a new tab in your internet browser, you can print from there.

Individual Directory:

This screenshot shows the 'Individual Directory' print page for the 'Preschool-K' group. The page has a title 'Preschool-K' and a 'Print' button. It lists two individuals: 'Example, Bad' and 'Yeh, Emily'. 'Example, Bad' is listed with a contact email 'office@nassauchurch.org'. 'Yeh, Emily' is listed with her address '158 Coburn Rd, Pennington, NJ 08534-5144', her email 'eyehnj@gmail.com', and her home phone number '609-818-0158'.

Family Directory:

This screenshot shows the 'Family Directory' print page for the 'Preschool-K' group. The page has a title 'Preschool-K' and a 'Print' button. It lists two families: 'Example, Sample' and 'Yeh, Lauren & Kent'. 'Example, Sample' is listed with a contact email 'office@nassauchurch.org' and the name 'Bad, Good'. 'Yeh, Lauren & Kent' is listed with their address '158 Coburn Rd, Pennington, NJ 08534-5144', their email 'lyehnj@gmail.com', their cell phone number '609-577-8787', and the name 'Emily'.

Use the back-arrow button in your internet browser to get back to My Nassau.

Church School on *MyNassau*


2.3 MARK ATTENDANCE


Welcome, Sample Example [Report a Problem](#) [More Info](#) [Sign Out](#)

[Home](#) [Directories](#) [Groups](#) [Giving](#) [Serving](#)

Mark Attendance

Class to be Marked: Church School -> Children -> Virtual -> Preschool-K

Marking Date: 9/13/2020 


Event: Church School 


[Go](#) [Back](#)


Select the date of the class – and click “Go” The list of students & teachers registered in the class will appear:

Mark Attendance

Class to be Marked: Church School -> Children -> Virtual -> Preschool-K

Marking Date: 9/13/2020 

Event: Church School 

Mark Selected List: Present 

0 Marked + 0 Additional = 0

[Submit](#) [Back](#)

Confirm Your Selections

<input type="checkbox"/>	Name	Class	Position	Phone	E-mail
<input type="checkbox"/>	Boden, Christian Guenther	Preschool-K	Church School Student	917-608-5247	elisabeth_morikawa@yahoo.com
<input type="checkbox"/>	Colvin, Constance	Preschool-K	Church School Student	509-299-4125	colvinck@gmail.com
<input type="checkbox"/>	Deptula, Kennedy Susan	Preschool-K	Church School Student	None	allisondeptula@gmail.com
<input type="checkbox"/>	Donaldson, Jack Edward Gerald	Preschool-K	Church School Student	609-924-4631	
<input type="checkbox"/>	Garrison, Amelia	Preschool-K	Church School Student	310-560-4448	amy923@yahoo.com
<input type="checkbox"/>	Gerba, Trent Maxwell	Preschool-K	Church School Student	732-438-5374	tmgerba@gmail.com
<input type="checkbox"/>	Gregg, Astrid	Preschool-K	Church School Student	215-354-6470	daisy_obrien1@yahoo.com
<input type="checkbox"/>	Hammill, Alura Rose	Preschool-K	Church School Student	215-270-2036	ahillatona@gmail.com
<input type="checkbox"/>	Ruddy, Margaret (Maggie)	Preschool-K	Church School Student	781-258-8351	caranatale@yahoo.com
<input type="checkbox"/>	Tramontana, Mabel Julie	Preschool-K	Church School Student	609-468-2478	emck323@gmail.com
<input type="checkbox"/>	VanLaningham, Katherine Eleanor Dianne (Kate)	Preschool-K	Church School Student	973-307-4992	erik.vanlaningham@emerson.com
<input type="checkbox"/>	Whitaker, Lennon	Preschool-K	Church School Student	334-399-3159	kodywhit@gmail.com
<input type="checkbox"/>	Wolff, Avery	Preschool-K	Church School Student	None	kristenwolff08@gmail.com
<input type="checkbox"/>	Zorn, Isabel	Preschool-K	Church School Student	None	mpobre@gmail.com

Comments

Share additional names or comments with group leaders or staff (separate each name with a semicolon)

Click the check box next to the names of all the students & teachers that were present, add any new students, teachers in the Comment Box and click the “Submit” button.

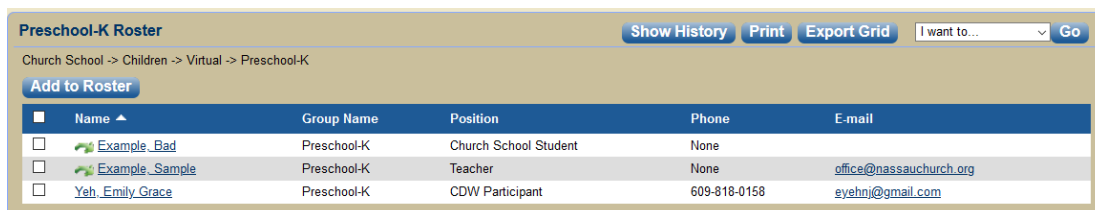
Church School on *MyNassau*

3 TO VIEW A GROUP ROSTER,

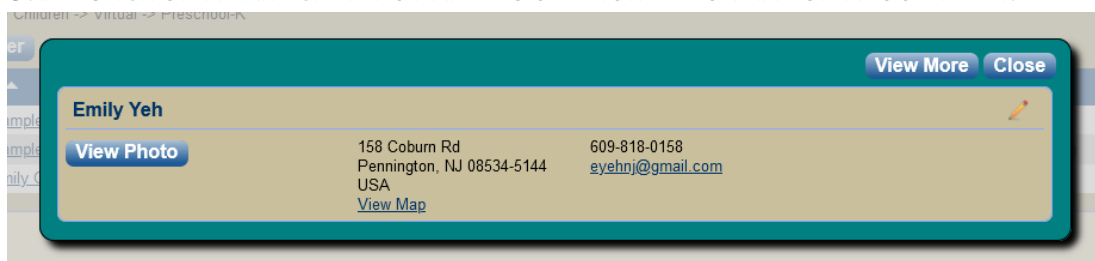
3.1 CLICK ON THE CLASS NAME UNDER “MY GROUPS: MY CLASSES”



Roster:



3.2 CLICK ON A PARTICIPANT'S NAME TO SEE MORE INFORMATION ABOUT THEM:



Click “View More” to find parent names and contact information:

