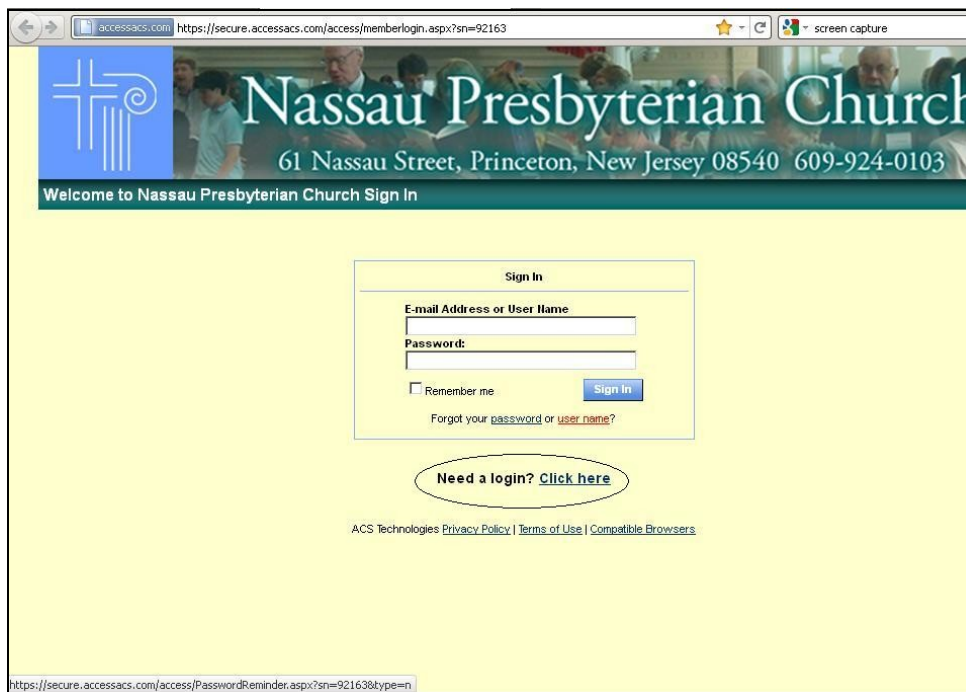


The My Nassau login screen will display

A. If you already have set up an account enter your e-mail address or user name and password and click the **Sign In** button. You will be taken to you're My Nassau Home Page.

B. If this is your first time to sign in you will need a login. To obtain a login, click on **Click Here**



The screenshot shows a web browser window with the URL <https://secure.accessacs.com/access/memberlogin.aspx?sn=92163>. The page header features the Nassau Presbyterian Church logo on the left and the text "Nassau Presbyterian Church" in a large, serif font. Below the name, the address "61 Nassau Street, Princeton, New Jersey 08540" and phone number "609-924-0103" are displayed. A dark green banner below the header reads "Welcome to Nassau Presbyterian Church Sign In". The main content area is light yellow and contains a "Sign In" form. The form has two input fields: "E-mail Address or User Name" and "Password:". Below the password field is a checkbox labeled "Remember me" and a blue "Sign In" button. A link "Forgot your password or user name?" is positioned below the form. Below the form is a button labeled "Need a login? Click here". At the bottom of the page, there are links for "ACS Technologies Privacy Policy", "Terms of Use", and "Compatible Browsers". The browser's address bar at the bottom shows the URL <https://secure.accessacs.com/access/PasswordReminder.aspx?sn=92163&type=n>.

I. The Account Sign Up screen will display

The screenshot shows the 'Account Sign Up' form on the Nassau Presbyterian Church website. The header includes the church logo, name, and contact information: 'Nassau Presbyterian Church', '61 Nassau Street, Princeton, New Jersey 08540', and '609-924-0103'. Below the header is a green bar with the text 'Welcome to Nassau Presbyterian Church Sign In'. The main content area is yellow and contains the 'Account Sign Up' form. The form has a title 'Account Sign Up' and a paragraph of instructions: '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.' The form fields are: 'E-mail Address' (text input), 'First Name' (text input), 'Last Name' (text input), and 'Suffix' (dropdown menu). A blue 'Find Me' button is located below the fields and is circled in red. Below the form is a link: 'Already have a login? [Click here](#)'. At the bottom, there are links for 'ACS Technologies Privacy Policy', 'Terms of Use', and 'Compatible Browsers'.

II. Enter your first name, last name and email address. The suffix field is optional. When you have entered the information, click the **Find Me** button. **Note: Your First Name, Last Name, and E-Mail Address MUST match with our database or you will not be given an account.** If you do not have an e-mail address on file, then please email this information to office@nassauchurch.org

III. You will receive an email containing your username and password for logging in to Access ACS. When you have received the email, return to our website and click on _____

IV. Enter the username and password sent to you by email in the fields provided. Click the **Sign In** button

The screenshot shows the 'Sign In' form on the Nassau Presbyterian Church website. The header is identical to the previous screenshot. Below the header is a green bar with the text 'Welcome to Nassau Presbyterian Church Sign In'. The main content area is yellow and contains the 'Sign In' form. The form has a title 'Sign In' and two input fields: 'E-mail Address or User Name' and 'Password:'. Below the fields is a checkbox labeled 'Remember me' and a blue 'Sign In' button. Below the button is a link: 'Forgot your [password](#) or [user name](#)?'. Below the form is a link: 'Need a login? [Click here](#)'. At the bottom, there are links for 'ACS Technologies Privacy Policy', 'Terms of Use', and 'Compatible Browsers'. The browser address bar shows 'https://secure.accessacs.com/access/memberlogin.aspx?sn=92163'.

V. The system will require you to change your password with the first successful login. Enter a password of your choice. The password must be at least 6 characters, include an Uppercase letter, Lowercase, letter, and either a number or symbol.

Nassau Home Page Information

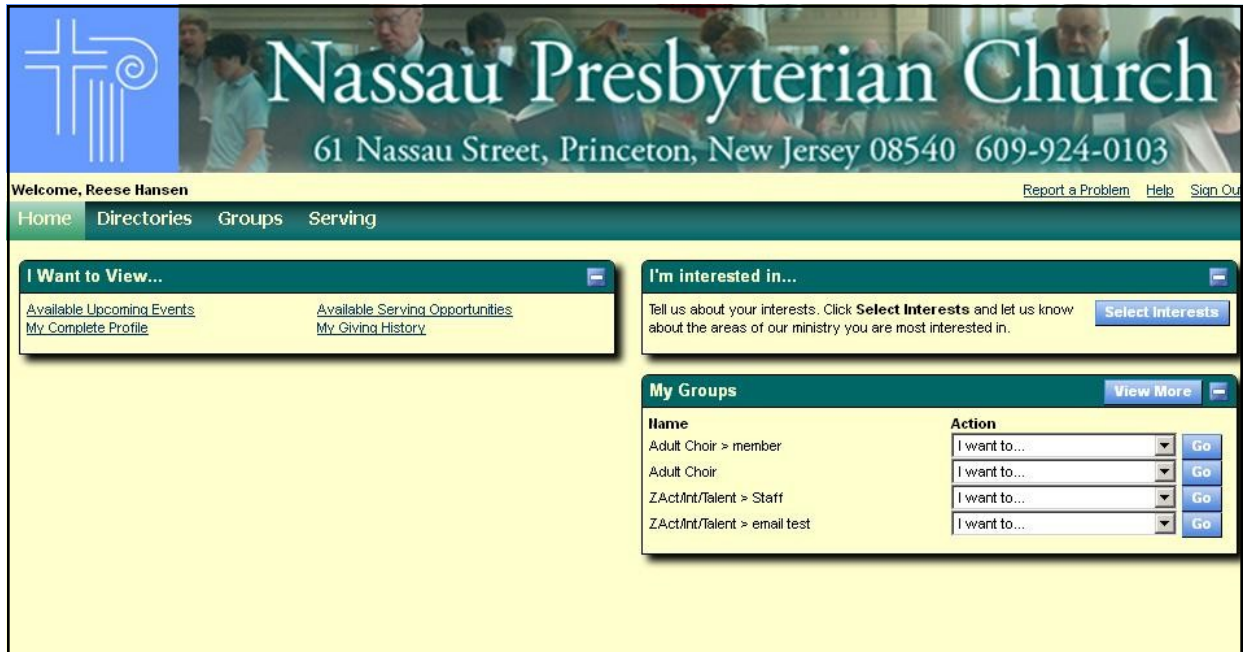
The screenshot shows the home page of the Nassau Presbyterian Church website. At the top, there is a blue header with the church's logo on the left and the text "Nassau Presbyterian Church" in a large, white, serif font. Below the name, the address "61 Nassau Street, Princeton, New Jersey 08540" and phone number "609-924-0103" are displayed in a smaller white font. A yellow navigation bar contains the text "Welcome, Reese Hansen" on the left and "Report a Problem", "Help", and "Sign Out" on the right. Below this is a green navigation bar with the links "Home", "Directories", "Groups", and "Serving". The main content area is yellow and features three primary sections: 1. "I Want to View..." with links for "Available Upcoming Events", "My Complete Profile", "Available Serving Opportunities", and "My Giving History". 2. "I'm interested in..." with a text prompt and a "Select Interests" button. 3. "My Groups" with a "View More" button and a table listing groups and actions.

Name	Action
Adult Choir > member	I want to... <input type="button" value="Go"/>
Adult Choir	I want to... <input type="button" value="Go"/>
ZAct/Int/talent > Staff	I want to... <input type="button" value="Go"/>
ZAct/Int/talent > email test	I want to... <input type="button" value="Go"/>

- A. The Overview Screen boxes contain links you can click on to view areas you might be interested in, groups that you are in and other information such as events you have registered for.
- B. The drop down file for the **Home** link includes:
- My Overview—the screen that comes up when you login
 - My Profile—Your information
 - My Personal Preferences—Your privacy preferences
 - Change Password—allows you to set your own password

Registering for an Event

A. On the My Nassau Home Page, Click on Available Upcoming Events



B. Select the event you wish to register for. Click the **Register** button.



C. Select the event you wish to register for. Click the **Register** button.

If there are any requirements for this event, they will appear now. After reviewing, click the **Next** button.

B. Select the event you wish to register for. Click the name of the event you are interested in.

Upcoming Events

Month: Department:

Sep 24	Rembrandt & the Face of Jesus	Contact: Joyce MacKichan Walker 609-924-0103 x103	Register
Oct 23	2011 Confirmation Celebration	Department: Youth Ministry Contact: Reese Hansen 609-924-0103	Register
Nov 19	Cloisters Museum Trip	Contact: Joyce MacKichan Walker 609-924-0103 x103	Register

C. You will be taken to the event's information page, with details about the event.

Click the **Register** button.

Event Details

Summary

Event: 2011 Confirmation Celebration
Location: Princeton Theological Seminary, Auditorium
Date: Sunday, October 23, 2011 from 12:30pm to 2:30pm

Details

Celebration lunch for Confirmands, their families, and mentors. Following the 11am Service on October 23rd, please join us at Princeton Theological Seminary's Auditorium located in the basement at MacKay Campus Center.

The buffet meal will include: Romaine Salad with Parmesan Peppercorn Dressing and Home Made Seasoned Croutons, Roasted Broccoli, Confetti Rice, Grilled Garlic Ciabatta, Chicken Marsala, Rigatoni and Meatballs, Chocolate Dipped Biscotti, Assorted Rolls with Butter, Ice Water and Iced Tea.

Contact Information

Contact: Reese Hansen
E-mail: reese.hansen@nassauchurch.org
Phone: 609-924-0103

Registration Periods

Child 8 years and younger	Free From Monday, July 11 to Saturday, October 1, 2011	194 seats remaining
1 Brunch Ticket	\$15.00 From Monday, July 11 to Saturday, October 1, 2011	194 seats remaining

[Register](#)

D. You may now register attendees.

- 1) Use the drop down menu next to your name to register yourself. Repeat for each family member.
- 2) Register any additional family members or friends by clicking the **Add** button. A popup will appear, asking you to enter information for each additional person you are registering.
- 3) When you have finished adding attendees, click **Next**

Welcome, Reese Hansen [Report a Problem](#) [Help](#) [Sign Out](#)

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

2011 Confirmation Celebration

Register Attendees Total Cost: \$15.00

Attendee Name	Registration	Price
Reese Hansen	1 Brunch Ticket \$15.00 (Deposit \$0.00)	\$15.00
		Sub Total: \$15.00

Register Additional Individuals/Family

Attendee Name	Registration	Price
		Sub Total: \$0.00

[Add](#)

[<< Back](#) [Next >>](#)

Welcome, Reese Hansen [Report a Problem](#) [Help](#) [Sign Out](#)




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

2011 Confirmation Celebration

Register Attendees Total Cost: \$45.00

Attendee Name	Registration	Price
Reese Hansen	1 Brunch Ticket \$15.00 (Deposit \$0.00)	\$15.00
		Sub Total: \$15.00

Register Additional Individuals/Family

Attendee Name	Registration	Price
Child Example	Child 8 years and younger (Deposit \$0.00)	Free 
Spouse Example	1 Brunch Ticket (Deposit \$0.00)	\$15.00 
Confimand Example	1 Brunch Ticket (Deposit \$0.00)	\$15.00 
		Sub Total: \$30.00

[Add](#)

[<< Back](#) [Next >>](#)

A Message will pop-up, notifying you of the last date to cancel and receive a refund. Press **Continue**

D. The payment screen will now appear. At this time, the church does not accept online payments.

Please submit payment to the church office. Click **Next**.

E. You will be taken to the Summary Screen. The details of your registrations will be displayed.

Verify that the information is correct. If so, click **Next**.

Nassau Presbyterian Church
61 Nassau Street, Princeton, New Jersey 08540 609-924-0103

Welcome, Reese Hansen [Report a Problem](#) [Help](#) [Sign Out](#)

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

2011 Confirmation Celebration

Summary

Please review the details below before proceeding. If any of the information is incorrect, click Back to make changes.

Registrant	Description	Quantity	Cost	Subtotal
Reese Hansen				
2011 Confirmation Celebration	1 Brunch Ticket	1	\$15.00	\$15.00
			Registrant Total:	\$15.00
Child Example				
2011 Confirmation Celebration	1 Brunch Ticket	1	\$15.00	\$15.00
			Registrant Total:	\$15.00
Confirmand Example				
2011 Confirmation Celebration	1 Brunch Ticket	1	\$15.00	\$15.00
			Registrant Total:	\$15.00
Spouse Example				
2011 Confirmation Celebration	1 Brunch Ticket	1	\$15.00	\$15.00
			Registrant Total:	\$15.00
			Grand Total:	60.00

[<< Back](#) [Next >>](#)

The Receipt Screen will be shown, with confirmation numbers for each registration. You may print your receipt, or return to the home screen.

You are now registered for the event!