

Access USG  
Our Online Database and Directory  
*Tips and Instructions*

### **Creating a Login for Access USG**

Have you ever wanted to look up a fellow member's phone number online? Or check the total of your pledge payments for this year? Or have an easy way to contact everyone on your committee? Or correct your address or other contact information? - Now you can! Just use **Access USG!**

**Access USG** is a secure, password-protected section of our website, and it puts a lot of important and useful information into the hands of all of us who need it - to help us keep our contact information up-to-date, view our contributions, and help us communicate with one another. We can also control what information is visible to other users of **Access USG**. *Please note: no one besides you can view your contributions information.*

Some of you have already begun to use **Access USG**, but if you haven't, here are a few instructions to get you started.

#### **Step 1: Create a login**

1. Go to the USG website: <http://www.usguu.org>. On the home page, select the **Members tab** and on the drop-down menu select **Access USG**.
2. You will then be directed to the Access USG login page. If you already have an Access username (some of you do), you can go ahead and login. If you do not yet have an Access login, you can follow the instructions for New User Logins ("Need a Login?"). *NOTE: you will only be able to create a login if you are currently in our database and Access USG recognizes your name and email addresses.* If you know that you are in our database and are having trouble creating a login, please contact Gloria Smith at [usguu@verizon.net](mailto:usguu@verizon.net) or 215-844-1157 and she will help you create a login.
3. Once you have logged in, you can view your profile on the USG database. You can update your address and other contact info. You can look at the Groups tab and see what groups you belong to. You can look at your current Pledge and Giving History.
4. When looking at the Home Page, select View my Complete Profile to see your address, phone, etc.
5. To update your address, phone, or email, click on the pencil next to the address, phone or email and follow the prompts. You can also upload individual and family photos to your profile.
6. To change how your information is displayed, click on the Home Tab and select My Personal Preferences from the drop-down menu. This is where you can change your password if you need to and select what contact information other users may view.

7. To view a church directory, select the Directories Tab (next to home in the maroon colored bar), and select Directories from the drop-down menu. Next select either Individual or Family, and then either Online Directory (text only) or Pictorial Directory (will include individual photos for Individual Directory, and will include Family photos for Family Directory). Then click Preview.

Click around and get familiar with the site. There is a lot of wonderful information here for everyone to use. Direct any questions or problems you may have to Gloria Smith, Office Administrator at [usguu@verizon.net](mailto:usguu@verizon.net).