

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

Uploading Your Own Digital Photos

By now you may have had a chance to create a login and learn how to view the Online Directory. (If you still need help with these items, please [click here](#) for detailed instructions).

Some of you may have your own individual and family digital photos that you would like to use for our online directory. If so, I would like to provide instructions on how to upload these photos to your profile and for viewing in the Online Pictorial Directory. (NOTE: you do not have to load your own digital photos. Any printed photo you would like to use can be scanned and loaded in the church office. You may drop off your photos in the office at any time.)

If you would like to load your own, follow these instructions:

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 be directed to the Access USG login page.
3. Once you have logged in, you will be taken to your **Home** page. The page will say **Welcome, [your name here]**.
4. On your **Home** page, look to the next box below that says, *I Want to View....* Select the underlined option that says **My Complete Profile**.
5. On your **My Profile** page, you will see your address and other contact information in the top left box. In the top right box you will see any Family Members that may be in your household. If a picture has already been uploaded for you, you will see it in a box in the upper left of the box. If not, the box will be empty. To add a photo or to change the existing photo, select the red **Edit** button on the upper right side.
6. This page will say **Change Request**. This screen is used to enter changes for any of your personal data. To change or add a photo, click on the red **Picture** button on the upper right side. NOTE: This will be for an Individual Photo. Family photos are explained below.
7. To upload a new picture, select the Browse button and locate your digital photo on your computer and click Open. The filename for this photo will now appear in the **Upload New Picture** box. Click on the red **Preview** button to take a look at your photo. If it is OK, click the red **Save** button.
8. Your change request to add an individual digital photo has now been sent to the Access USG Administrator. After the Administrator accepts your change request, you will see your new photo in your profile and in the online pictorial directory.
9. To add or change a Family Photo (a picture of everyone in your family record), select the red **Family** button on the **Change Request** page.
10. On the next page, **Family Change Request** select the red **Family Picture** button.
11. Click the Browse button to locate the digital family photo on your computer. After selecting the right file, click the red **Preview** button. If the picture is OK, select the red **Save** button. Your change request for a Family Picture has been sent to the Access USG Administrator, and once your change request has been accepted, your picture will be shown in your profile.

Sharing our photos with one another is an incredible tool in helping us to get to know one another better. I hope you will take advantage of this fabulous tool. Direct any questions or problems you may have to Gloria Smith, Office Administrator at gloria@usguu.org.