

Access USG
Our Online Database and Directory
Tips and Instructions

Using the Online Directory

Hopefully many of you have created your Access USG login and are now ready to explore the many options available to you. One of the many benefits of Access USG is the ability to lookup fellow member and friend's contact information. You can do this via the Access Directory.

To view the Directory, 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. 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, follow the instructions for creating a new login.
3. Once you have logged in, you will be taken to your **Home** page. The page will say "**My Overview**".
4. Next to the **Home** tab, will be a tab for **Directories**. Select this tab and on the drop-down menu select **Directories**.
5. You can select either **Individual** or **Family** directory type. Individual will list each person separately. Family will list everyone in their family units. Choose the type that you want.
6. You may also choose **Online Directory** (text only), or **Pictorial Directory** (will include pictures for those individuals and families that have pictures uploaded). Note: An Individual Pictorial Directory will include individual photos, a Family Pictorial Directory will include family photos.
7. After making your selections, click on the red **Preview** button to the right and the directory will load.
8. The directory is essentially a searchable PDF document. You can page through the directory looking for the contact information you need, or you can use the **Find** box at the top to search.
9. Names, addresses, email addresses and a primary phone number are included in this directory.

Enjoy this very handy feature. Direct any questions or problems you may have to Gloria Smith, Office Administrator at gloria@usguu.org.