



myMountZion User Guide

Welcome to myMountZion! The following document provides some useful “How to” tips within myMountZion. Select the Links below to jump directly to the corresponding section in document.

[Logging in to MyMountZion](#)

[Searching for Contact Information](#)

[Printing a Directory](#)

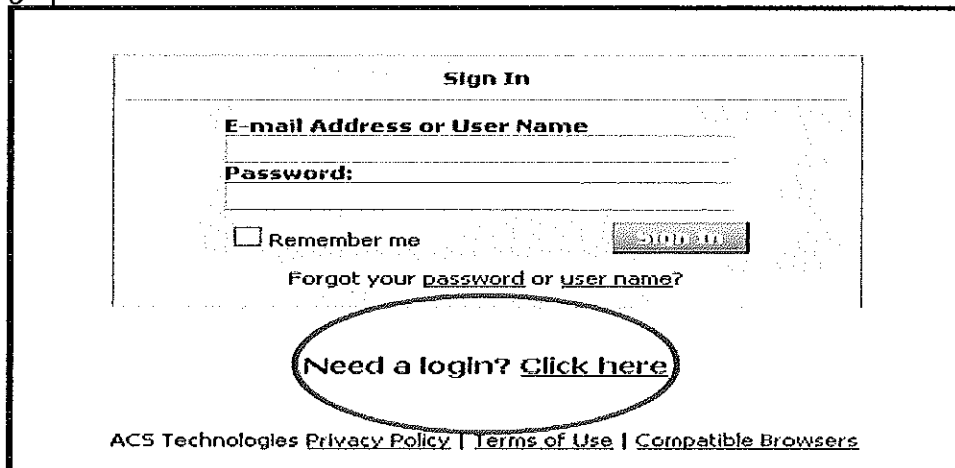
[Updating Profile Information](#)

- a. [Changing Password](#)
- b. [Setting Individual & Family Privacy Preference](#)
- c. [Opting in for Text Messages](#)
- d. [Linking Social Media](#)
- e. [Updating Newsletter Preferences](#)
- f. [Uploading Photo](#)

[Sending E-mail/Messages to group](#)

myMountZion Login Guide

1. Using an internet browser, go to www.mountzion-umc.org
2. Click the myMountZion link on the left navigation menu to go to the launch page.
3. Click the Launch myMountZion link.
4. The myMountZion sign in screen will display.
5. To register for a new account and password, click the "click here" link - as shown in this graphic



Sign In

E-mail Address or User Name

Password:

Remember me

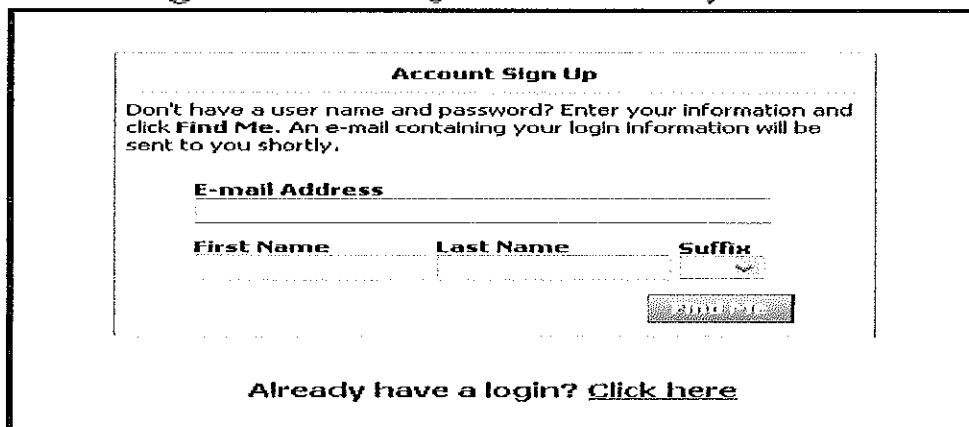
Forgot your [password](#) or [user name](#)?

Need a login? [Click here](#)

ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)

6. Enter your first name, last name, and E-mail 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 your first attempt fails, try variations of your first name (e.g. Dave vs. David). If you continue to have difficulty creating an account, send an email describing the issue to info@mountzion-umc.org and we will contact you with the correct login information.



Account Sign Up

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.

E-mail Address

First Name Last Name Suffix

Already have a login? [Click here](#)

Searching for contact information



Welcome, Steve Frantz

[Report a Problem](#) [More Info](#) [Sign Out](#)

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

I Want to View...

[My Complete Profile](#)

[My Giving History](#)

Search

Last Name:

First Name/Goes By Name:

Search

My Groups

[View More](#)

Name

Action

Technology > Team

I want to...

Go

From the my Mount Zion home page, enter either the first or last name of the person you are trying to locate in the text box and click search. **Note:** If you are not sure of the full spelling, entering the first few characters will display a list of names that match.

Printing Directories



Welcome, Steve Frantz

[Report a Problem](#) [More Info](#) [Sign Out](#)

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

I want to:

- Print an Individual Directory
- Print a Family Directory
- Print an Individual Directory with photos
- Print a Family Directory with photos

[View Directory](#)

To Print a Directory,

1. Click on Directories
2. Select click the radio button of the directory you want to print.
3. Click View Directory
4. The Directory will display, click the Print button at the top
5. Select which printer you want to print to and click Print.

Updating Profile information

The screenshot shows a user profile for Steve Frantz. At the top, there are navigation tabs: Home, Directories, Groups, My Profile, My Giving History, and My Pledge History. The profile header includes a name 'Steve Frantz', a pencil icon for editing, and a 'Family Members' section listing Steve Frantz, Kenna Frantz, Keira Frantz, and Alexander Frantz. Below this is a 'Contact Info' section with sub-tabs for Personal Info and Groups. The 'Contact Information' section contains several sub-sections: 'Phone Numbers' (Home: 919-903-3443, Mobile (Preferred): 919-902-4136), 'E-mail Addresses' (Personal (Preferred): frantz_steven@vahoo.com), 'Social Media', and 'Addresses' (Home: 1325 Taylor Farm Rd, Raleigh, NC 27603, USA). A red box highlights the 'E-mail Addresses' section, and a red arrow points to the 'Personal (Preferred)' email address.

Once logged into myMountZion, you can update your profile information by hovering over Home, and selecting My Profile. In the top right corner you can click the Edit button, which brings up a separate window called a [Change Request Form](#), which allows you to make changes to your profile. Once information is added, it can later be edited by clicking the Pencil icon in each category.

Here you can;

- Update Personal Information
- Mailing address
- Phone number
- E-mail Address
- Social Media

There are also buttons on the top right of the [Change Request Form](#) for Changing Preference, Family Info & [Personal Photo](#)



Welcome, Steve Frantz

[Reset a Problem](#) [More Info](#) [Sign Out](#)

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

Change Request

This is a Change Request only. Changes are not applied to records until they are approved.

Personal Information for Frantz, Steve

Title: <input type="text" value="Dr."/>	Gender: <input type="text" value="Male"/>
First Name: <input type="text" value="Steve"/>	Date of Birth: <input type="text" value="4/3/1950"/>
Middle Name: <input type="text"/>	Marital Status: <input type="text" value="Married"/>
Go-by Name: <input type="text"/>	Member Status: <input type="text" value="Professional Member"/>
Last Name: <input type="text" value="Frantz"/>	Joined How: <input type="text" value="Other/Donor"/>
Suffix: <input type="text"/>	Date Joined: <input type="text" value="08/13/2009"/>
Newsletter: <input type="text" value="Individual"/>	Deliver By: <input type="text" value="Email"/>

User Defined

Allergies: <input type="text"/>
HS Graduation Yr: <input type="text"/>
Reason Deactivated: <input type="text"/>
Chronological Role: <input type="text"/>
Date of Baptism: <input type="text"/>
Date of Confirmation: <input type="text"/>
Date of Marriage: <input type="text"/>
Date Deactivated: <input type="text"/>

Addresses

Action	Information	Type	Address
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Change Request Form (To reach this page: Home->Click My Profile->Click Edit)

Changing Preference – Allows you to update which method you prefer to be contacted by (i.e. Phone call, E-mail, Text Message (Must opt-in for Text Messaging, standard rates apply).

Family Info – Displays current Family info. Top right hand corner has a Family Photo button. Clicking this button displays the current Family photo loaded and gives you the option to upload a new photo (10MB size limit).

Uploading a Personal Photo - Allows you to upload a personal photo for others to see when searching for you. (10 Mb size limit).

Changing Password

The screenshot shows the 'myMountZion' website interface. At the top left is the logo with a mountain and a cross. Below it, the text 'Welcome, Steve Frantz' is visible. On the top right, there are links for 'Report a Problem', 'More Info', and 'Sign Out'. A navigation bar contains 'Home', 'Directories', and 'Groups'. Below this is a tabbed interface with 'Account Settings' and 'Personal Preferences'. The 'Account Settings' tab is active, showing the 'Password' section. It includes a 'Change' link, a 'User Name: SteveFrantz' label, a 'Current Password (Case-Sensitive)' field, a 'New Password' field with a 'Password Tip' link, a 'Strength' indicator, and a 'Confirm New Password' field. At the bottom, there is a 'Social Networking' section with links for 'Add Facebook Account' and 'Add Twitter Account'.

To Change your password Click Home→My Account. This brings up the Account Settings Page. It is important to change your password often and have a strong password, which will reduce the possibility of unauthorized access to your personal account information.

1. In the password section click on Change, on the right hand side
2. Enter your current password in the current password text box
3. Enter your new password in the New Password text box
4. Re-enter your new password in the Confirm New Password box.

Note: As you type your new password, the Strength indicator below the New Password box will indicate how strong of a password you have created, based on the combination of characters you enter. Clicking on the Password Tips will display;

Creating a Strong Password

As you create your password, remember the following:

- It **should not** contain your user name or e-mail.
- It **should not** include any of the following characters:
< & > / \ ; % ' "
- It **should** contain two or more numbers.
- It **should** contain both lower and upper case characters.
- It **should** be over 8 characters long.

Setting Individual/Family Privacy Preference

The screenshot shows the myMountZion website interface. At the top left is the logo for myMountZion, featuring a mountain range and a cross. Below the logo, it says "Welcome, Steve Frantz". On the top right, there are links for "Report a Problem", "More Info", and "Sign Out". A navigation bar contains "Home", "Directories", and "Groups". Below this, there are tabs for "Account Settings" and "Personal Preferences", with "Personal Preferences" being the active tab. The main content area is divided into three sections: "Family Privacy Preferences", "Individual Privacy Preferences", and "Viewing Preferences". Each section contains several checkboxes, all of which are checked. A "Save" button is located at the bottom right of the form.

myMountZion
Welcome, Steve Frantz [Report a Problem](#) [More Info](#) [Sign Out](#)

Home Directories Groups

Account Settings Personal Preferences

Family Privacy Preferences

- Include my family in the Family Directory
- Allow other members to view our address
- Allow other members to view our phone number
- Allow other members to view our photo

Individual Privacy Preferences

- Allow other members to view my address in group directories.
- Allow other members to view my e-mail address in group directories.
- Allow other members to view my phone number in group directories.
- Allow other members to view my photo in group directories.

Viewing Preferences

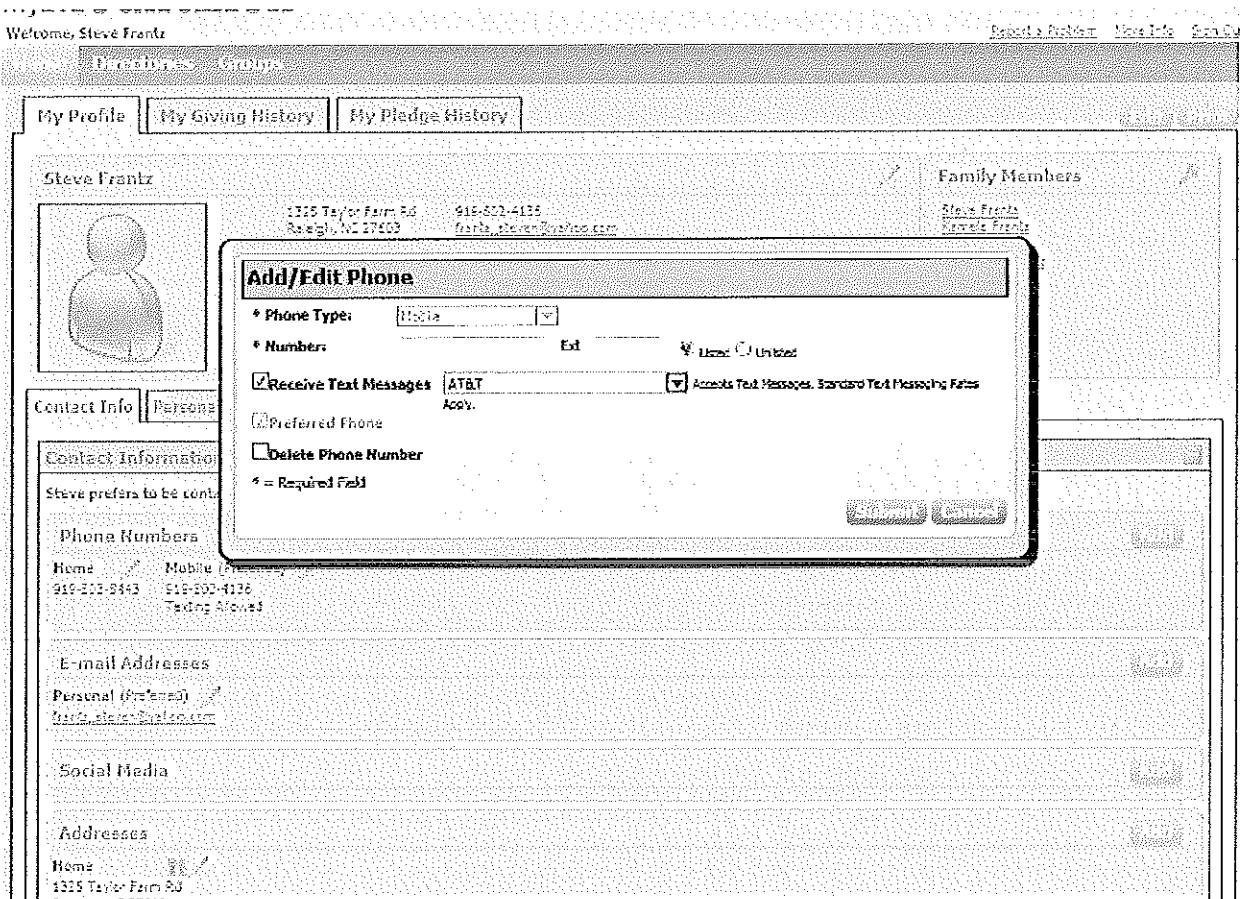
- Do not display photos when viewing individual or family information

Save

To get to this page: Home → My Account → Personal Preferences

Here you can use the check boxes to select what other members are able to see (photos, address, e-mail, phone number) when viewing your individual and family information in the Directory

Opting in for Texting



You can Opt in to receive text messages (Standard Text Messaging Rates apply) by going to Home → My Profile then;

1. Under the Phone Numbers section, click on the pencil icon next to Mobile, which brings up an Add/Edit Phone window on the page.
2. In the Add/Edit Phone window;
 - A. Enter the phone number you wish to receive text messages on and select listed.
 - B. Click the check box next to Receive Text Messages
 - C. From the drop down menu, select the cellular phone carrier
 - D. Click the Submit button

Linking Social Media

myMountZion
Welcome, Steve Frantz

Home My Profile My Giving History Contact Info Personal Info Groups

Steve Frantz

My Profile My Giving History

Add/Edit Social Media

Link Type: Facebook

Address: X2@ecstock.com

Listed:

Submit Cancel

Family Members

Steve Frantz
Steve Frantz
Steve Frantz
Steve Frantz

Contact Info Personal Info Groups

Contact Information

Steve prefers to be contacted by phone call.

Phone Numbers

Home	Mobile (Preferred)
919-822-8443	919-802-4226
	Texting Allowed

E-mail Addresses

Personal (Preferred)
frantz.stevan@mountzion.com

Social Media

To link to a social media account, go to Home → My Profile then;

1. In the Social Media section, click Add, which will bring up the Add/Edit Social Media window.
2. From the Link Type drop Down Menu, select the Social Media to link.
Options are :
 - A. Blog
 - B. Caring Bridge
 - C. Facebook
 - D. Twitter
 - E. Web Address
3. Type in the Address of the Social Media Account.
4. Check the listed box to have it visible to others
5. Click Submit

Updating Newsletter Preference

The screenshot shows the myMountZion website interface. At the top left is the logo for myMountZion, featuring a mountain range and a cross. Below the logo, the text 'Welcome, Steve Frantz' is displayed. To the right of the welcome message are links for 'Report a Problem', 'More Info', and 'Sign Out'. A navigation bar contains 'Home', 'Directories', and 'Groups'. Below this is a 'Change Request' section with a title bar and a 'Change Request' button. A message states: 'This is a Change Request only. Changes are not applied to records until they are approved.' Below this is a 'Personal Information for Frantz, Steve' form. The form contains the following fields: Title (Mr.), Gender (Male), First Name (Steve), Date of Birth, Middle Name, Marital Status (Married), Goes-by Name, Member Status (Professing Member), Last Name (Frantz), Joined How (Other Designated), Suffix, Date Joined (6/18/2009), Newsletter (Individual), and Deliver By (Email). At the bottom of the form is a 'User Defined' section.

myMountZion

Welcome, Steve Frantz [Report a Problem](#) [More Info](#) [Sign Out](#)

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

Change Request [Report a Problem](#) [More Info](#) [Sign Out](#)

This is a Change Request only. Changes are not applied to records until they are approved. [Cancel](#) [Save](#)

Personal Information for Frantz, Steve

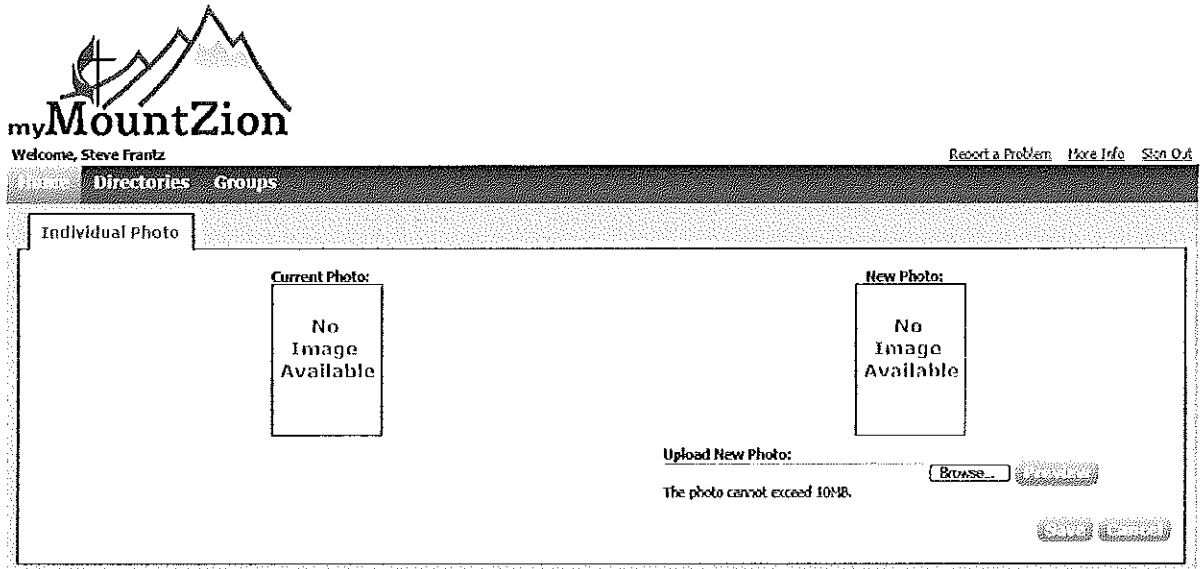
Title:	Mr.	Gender:	Male
First Name:	Steve	Date of Birth:	
Middle Name:		Marital Status:	Married
Goes-by Name:		Member Status:	Professing Member
Last Name:	Frantz	Joined How:	Other Designated
Suffix:		Date Joined:	6/18/2009
Newsletter:	Individual	Deliver By:	Email

User Defined

To reach this page Home→My Profile→Edit (Brings up Change Request Form)

1. Under Newsletter, use the Drop down to select one of the following;
 - a. Individual
 - b. Family
 - c. None
2. Under Deliver by, use the drop down menu to select how you wish to receive it. Choices are;
 - a. Mail
 - b. E-mail
 - c. Both
 - d. None

Uploading a Personal Photo

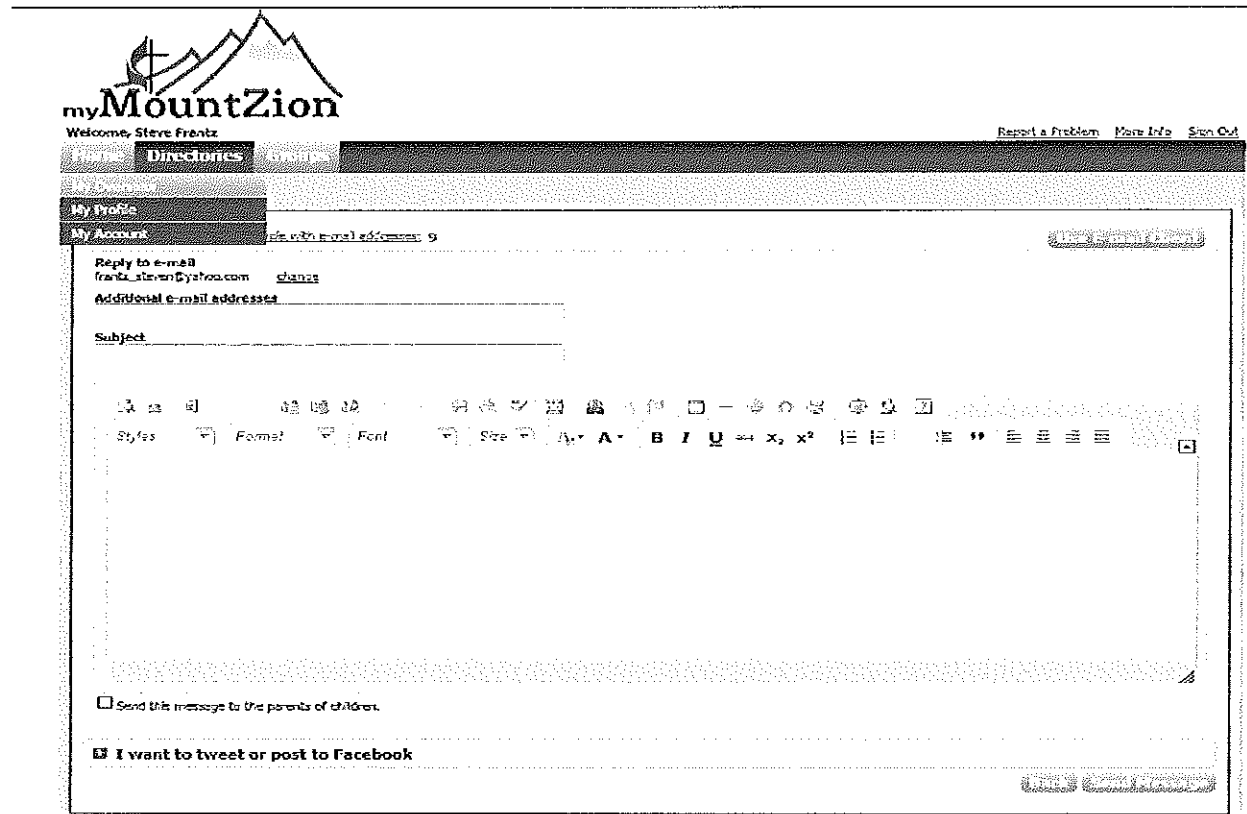


The screenshot shows the 'myMountZion' website interface. At the top left is the logo with a mountain and a cross, and the text 'myMountZion'. Below the logo is the text 'Welcome, Steve Frantz'. At the top right are links for 'Report a Problem', 'More Info', and 'Sign Out'. A navigation bar contains 'Home', 'Directories', and 'Groups'. The main content area is titled 'Individual Photo' and contains two photo placeholders, both labeled 'No Image Available'. Below these is the 'Upload New Photo:' section, which includes a 'Browse...' button and a note: 'The photo cannot exceed 10MB.' There are also 'Save' and 'Cancel' buttons at the bottom right of the form area.

To Reach this page : Home→My Profile→Edit→Personal Photo

Once you reach this page, click the Browse button under Upload New Photo. You can upload photos up to 10MB in size.

Sending Messages to Groups



From the groups page dropdown menu, once "Send a message" is selected, a draft e-mail message will appear. This will automatically add everyone in the group to the list of addressees. To verify who in the group will receive the e-mail, click the link at the top of the message "People with e-mail addresses"

You can add additional addressees as needed. You can also select "Use E-Mail Client" in the upper right hand corner, if you prefer to use a different e-mail client.

In the lower left hand corner, you can check a box to "Send the message to the parents of children", as well as post to Facebook or Twitter.