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.

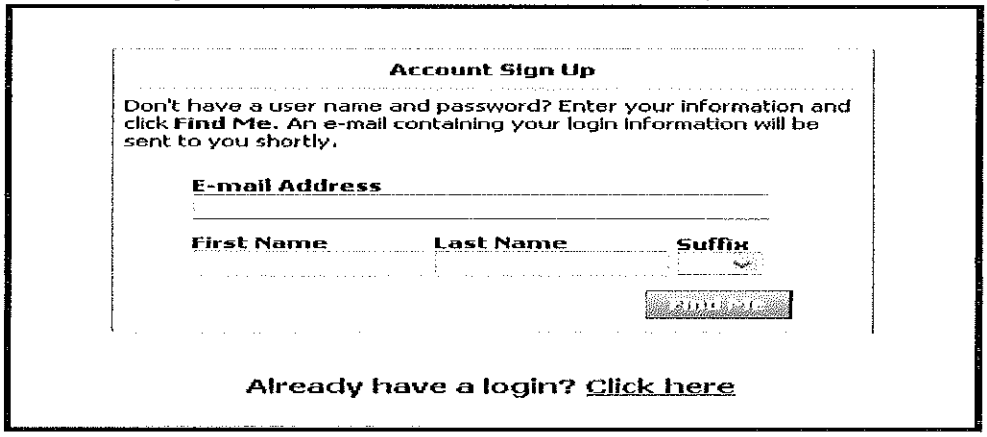
3. Click the Launch myMountZion link.

4. The myMountZion sign in screen will display.

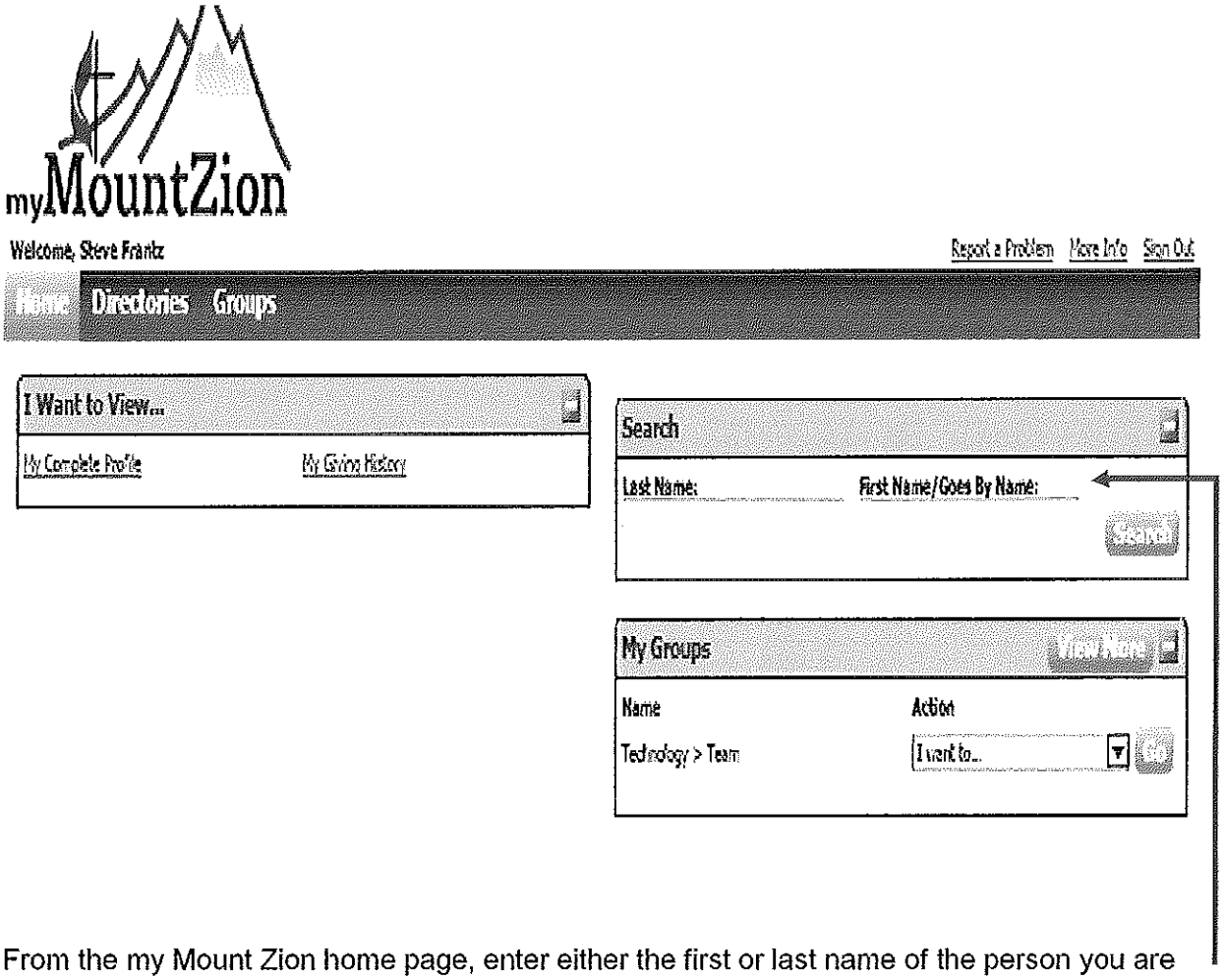
5. To register for a new account and password, click the "click here" link - as shown in this graphic

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.

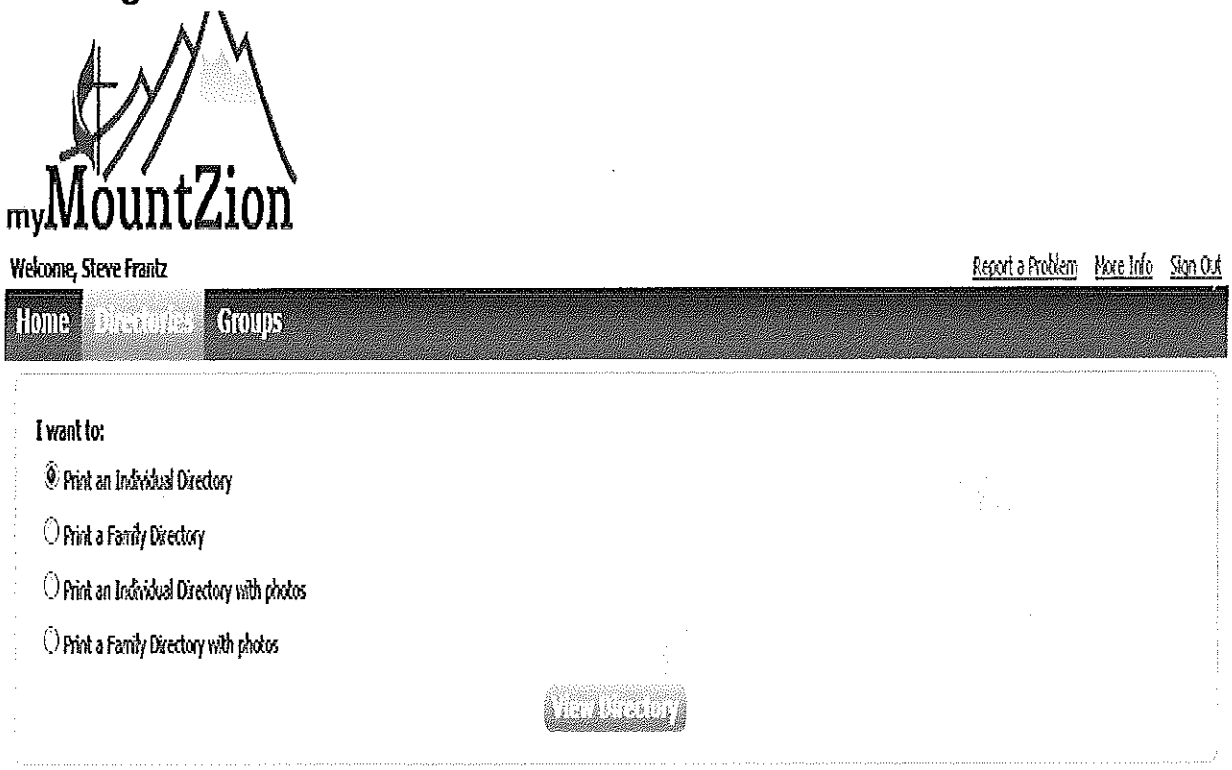


Searching for contact information



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.

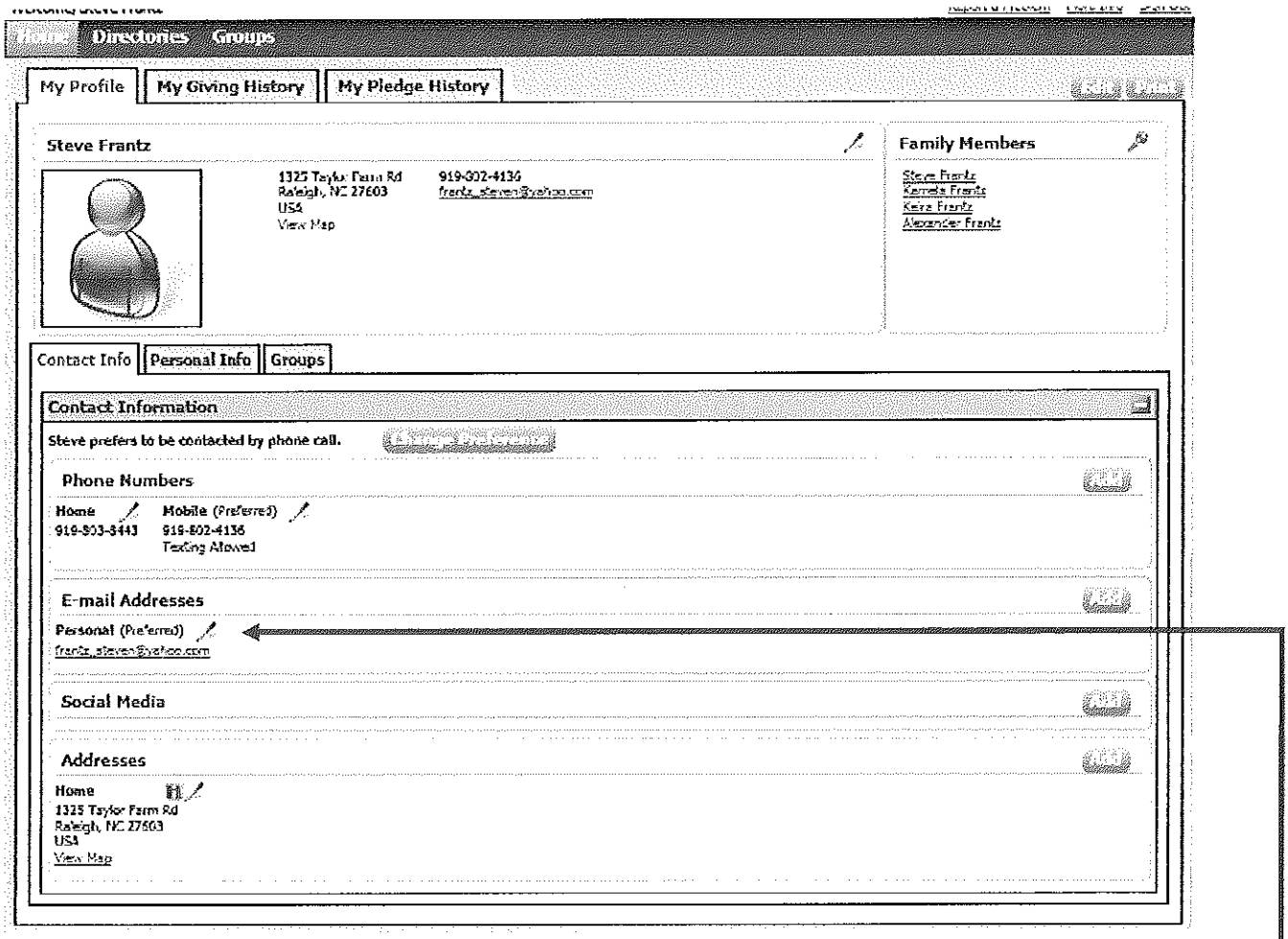
Printing Directories



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

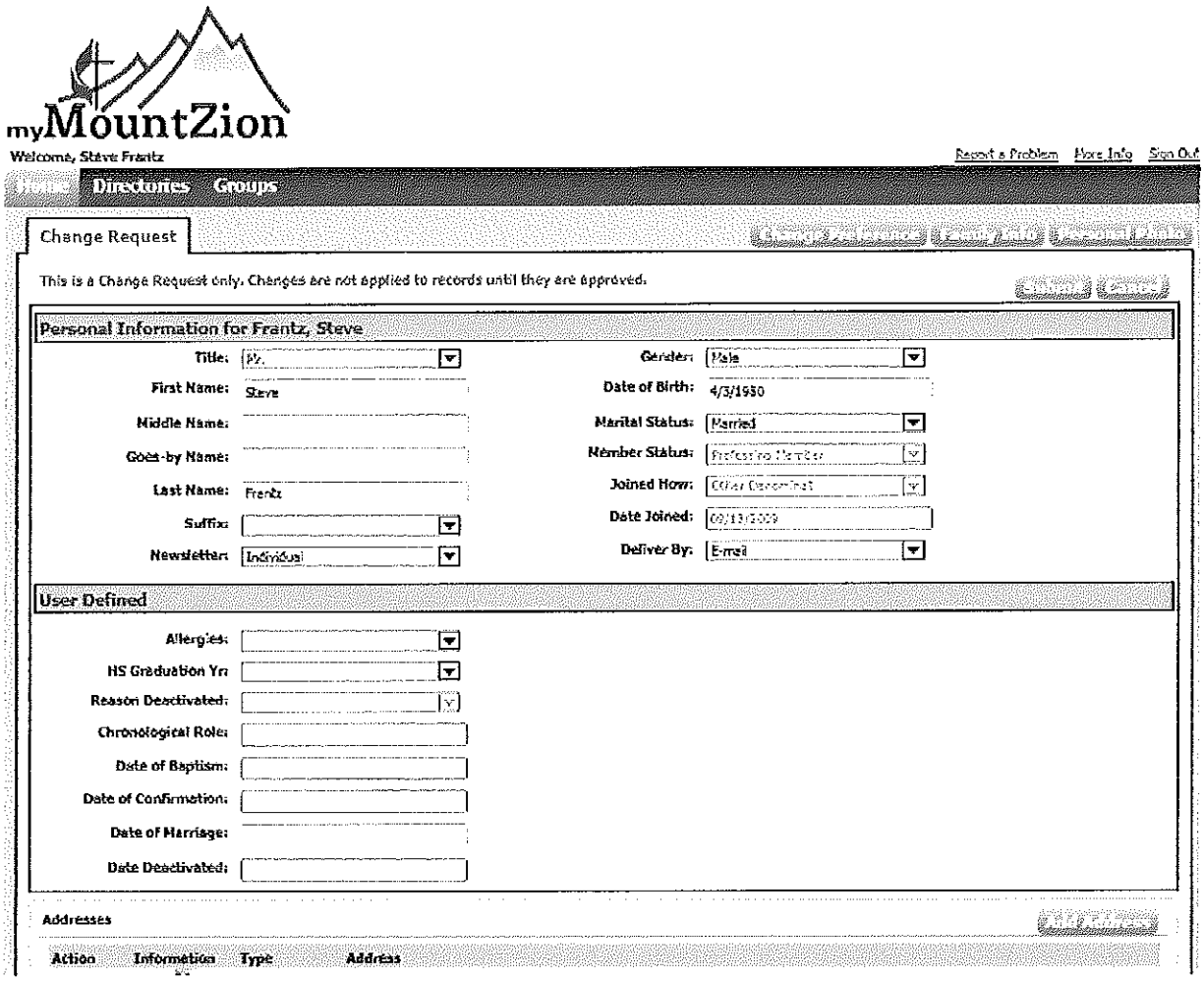


Once logged into myMountZion, you can update your profile information by hovering over Home, and selecting My Profile. In the top right corner you can click the Edit button, which brings up a separate window called a Change Request Form, which allows you to make changes to your profile. Once information 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



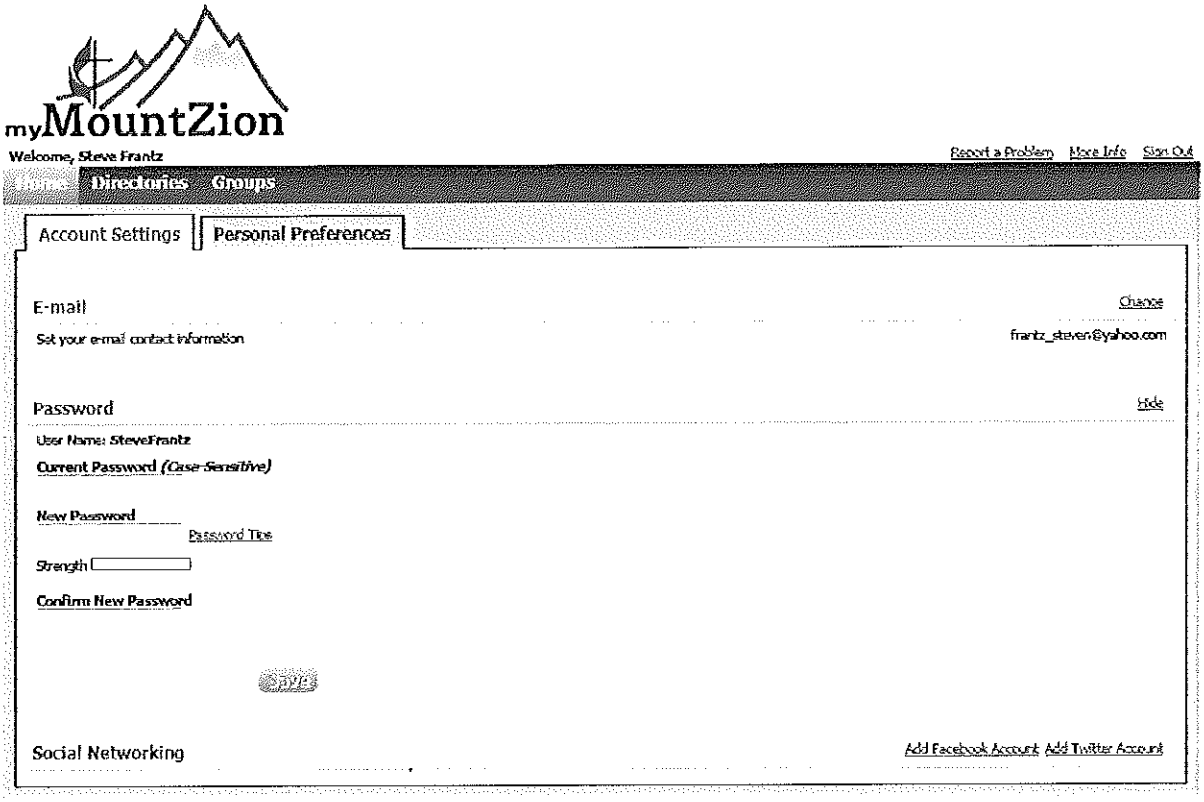
Change Request Form (To reach this page: Home->Click My Profile->Click Edit)

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



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.

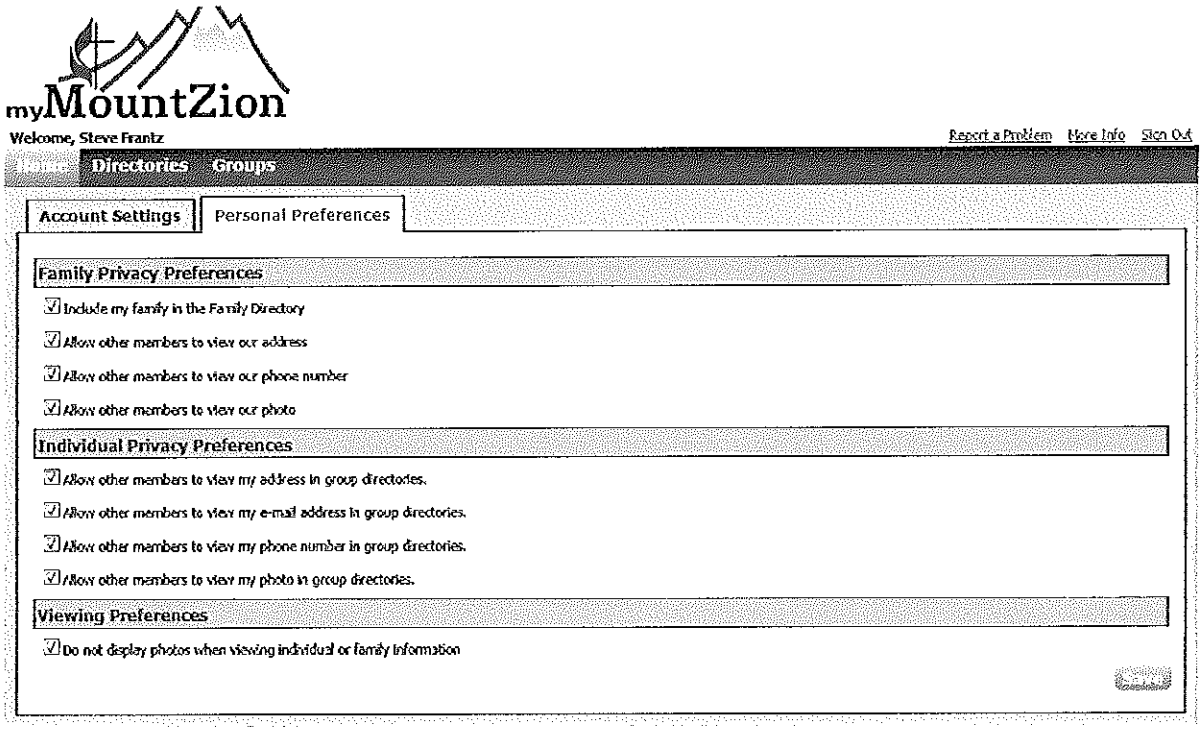
Note: As you type your new password, the Strength indicator below the New Password box will indicate how strong of a password you have created, based on the combination of characters you enter. Clicking on the Password Tips will display;

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.

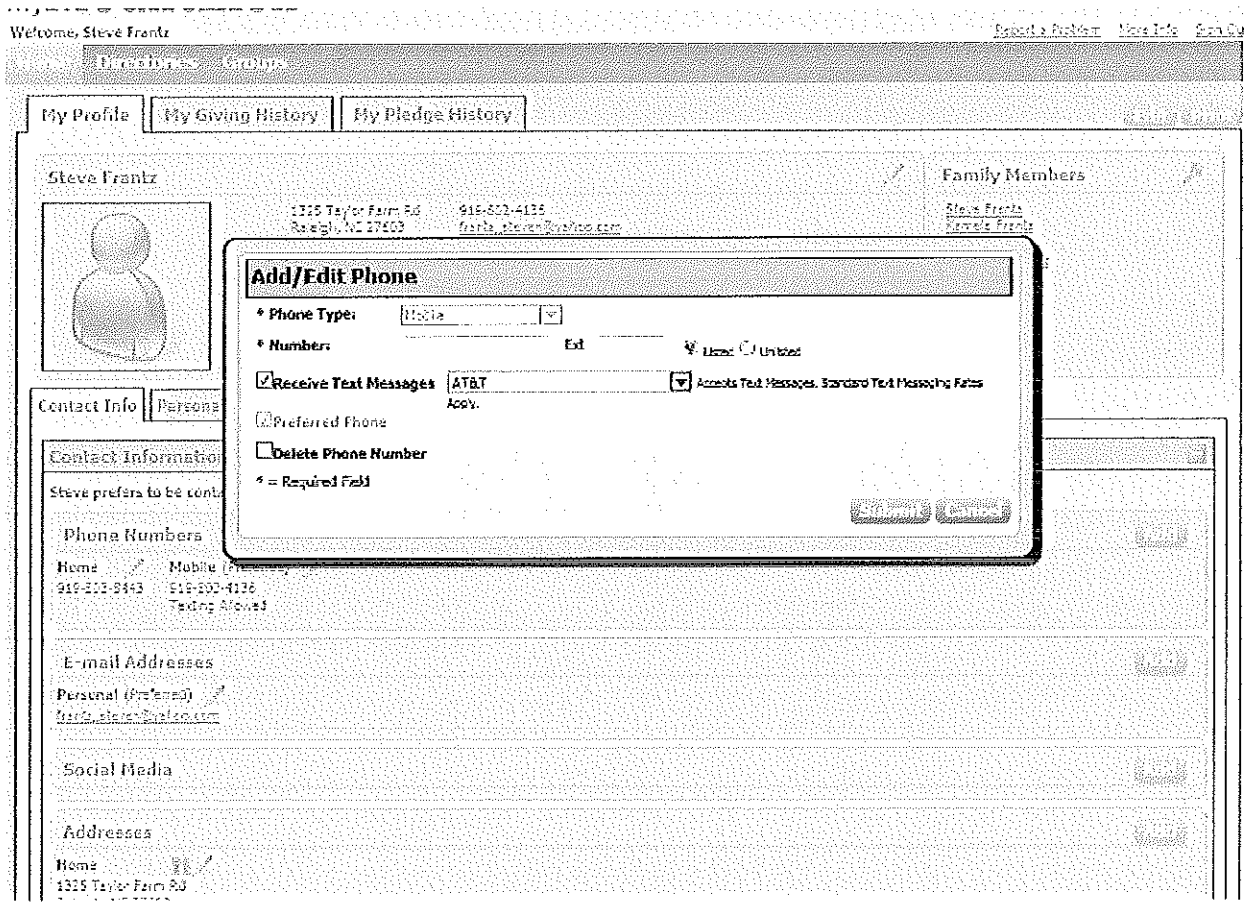
Setting Individual/Family Privacy Preference



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;

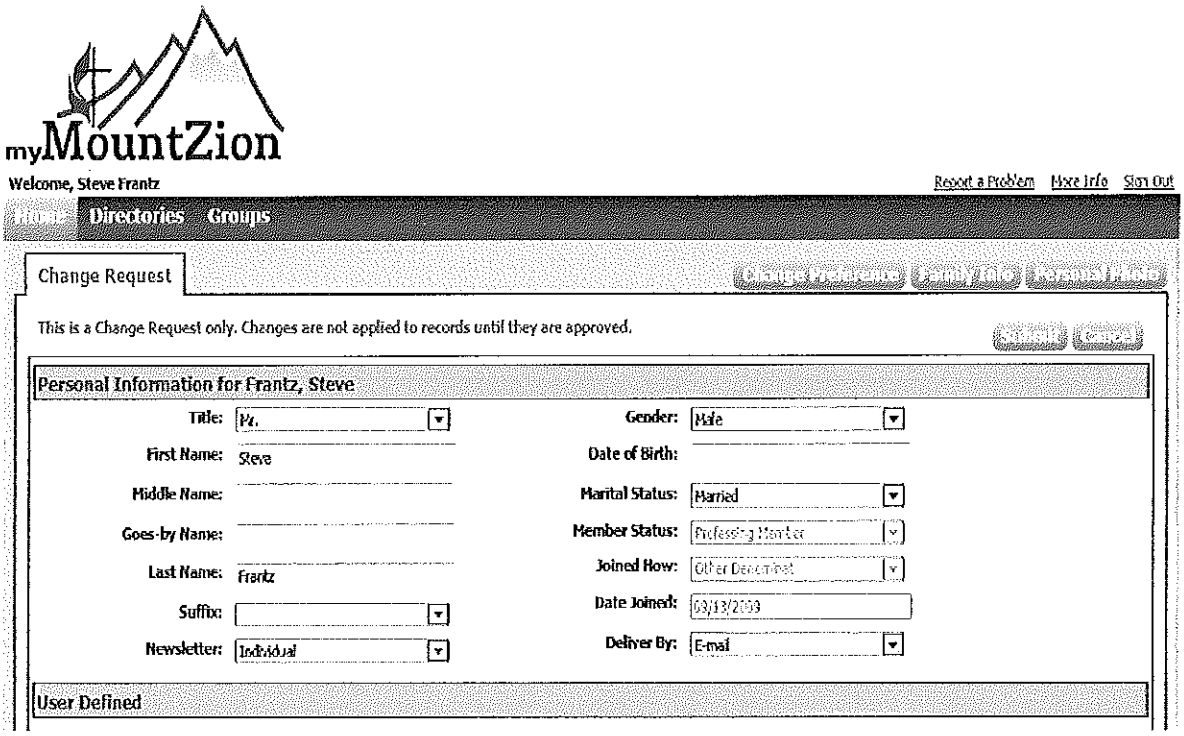
1. Under the Phone Numbers section, click on the pencil icon next to Mobile, which brings up an Add/Edit Phone window on the page.
2. In the Add/Edit Phone window;
   A. Enter the phone number you wish to receive text messages on and select listed.
   B. Click the check box next to Receive Text Messages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

Linking Social Media

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

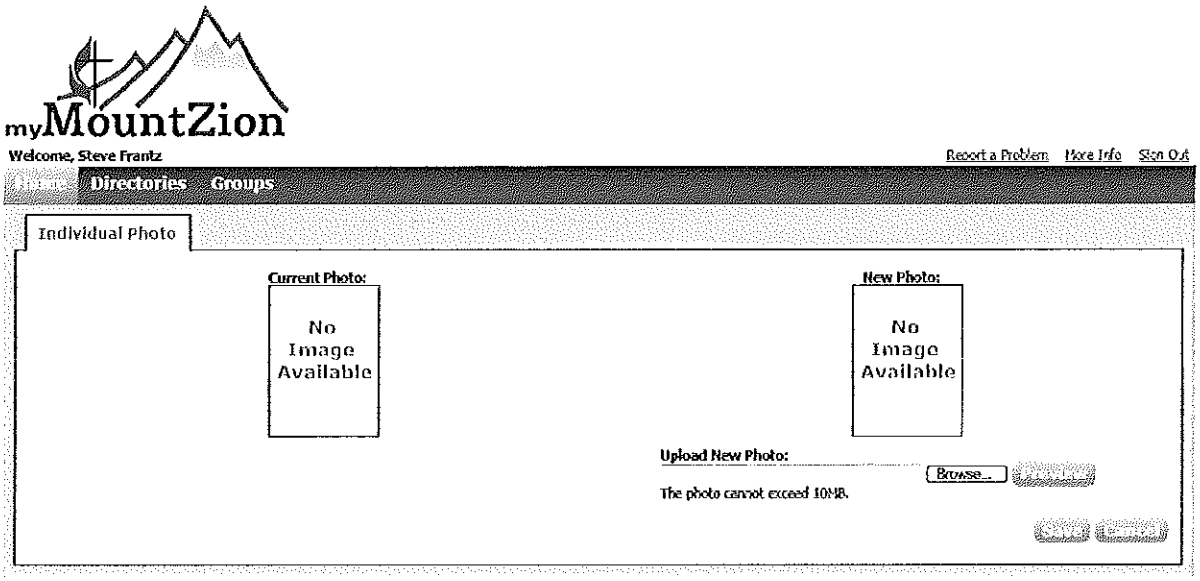
Updating Newsletter Preference



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

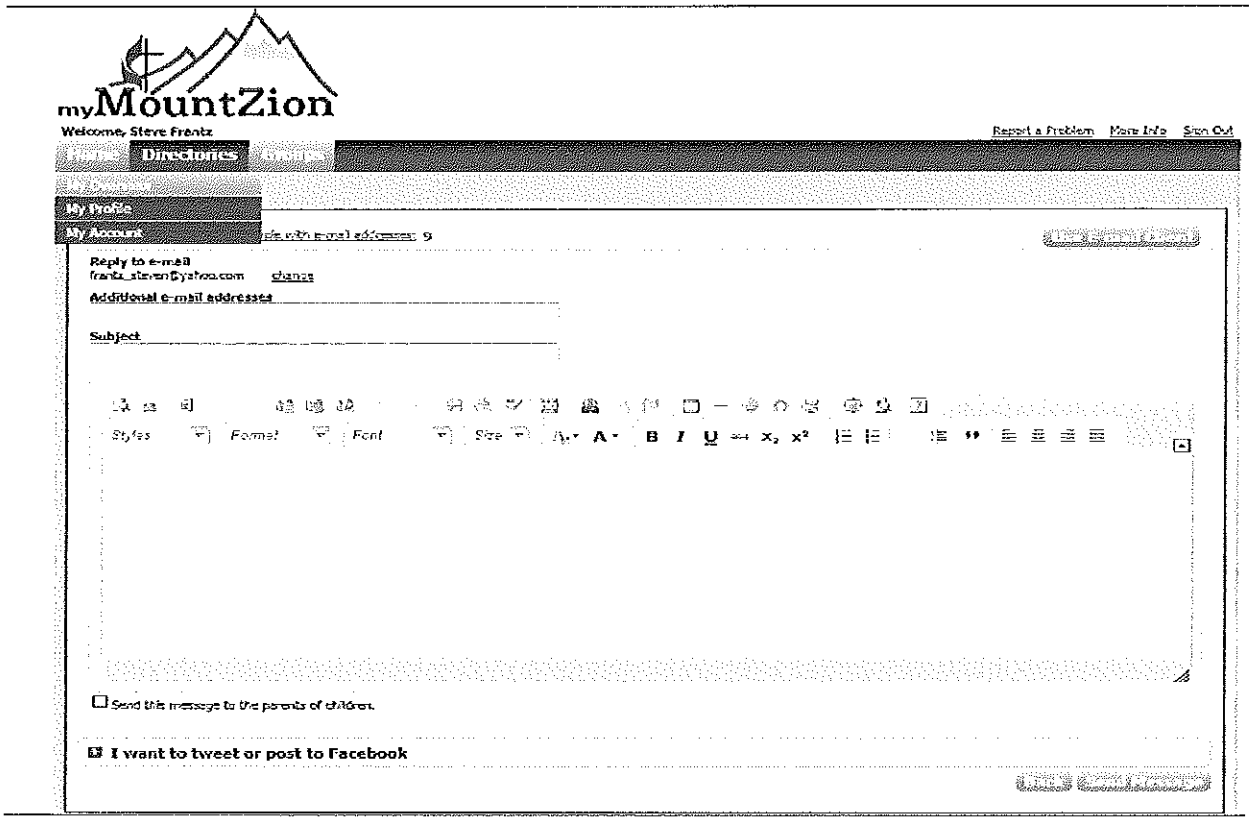
Uploading a Personal Photo



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.