

This system is designed for Rostered Leaders to:

- + Look up contact information for other Rostered Leaders or Congregations
- + Manage your own contact information
(ie: change your email, phone or mailing address online)
- + Print or View a current Virginia Synod Directory

Instructions for logging in to ACCESS ACS

1. Go to www.vasynod.org and click the Resources button on top menu bar
2. Click Rostered Leader Log In to ACS

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](#)

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

If you do not already have an account

← Enter your information

* The email address you use must match the one on file in the synod office

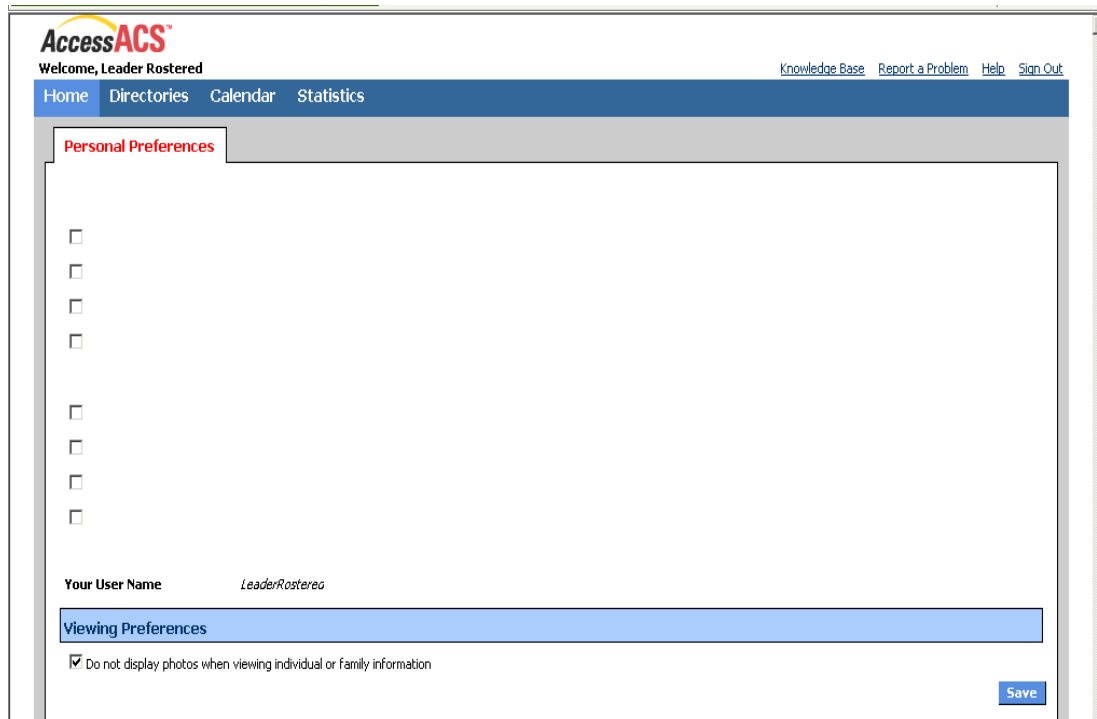
A temporary password will be sent to your email

If you have any questions or need assistance please call Deb Worley in the synod office at: 540-389-1000 or email worley@vasynod.org

Under the First Tab: **HOME**

Click the My Personal Preferences to alter your preferences (you can choose to allow people to view or edit your information)

The screen will initially look like this.....once you select a button



It will look like this....



Welcome, Leader Rostered

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Personal 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

- 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.

Your User Name *LeaderRostereg*

Viewing Preferences

- Do not display photos when viewing individual or family information

Save

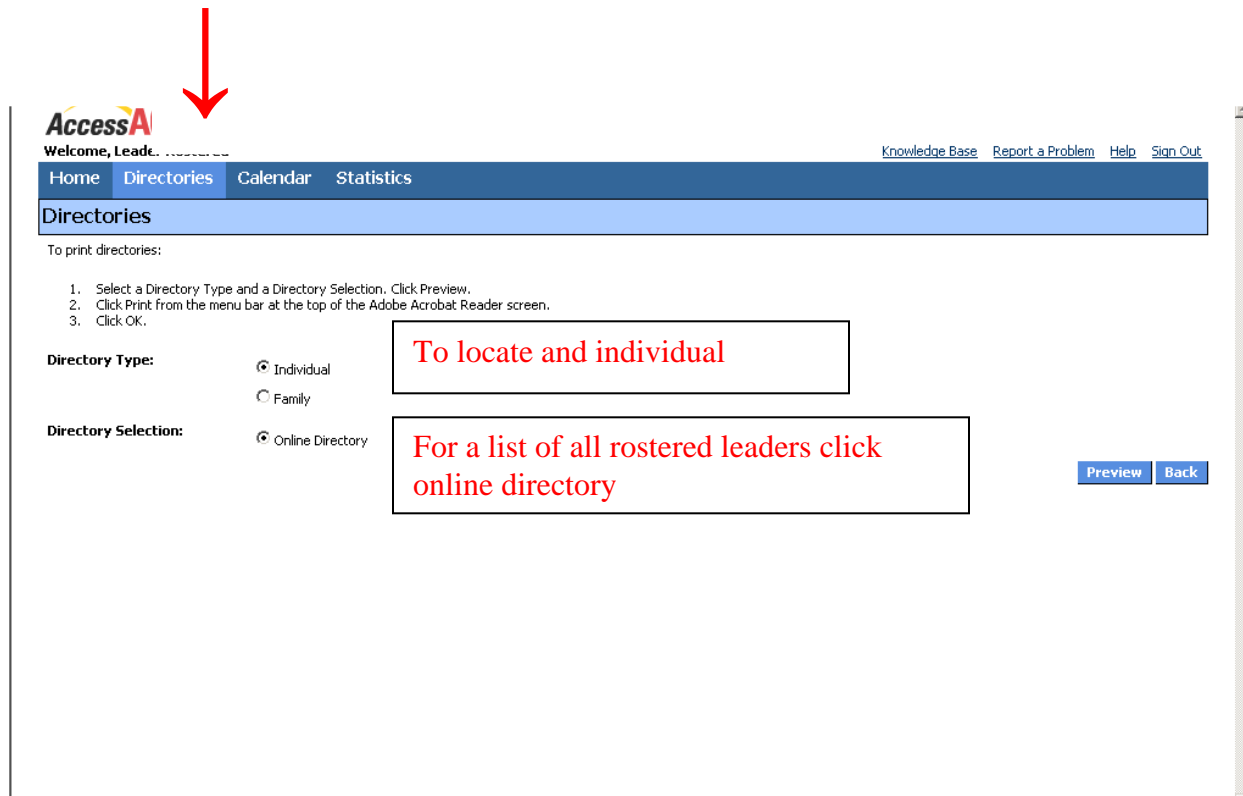
Above are your personal options, make your selections and **remember to click save!**

5. The Calendar that you see is your own personal calendar, it is visible only to you.

6. Use the Directories Tab to:

- a. Locate and individual
- b. Locate an Organization
- c. View and or print a directory of all Rostered Leaders

Directories Tab



The screenshot shows the 'AccessA' web application interface. A red arrow points to the 'Directories' tab in the top navigation bar. Below the navigation bar, the 'Directories' section is highlighted. The page contains instructions for printing directories and radio button options for 'Directory Type' (Individual, Family) and 'Directory Selection' (Online Directory). Two red text boxes provide instructions: 'To locate and individual' and 'For a list of all rostered leaders click online directory'. 'Preview' and 'Back' buttons are visible at the bottom right.

AccessA
Welcome, Leader. Rostered Leaders

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Home **Directories** Calendar Statistics

Directories

To print directories:

1. Select a Directory Type and a Directory Selection. Click Preview.
2. Click Print from the menu bar at the top of the Adobe Acrobat Reader screen.
3. Click OK.

Directory Type:

Individual

Family

Directory Selection:

Online Directory

To locate and individual

For a list of all rostered leaders click online directory

[Preview](#) [Back](#)

You do have the ability to alter your personal information from your personal profile under (Home Tab). Click the edit button in the upper right corner and complete the changes. A change request will be created and sent to the administrator who will make the change happen. This is just another layer of security for your personal information.

For help or information contact:

Debbie Worley

worley@vasynod.org

or call the synod office: 540-389-1000