

## My Church Profile

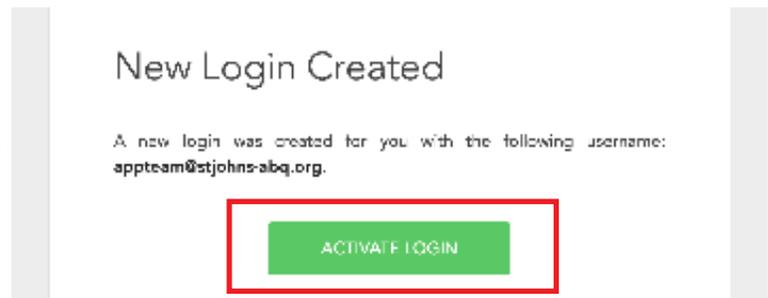
### How to Login For the First Time

**1. Contact the Church to Receive an Activation Email.** Church Community Builder is our new management system where your church profile is located. **If you have never signed in to your church profile before, contact the church office so we can send you an Activation Email and you can login.** The Activation Email will be titled "New Login Created" and will look like the image below (in step 2). When you login to your church profile for the first time, you will create a username and password so you can access your account again in the future. For most users, your username will be the email you have given the church to contact you.

**How to Contact the Church Office:** Call the church office at (505) 883-9717 or email receptionist Joy Heaviland at [reception@stjohns-abq.org](mailto:reception@stjohns-abq.org) to request to login into your Community Church Builder (CCB) profile for the first time. Joy will then send you an Activation Email. If you prefer, Joy can also create a username and password for you and send you the login credentials. If you have Joy create a username and password for you, skip steps 2-4. Visit <https://stjohns-abq.ccbchurch.com/goto/login>, and enter your login credentials to access your account. This will take you to your profile Dashboard. Resume instructions at step 5.

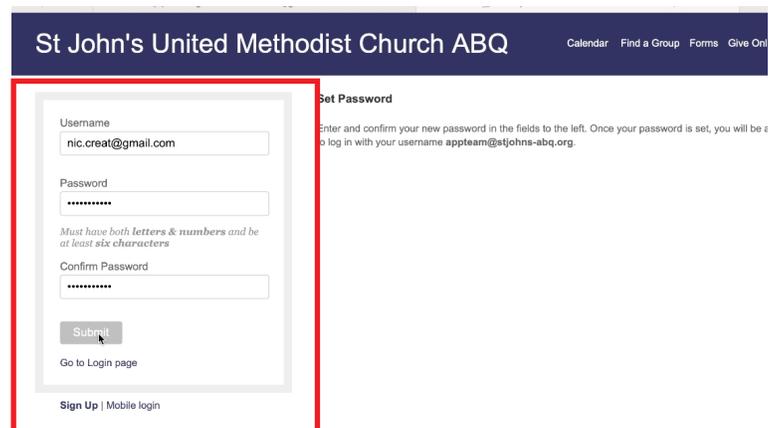
### 2. Click Activate Login Button in Email.

Once you have opened the email titled "New Login Created", click on the green Activate Login button. This will take you to a page where you can create a username and password to login to your church profile in Church Community Builder (our new church management system).

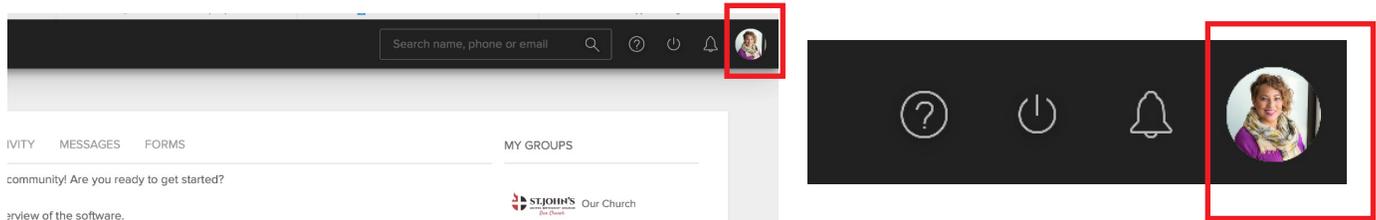


### 3. Create a username and password.

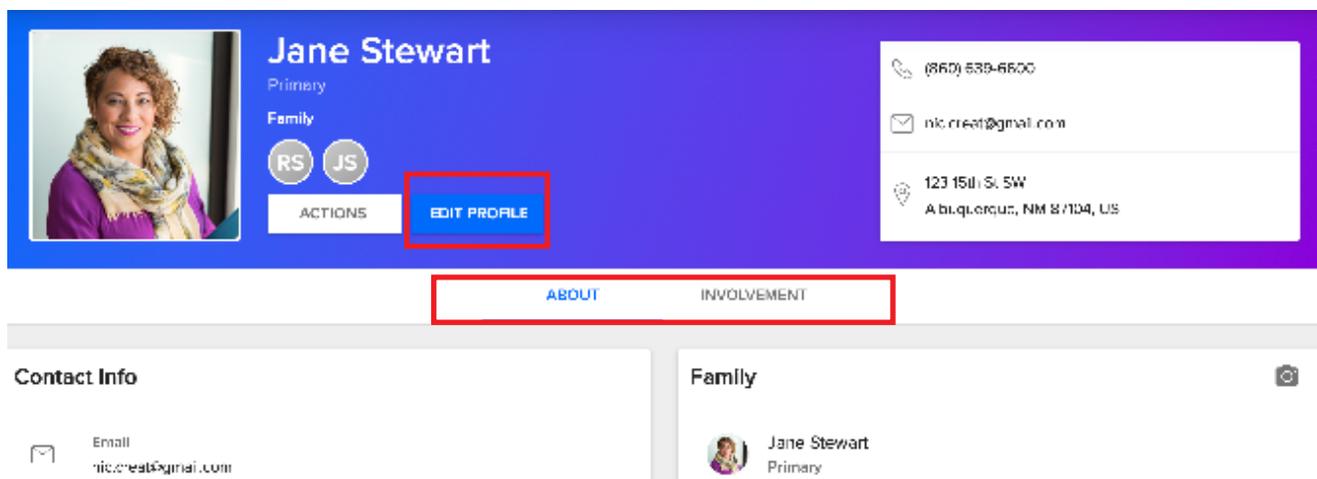
Click into the boxes to the left of the page to create the username and password that you will use to login to your church profile. The email associated with your account will automatically appear as your username, however, you can change your username to any email that is convenient for you to use. When you are finished, click Submit and save the information in a secure location for future use.



**4. See your church profile.** Once you click submit, you will be automatically logged into your church profile, and will be brought to your Dashboard, which is the screen you will see every time you login. On the top right hand side of the screen inside the black bar that runs along the top, you will see a small picture of yourself (if we have one for you on file) or you will see a gray circle with your initials in it. Click on the picture of yourself (or your initials) to go to your profile.



**5. Check and Edit About Information.** Once you are in your church profile, you will see two sections at the top labeled About and Involvement.



Click About to see your profile information like name, address, birthday, and family members. If any of this information is incorrect, or if you'd like to include additional information about yourself, click the blue Edit Profile button to edit your information. When you are finished updating your information, make sure you scroll all the way down and click Save to save your changes.

Profile pictures are great for putting names to faces in large congregations. If you don't have a profile photo and would like to add one, click on the gray box with your initials. This will open a browser folder where you can select a photo of yourself from your computer and add it to your profile. If you already have a photo and would like to change it, click the image of yourself and select Replace, then choose a new photo from your computer.

**6. See your church involvement.** If you'd like to see an overview of your involvement in the church, click on section Involvement. Once you click on Involvement, you'll see check boxes appear on the screen that say Serving, Attendance, Groups, Financial, and Forms. Click the check box for each area of involvement you're interested in seeing and it the information will appear on your screen.

## ***How Do I Login in the Future (After I Have Created a Username and Password)?***

### **How do I get back to my church profile after logging in for the first time?**

It's a good idea to visit your profile regularly to see our church calendar, keep track of when you're volunteering and connect with groups you are involved in. To login to your church profile, go to our Church Community Builder website: <https://stjohns-abq.ccbchurch.com/goto/login>. Enter the username and password you created and click Login. If you need help accessing or updating your profile, please contact Communications Director, Nicole Creaturo at [ncreaturo@stjohns-abq.org](mailto:ncreaturo@stjohns-abq.org).

## ***Frequently Asked Questions***

### **What is a Church Community Builder (CCB) Profile?**

Church Community Builder is our new management system where your church profile is located. A Profile is the method used by the church management system to house information about you and your family. It allows you to enter your contact information, add family members, set up desired communication and enter personal information such as your birthday.

### **What does the Profile do besides just keep by contact information?**

- It allows you to see your involvement.
- If you volunteer, it will list the service opportunities and times you are scheduled.
- It will allow you to see your attendance. The attendance is managed for groups, volunteering, and attendance at worship.
- You can see the Groups that you have joined.
- You can see your financial contributions to the church.
- By entering your contact information, it will allow your groups to communicate with you and you with them.

### **Why does the church want this information?**

You are an important member of this church family. We want to know how to help you get involved in the church and be able to contact you. We can get to know you better when you share your spiritual gift, passions, abilities, and personality style. There may be a perfect opportunity for you to serve God that was specially made for you. There may be times when

you need specific support from the Church, and we want to be able to contact you.

### **How do I login if I do not have an email registered with the church?**

If you do not have an email registered with the church (or if you and your spouse share the same email), you may not be able to login with the steps we have listed here. This is because, when we activate our church management system for the whole congregation, the program automatically sets the email address we have for you on file as your username. **If you try to login to your church profile and are unable to do so for any reason, contact Communications Director Nicole Creaturo at [ncreaturo@stjohns-abq.org](mailto:ncreaturo@stjohns-abq.org) or 505-883-9717.** She will create a temporary username and password for you (that you will be able to change afterwards) and help you login to our system.

### **Is the profile I create in Church Community Builder the same as the profile I created to give online?**

No, your church profile in Church Community Builder is not the same as your online giving profile (which is in PushPay), they are two separate systems. Although Church Community Builder and PushPay (our giving system) are linked so you can see your giving information in your church profile, the two accounts are kept separate and have separate login information. The reason for this is to keep your financial information (such as credit card number and bank information) safe and secure.

**Questions or Concerns? Contact Communications Director Nicole Creaturo:**

**Email: [ncreaturo@stjohns-abq.org](mailto:ncreaturo@stjohns-abq.org)**

**Phone: 505-883-9717**