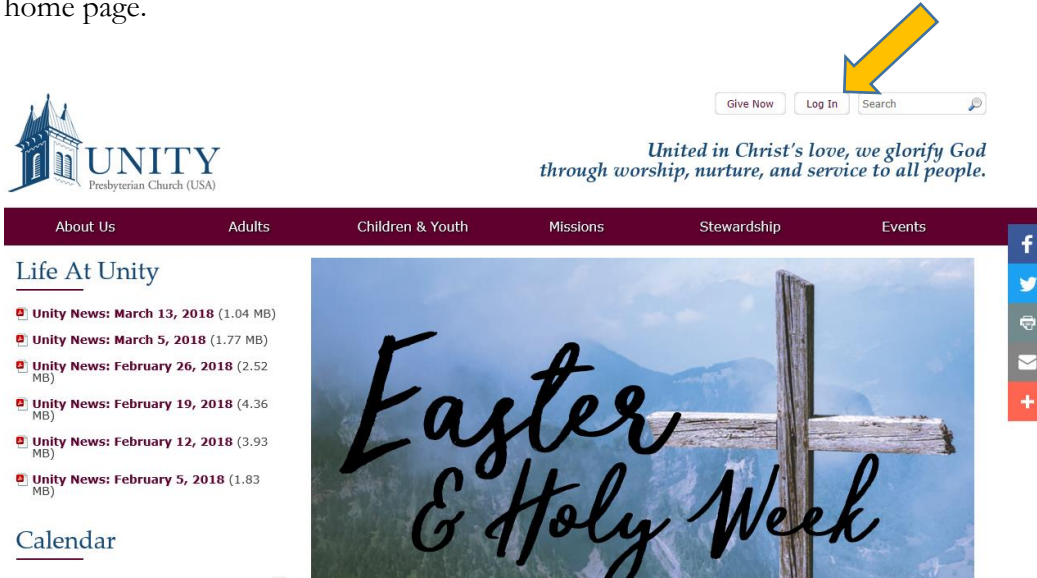


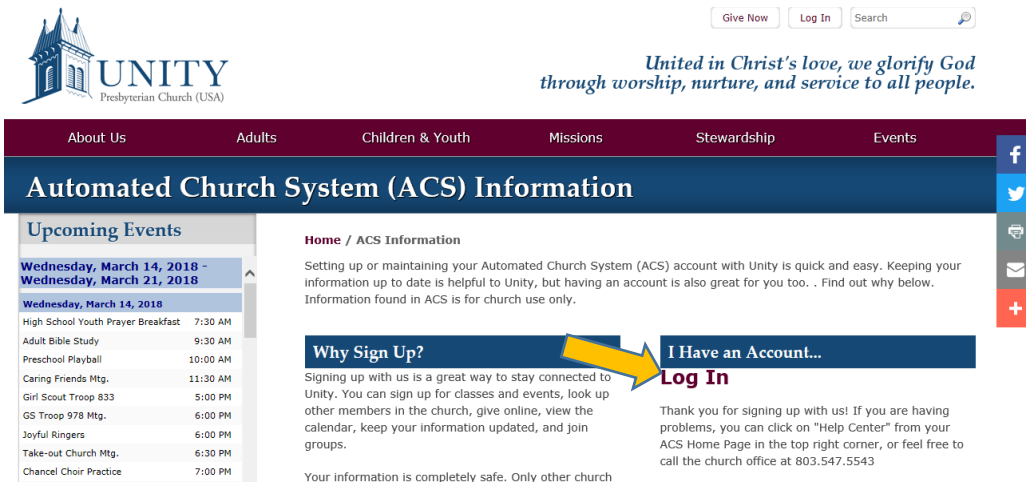
SUBMIT YOUR TIME & TALENT INTERESTS ONLINE!

1. Log in to Unity's Access ACS system:

Go to church website (<http://unityfortmill.org/>), click on the "Log In" button at the top of the home page.



This will open an information page with instructions about how to create a Login if you do not already have one. If you already have a Login, simply click where it says "I Have an Account... Log In".



This brings you to the Access ACS Sign-In screen.

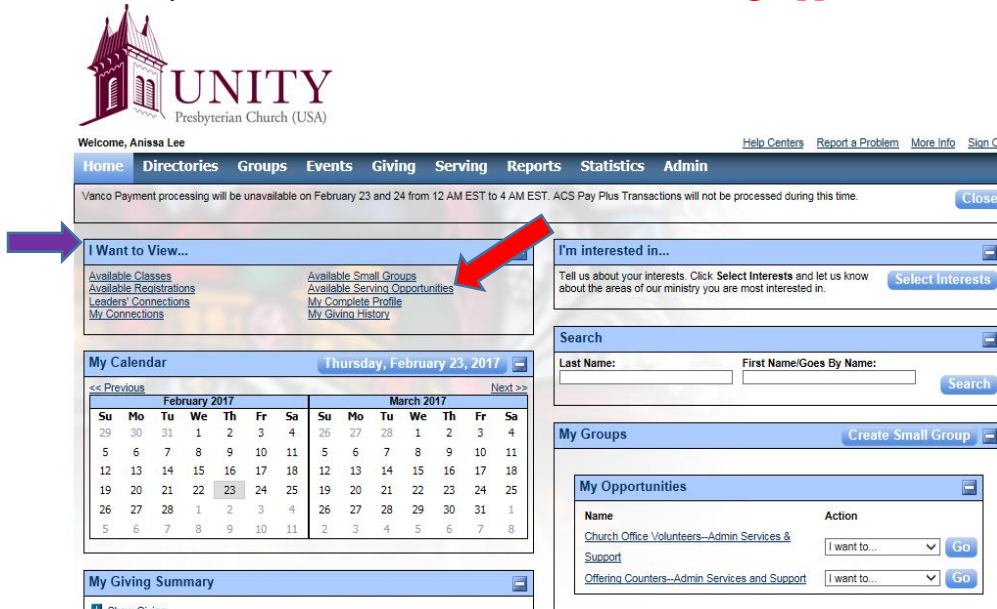


If you have never logged in before, you will need to click “Need a Login?” and follow the directions. Login information will be sent to you through the Preferred Email address we have listed for you in our ACS system. (**Note: if you do not receive login information in a reasonable amount of time, you should check your “Spam” or “Junk” folder--sometimes the email will get sent there.) If you need to update or change your Preferred Email, please contact the Church Office. Also, if you have Comporium email, you may have problems receiving the automated email from the system. If so, please contact Anissa Lee in the Church Office for assistance.

Once you have your login information, enter it on the Sign-In screen, this will take you to your Home page within the Access ACS system.

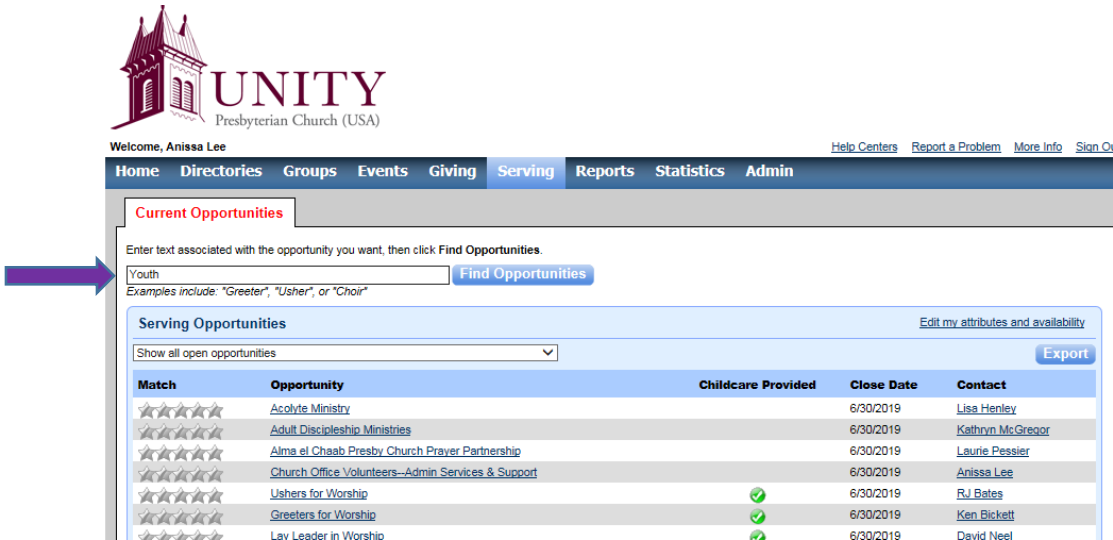
2. Click on **“Available Serving Opportunities”**:

On this Home page you will see a box titled **“I Want to View”**. For registering your time & talent interests you would want to click on **“Available Serving Opportunities”** within that box.



3. Search for your interests and signup!

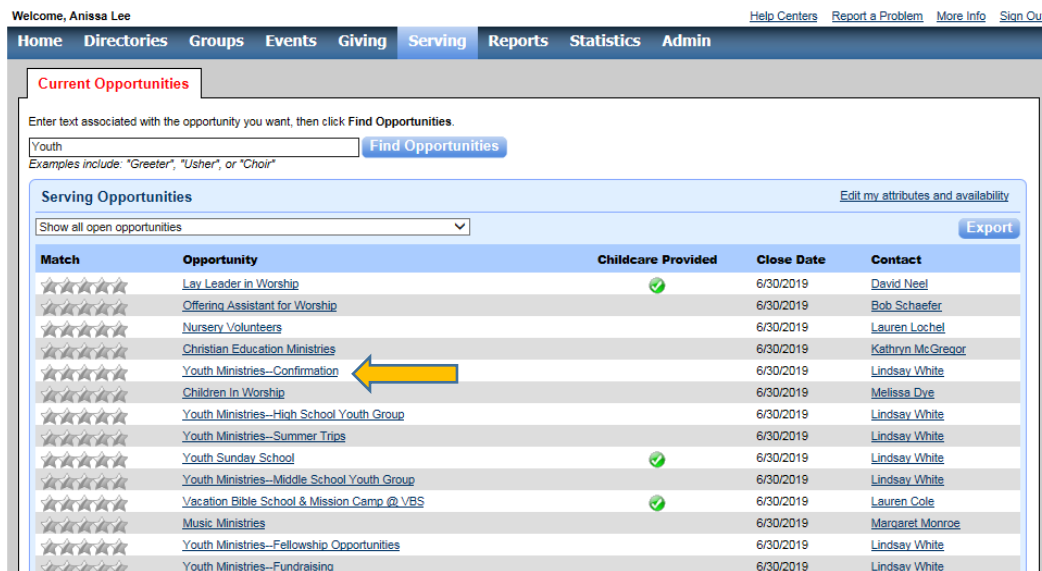
Enter a key word for your interest in the search box. That will bring up a list of opportunities involving that interest. For example: A search for “Youth”...



The screenshot shows the Unity Presbyterian Church (USA) website interface. At the top, there is a logo for Unity Presbyterian Church (USA) and a navigation menu with options: Home, Directories, Groups, Events, Giving, Serving, Reports, Statistics, Admin. A search box contains the word "Youth" and a "Find Opportunities" button. Below the search box, a table titled "Serving Opportunities" lists various roles with their match ratings, childcare availability, close dates, and contact information.

Match	Opportunity	Childcare Provided	Close Date	Contact
★★★★★	Acolyte Ministry		6/30/2019	Lisa Henley
★★★★★	Adult Discipleship Ministries		6/30/2019	Kathryn McGregor
★★★★★	Alma el Chaab Presby Church Prayer Partnership		6/30/2019	Laurie Pessler
★★★★★	Church Office Volunteers--Admin Services & Support		6/30/2019	Anissa Lee
★★★★★	Ushers for Worship	✓	6/30/2019	RJ Bates
★★★★★	Greeters for Worship	✓	6/30/2019	Ken Bickett
★★★★★	Lav Leader in Worshio	✓	6/30/2019	David Neel

...yields the following results:



The screenshot shows the same website interface as above, but with a different set of search results. A yellow arrow points to the "Youth Ministries--Confirmation" row in the table.

Match	Opportunity	Childcare Provided	Close Date	Contact
★★★★★	Lay Leader in Worship	✓	6/30/2019	David Neel
★★★★★	Offering Assistant for Worship		6/30/2019	Bob Schaefer
★★★★★	Nursery Volunteers		6/30/2019	Lauren Loche
★★★★★	Christian Education Ministries		6/30/2019	Kathryn McGregor
★★★★★	Youth Ministries--Confirmation		6/30/2019	Lindsay White
★★★★★	Children in Worship		6/30/2019	Melissa Dye
★★★★★	Youth Ministries--High School Youth Group		6/30/2019	Lindsay White
★★★★★	Youth Ministries--Summer Trips		6/30/2019	Lindsay White
★★★★★	Youth Sunday School	✓	6/30/2019	Lindsay White
★★★★★	Youth Ministries--Middle School Youth Group		6/30/2019	Lindsay White
★★★★★	Vacation Bible School & Mission Camp @ VBS	✓	6/30/2019	Lauren Cole
★★★★★	Music Ministries		6/30/2019	Margaret Monroe
★★★★★	Youth Ministries--Fellowship Opportunities		6/30/2019	Lindsay White
★★★★★	Youth Ministries--Fundraising		6/30/2019	Lindsay White

From there you can click on the choice you have further interest in (Example: Youth Ministries—Confirmation) and you will see the available positions within that choice.

If you see something you're interested in signing up for, simply click the "Interested" button, and you are signed up! The contact person for that position is notified, and he or she will contact you.

Youth Ministries--Confirmation - Available Positions				Back	Export
Match ▾	Position	Day(s)	Serve Until		
★★★★★	Confirmation Planning Team		ongoing	Interested	
★★★★★	Confirmation Sponsors		ongoing	Interested	
★★★★★	Confirmation Teachers		ongoing	Interested	

One last thing...

From the **Home** page you can also view a box titled **"My Commitments"** where all the positions you are currently signed up for are listed. If you see something listed there that you no longer wish to volunteer for, you should contact the leader listed beside that position and request that your name be removed from their list.

Welcome, John Lee [Report a Problem](#) [More Info](#) [Sign Out](#)

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

I Want to View...

- [Available Classes](#)
- [Available Registrations](#)
- [My Complete Profile](#)
- [Available Small Groups](#)
- [Available Serving Opportunities](#)
- [My Giving History](#)

My Giving Summary

Show Giving [Give Now](#)

[My Giving History](#)

[Manage Scheduled Giving](#)

[My Pledge History](#) [Pledge Now](#)

My Commitments [View More](#)

You are assigned the following serving opportunities.

Opportunity ▲	Position	Date	Leader
Adult Ministries	Adult Sunday School Teacher	3/12/2017	Kathryn McGreor
Sunday Night Live-- Congregational Dinners	Clean-up/Congregational Dinners/SNL--Cong. Care	3/12/2017	Deborah Matthews
Youth Ministries--Fundraising	Youth Fundraising Volunteers-- Pine Straw Sale	3/18/2017	Lindsay White

I'm interested in...

Tell us about your interests. Click [Select Interests](#) and let us know about the areas of our ministry you are most interested in. [Select Interests](#)

Search

Last Name: First Name/Goes By Name: [Search](#)

My Groups