

## ACS Access Account Set-up Procedure

\*\*\*R.C.C. must have a valid e-mail in the system before you can start the set-up process. \*\*\*  
If you do not believe we have one for you, e-mail us at [offices@rockpointe.org](mailto:offices@rockpointe.org).

1. Go to [www.rockpointe.org](http://www.rockpointe.org) and click on the “[Create Login](#)” link.
  - You will be directed to Access ACS’s “Rockpointe Community Church Login Page”
  - Under “New User Login”
    - Fill in the empty fields “First Name”, “Last Name”, and “E-mail Address”
    - Then click on the “Find Me” button.

If we have the e-mail you entered in our system you will see a notice saying that a verification e-mail has been sent to you and to check your e-mail for your user name and password.

If we do not have the e-mail you entered in our system you will see a notice to please try again checking for grammatical errors or to contact us with the correct information.

2. You will receive an e-mail from [offices@rockpointe.org](mailto:offices@rockpointe.org) with “Account Information Request from Rockpointe Community Church” in the subject line.
  - Your e-mail will look like this

**Thank you for registering with us.**

We are happy to provide you with your user name and password so that you may login into your personal record at any time.

Click [here](#) to login.

Your user name is:

Your password is:

You will be required to change your password the first time you log in. Please keep your user name and password confidential.

Sincerely, Rockpointe Community Church

3. Click on the “[here](#)” link in your e-mail and you will be redirected to Access ACS’s “Rockpointe Community Church Login Page.”
  - Fill in the empty fields “User Name” and “Password”
  - Then click on the “Login” button.
  - You will be asked to create a new password at this time. Fill in your new password.
  - Then click on the “Login” button again.

You will now be directed to your account overview page. Here you can navigate through the system tabs found along the top of the page labeled “My Profile”, “Groups”, “Calendar”, and “Giving”. Navigate through these see your personal information that RCC currently has in our database. This includes your profile with address, phone number(s), birthday, family members, and other misc. information. The giving tab allows you to see your personal giving history and to give online through ACH withdrawal. If you see any information that is incorrect or that is missing that you would like to have added simply click on the “edit” button in the upper-right-hand corner of your profile page, fill in the fields you wish to add or change, and then click on the “Submit” button in the upper-right-hand corner. A change of information request will be sent to us for approval. This is a great way for you to help us keep our records current so that we can best serve you! We hope that you will find this account access informative and beneficial.