UNIVERSITY
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CHURCH

Member Portal Instructions for Access via Computer

To access the Member Portal from your computer:
1. Go to the URC website at www.universityreformedchurch.org
2. On the Home page, click "Connect Here" under Member Portal
3. Enter your user name*
4. Enter your password*

*If you are new to the Member Portal, click "Forgot Password" to have a temporary password sent to your email on file.

To access the directory:
1. Once you are in the Member Portal, click "Directory" on the left hand side
2. You can scroll through the directory in alphabetical order
3. You can search for a person by typing in a few letters of their name in the search bar

To access your personal profile:
1. Once you are in the Member Portal, click the circle with your initials in the upper right
2. Click "View Profile"
3. You should now be able to see your contact information (address, email, phone number) as well as those in your family.
4. If any of your information is incorrect, click the *Pencil Icon* and scroll down to make edits
5. Click "Save"
6. A pop-up window will ask you for the reason for the change, enter your reason and click "Propose Edits"
    a. Note: you won't see the change immediately. It will need to be approved by the Member Portal administrators, typically within 48 hours.

To update your picture:
1. Once you are in the Member Portal, click the circle with your initials in the upper right
2. Click "View Profile"
3. Click the *Pencil Icon* on the right
4. You should now be able to edit your personal information and will see a Picture circle next to your name.
5. Click "Browse" just below the Picture circle
6. Choose a current picture and after it uploads, you may want to click "Crop" to zoom in as needed to make your face clearly visible, then click "Done"
7. Click "Save"
8. A pop-up window will ask you for the reason for the change, enter your reason and click "Propose Edits"
    a. Note: you won't see the change immediately. It will need to be approved by the Member Portal administrators, typically within 48 hours.

To change the temporary password assigned by the system:
1. Once you are in the Member Portal, click the circle with your initials in the upper right
2. Click "View Profile"
3. Click "Account"
4. Under Password & Confirm Password, type your own personal password, then scroll down and click "Save"

Questions? Email memberportal@urcstaff.org or call the church office 517-351-6810 and ask to speak to either Jen or Charli.