

Village Bible Church Directory – Procedure to Create Personal Login Account

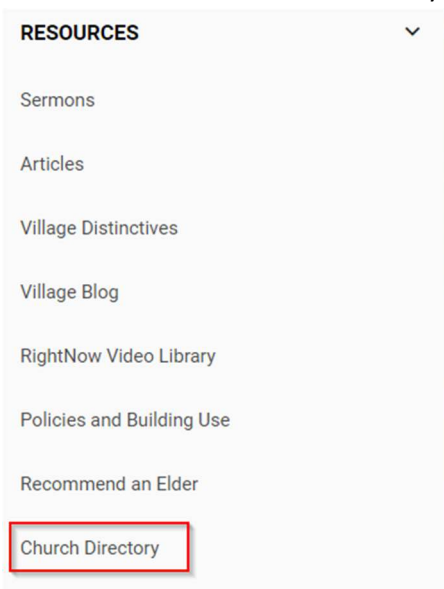
Access to VBC's online church directory is available to all regular attenders of VBC at one of the five campuses, that have submitted their church directory information in the Friendship Registry and the information has been recorded. You can obtain a personal login to access the VBC church directory that contains contact information and pictures of people attending VBC. This personal login needs to remain private because you will also have access to your financial giving history. The access to this church directory is either from the website or a Church Life app on your mobile device. The history of your offerings is only available when logging in from the church website.

Follow these steps to sign-up for your own login and password. Recommended to use a PC.

- 1) Access the VBC website "villagebible.org". Click on the pull-down menu in the upper left corner of the main VBC home page.



- 2) Select "Resources->Church Directory"



- 3) On the Church Directory login page click on "Sign-up / Sign-in"

Directory

While we regularly provide physical copies of a church-wide photo directory, we also provide digital option for use on desktop, laptops, or mobile devices. If you are a regular attender of Village, you can login with your email address that is listed in the church directory.

Logging in to your account will allow you to access the church directory, your charitable giving records, and you can also update your directory photo and contact information.

[SIGN UP OR SIGN IN](#)

- 4) Since you do not have a login yet, click on the “Need a login? Click here” link.

Welcome to Village Bible Church Sign In

Sign In

E-mail Address or User Name:

Password:

☐ Remember my Username [Sign In](#)

[Forgot your password or user name ?](#)

Need a login? [Click here](#) [Go Mobile](#)

- 5) Now you need to populate your email address and name exactly as you entered it when you submitted the information to be included in the VBC Church Directory because it will do a search in the directory to find you are registered. Click “Find Me” to see if you entered the data correctly.

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

JoeSmith80@gmail.com

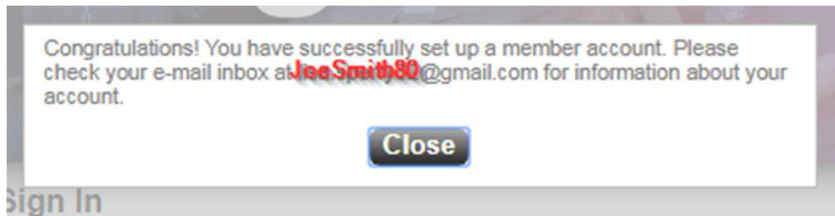
First Name Last Name Suffix

Joe Smith

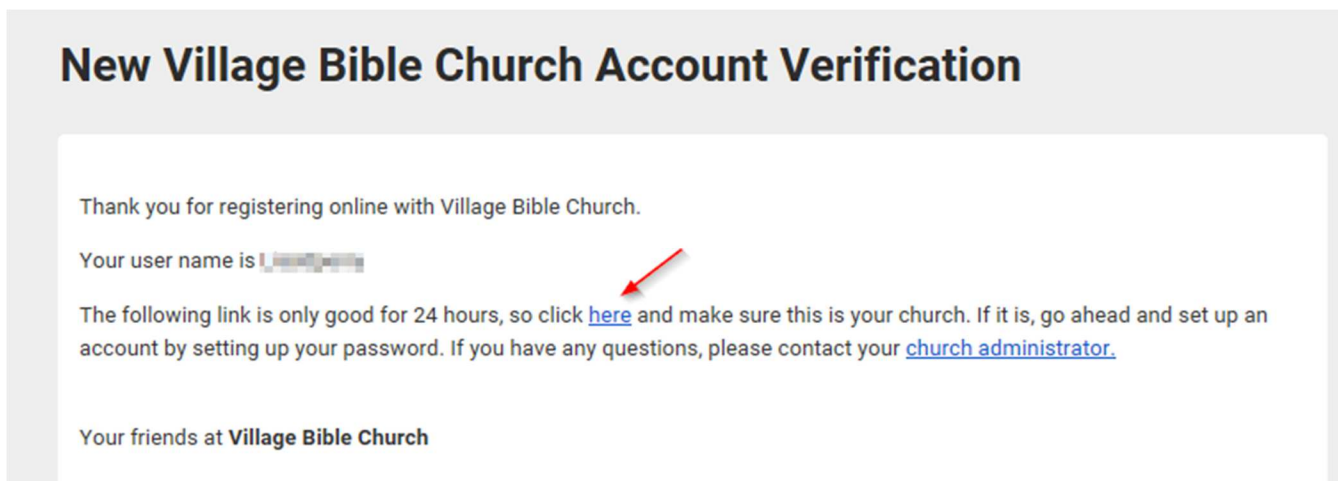
[Find Me](#)

Already have a login? [Click here](#)

- 6) If the directory search found you in the current VBC directory then you should see this pop-up window indicating a successful look-up and that an email confirmation has been sent to your email address. If you are not found in the directory, double check your information you entered. If it is correct, but there is no match then contact another person that has access to the directory to check your information. If changes are needed, then contact our VBC secretary.



- 7) Check your email for the confirmation and the link to click to finish the new login procedure to create a private password. A user name is listed in this email but normally you will be using your email address as your login to sign-in to access your account.



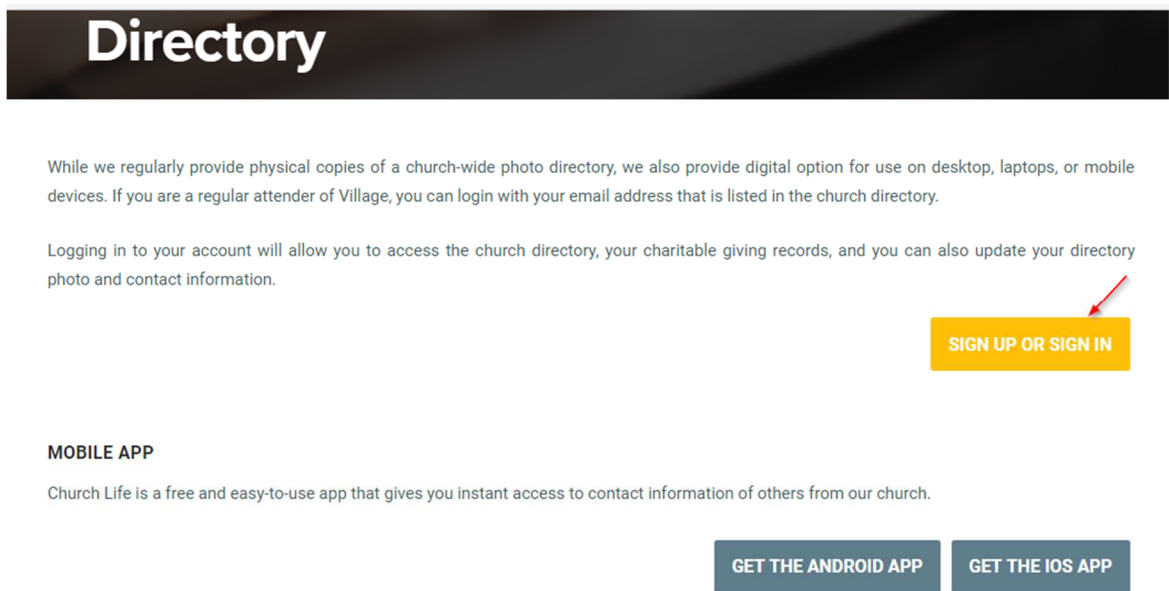
- 8) On the pop-up window to create a new password enter a private password that is not easily guessed. Suggestion is to use the first letter of each word of a phrase, song, or verse and add a special character to have a strong password. Click on the Sign In to verify your passwords match.

Terms of Use.'; and a blue 'Sign In' button at the bottom right. A red arrow points to the 'Sign In' button."/>

- 9) If your passwords match, then you should now be signed into your new account and see this website page. You can click on “My Profile” to see your current profile information. You can click on “My Giving History” to see a history of your financial offerings to VBC. You can enter a person’s name to search for that person in the VBC directory. You can search on just first name or last name to get a list of matches. If you click on the “Directory” tab then you will see a complete directory of those attending the VBC campuses, with some pictures of some of the entries.



- 10) Future access to the VBC Church Directory can be accomplished by going to the church website and select “Resources->Church Directory” from the pull-down menu and click on Sign-in. You will be prompted to enter your email address and password to log into your account.



11) NOTE: You can install the “Church Life” app on your mobile device by clicking on the download links on this page to get the app. This will allow you to log into your account and access the church directory but not your financial giving history.

Disclaimer: These notes were created by a user not an administrator so there may be changes in the future. Let me know of any errors or changes.

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