

Please email [myallsouls@allsoulschurch.org](mailto:myallsouls@allsoulschurch.org) with any questions

## myAllSouls FAQs

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## How do I access myAllSouls?

1. To access myAllSouls via the web, select your browser\*\*.
2. In the url bar go to [myallsouls.org](http://myallsouls.org) or select the “myAllSouls” button on the left-hand side of [allsoulschurch.org](http://allsoulschurch.org).

\*\*Note: **Chrome or Firefox** are recommended. If you are using Safari please make sure it is the most current version. If you are unable to log in on Safari via myAllSouls.org, please use [secure.accessacs.com](http://secure.accessacs.com).

## How do I get a login for myAllSouls?

1. Next to **Need a login?** Click the **Click here** link and follow the prompts.
2. An email will be sent to your personal email with instructions to complete your login registration

\*\*Note: if the system does not find you, please email [myallsouls@allsoulschurch.org](mailto:myallsouls@allsoulschurch.org)

## How do I change my login email or password?

1. Point to **Home** and click **My Account**.
2. Use the **Account Settings** tab to change this information.

## Can I take my information out of the directory, but still have people in my groups contact me?

1. Yes! Point to **Home** and click **My Account**.
2. Use the **Personal Preferences** tab to change this information.
  - a. Unselecting the first checkbox will take your information out of the online church directory, but will still keep your information listed in your groups/classes so that other members may see or contact it.

## I don't want my information anywhere. How do I go incognito?

1. This can be done. Point to **Home** and click **My Profile**.
2. In the **Contact Info** tab click the pencil icon next to the information you want unlisted
3. Click the radio box **unlisted** in the second line of text.

\*\*Note: you cannot unlist your address. If you would like your address to be unlisted, email [myallsouls@allsoulschurch.org](mailto:myallsouls@allsoulschurch.org).

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## How do I see the church directory?

1. Click **Directories** from the top bar.
2. Select which directory you would like to see.

## How do I search for someone?

1. Point to **Home** and click **My Overview**.
2. In the **Search** box to the right put the member's last and/or first name and click **Search**.