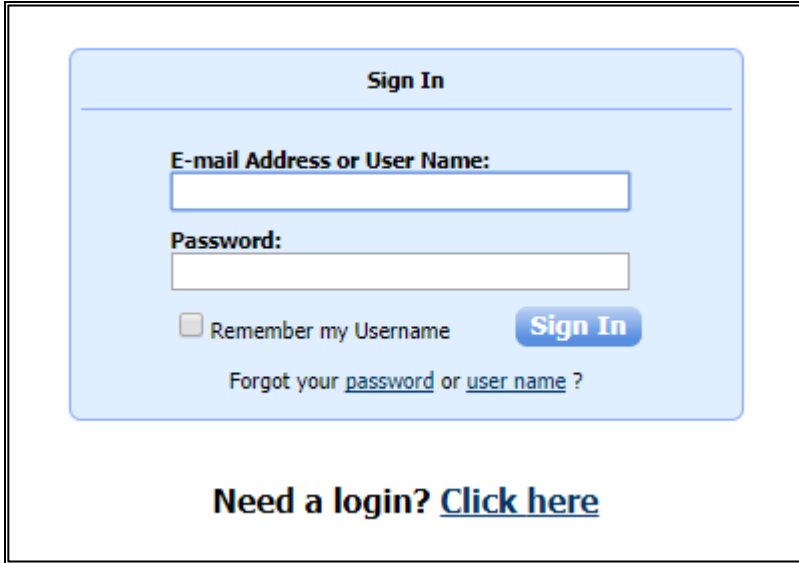


How to Activate your Login

1. Click on [ST. ANDREW CONNECT \(ON-LINE SIGN-IN\)](#). This can be found at the bottom of our website.
2. You will see the following:



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- E-mail Address or User Name:** (Text label above a text input field)
- Password:** (Text label above a text input field)
- Remember my Username (Checkbox)
- Sign In** (Blue button)
- Forgot your [password](#) or [user name](#) ? (Text link)

Below the form, there is a text link: **Need a login? [Click here](#)**

3. If you are a first-time user, select **Need a login? Click here** to create a userid and password. The following screen will appear:



The screenshot shows an 'Account Sign Up' form with the following elements:

- Account Sign Up** (Section Header)
- 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. (Text)
- E-mail Address** (Text label above a text input field)
- First Name** (Text label above a text input field)
- Last Name** (Text label above a text input field)
- Suffix** (Text label above a dropdown menu)
- Find Me** (Blue button)

4. Enter your email address, first name and last name. If we do not have your email address on file, you will see a pop-up saying "We are unable to locate a record matching the information you provided." Click on [Email Site Administrator\(s\)](#) to send us an email with your name, and we will contact you after this has been corrected.
5. You will receive an email with your userid and a temporary password. Return to the login page and enter your user name and password to login.

6. You will be prompted to change your password. Your password must have at least 8 characters, and include both letters (capitalized and lower-case) and numbers.

If you have previously logged in and cannot remember your userid or password, please follow the instructions on the initial sign-in screen.

If you have any questions about the online system, please email onlinehelp@saintandrew.org.