

HOW TO ACCESS YOUR CLASS ROSTER ONLINE

New to Access ACS?

Set up Access ACS User Name and Password

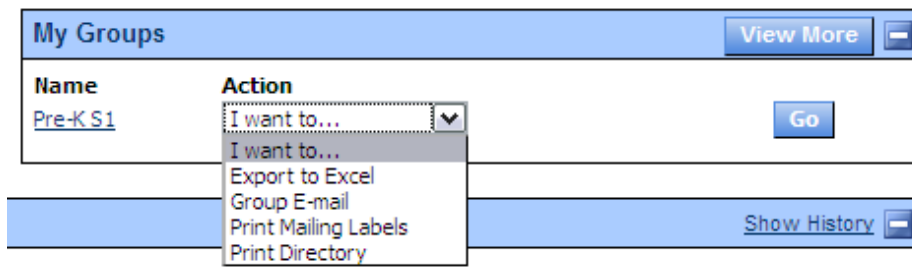
- Go to <http://church.st-thomasmore.org>, click on **Membership** and select **Member Login**.
- Please note that you need to type your name and email address exactly as we have it in the parish database when you register to obtain a user name and password. If you need to verify this information, email the FD Secretary at mdelrosario@st-thomasmore.org.
- Enter your name and email address on the **New User Login?** box and click **Find Me**.
- Access ACS will email you your STM user name and an initial password.

Got Member Login?

- Go to <http://church.st-thomasmore.org>, click on **Membership** and select **Member Login**.
- Enter the your STM username or email address and password on the Member Login screen and click **Sign In**.

Viewing your class roster

- After you have successfully logged in, your class will be listed in the box called **My Groups**.



- To view the roster online click on the class name. For other actions, click on the **Action** pull down menu, select from the list and click **Go**.

Sending a Group E-Mail

- To email the parents of the entire class click the box next to **Name** on the heading row. To email the parents of selected students click the box beside their name.
- From the Send Email screen select **Allow us to send the email to the parents of any children selected** and click **NEXT**.

Home Directories Groups Serving

Send E-mail

E-mail Options

Allow us to send the e-mail for you.

Allow us to send the e-mail to the parents of any children selected.

Send the e-mail through your e-mail application. Use this selection to include attachments.

This will take you to the Compose Message screen where you can now type your message.

- Emails sent through Access ACS is not stored. It is recommended that you add your own email address in the BCC field when sending emails through Access ACS.
- Please take note of any persons that do not have an email address and call them with your message. Seek translation help if the family does not speak English.
- If you receive a return email, please inform the FD Secretary at mdelrosario@st-thomasmore.org.