

To Clergy and lay assigned

Local church leaders (SPRC, Trustees, Finance, Treasurer, Lay Leader, Church Administrator)

This email is to introduce you to the **People Portal**, which is an online access point to connect you with the district and annual conference.

People Portal access and contents are set by your role in the local church OR by your status as clergy or lay assigned. **If there is someone else in your local church who plays a role in completing forms and communicating information to the district/conference (but is not one of the roles listed above)**, please email **your district administrator** to discuss and **we** will set up the appropriate kind of People Portal access for them.

The People Portal is a link on the conference website which gives you personal and protected access to

- **Reports and forms related to you** (as a clergy or lay assigned) **or to your role in local church leadership** (SPRC, Trustees, Finance, Treasurer, Lay Leader, Church Administrator), including
 - Personal Contact information update
 - Clergy Profile Report and update capacity (for clergy)
 - Clergy Directory
 - Compensation information (for those appropriate)
 - And more! We're adding things all the time . . .
- **Your Church(es) Dashboard** (if you are related to a local church) where you will find
 - Church report forms for fall charge conferences, year-end reports and others
 - Church Profile Form and update capacity
 - Church Leadership Lists as we have them in the database

Your personal login securely accesses your own page which has forms and links related to you and your role in the local church.

- ***If you already have a People Portal log-in***, you will find that there is much more on your People Portal page now than previously.
- ***If you have a People Portal log-in but you have forgotten it***, contact your District Administrator for assistance.
- ***If you do not yet have a People Portal log-in, here is how you begin:***
 - Go to <https://portal.greaternw.org/peopleportalsigninhelp>
 - You'll be asked to enter your email address
 - This needs to be the email address we have in our database for you
 - Enter your email address and click submit
 - You'll get a message "if xxx@yyy.zzz is a valid email [by which they mean 'is it the email address we have for you in our database?'] we will verify the email address and send additional instructions. Please check your email."
 - Check your email

- Look for an email from “Notifications at Greater Northwest Area” with the subject line “Log-in Help for”
- The message will contain the words “Please click on the link below to complete the log-in” with a link.
- Click on the link in the email
 - This will take you to a webpage where you can create or reset your password.
 - When you have created that password and clicked submit, you’ll see “Your password has been updated you may now log-in
 - Click on “Back to Sign in”
- Enter the username (email address used) and password you created and log in.

If you want to change your username or password at any time, you may do so within the People Portal:

- Click your picture, name or triangle in the upper right corner of the People Portal
- Select “Edit login”

To return to the People Portal in the future:

- Find the Login link on the conference website at the bottom of the home page.
 - Click that to be taken to the sign-in page
 - Enter your username and password and then “Sign in”

If you have questions or problems setting up your People Portal login and access, contact **your district administrator for assistance: alaskaumc@gmail.com or 907-333-5050**