Welcome to Church DB!

Church DB is our online database that members can access anytime to:

- *Access the current Albany UU Directory*
- *Check Albany UU events and room availability*
- *Reserve a room for your committee meeting*
- *Check the status of your pledge*
- *Edit your contact information*

Click the link for First UU Society of Albany for the Church DB web page and follow the directions below.

https://www.churchdb.com/churchdb/Login.asp?iOrgzKey=93

Bookmark this link!

Directions:

- Select **Click Here** in the line to Retrieve User ID or Password
- Fill in information
- Click **Search**; Church DB will send your User ID and Password in an email
    - If Church DB does not find your information:
        - Try other versions of your name or nickname
        - Check with the office staff to make sure Church DB has your current/preferred email
- Return to the Church DB login page and log in using your User ID and Password

Best Practice for User ID and Password:

- Change your User ID and Password to something easy to remember
    - Click **Family Info** on left side of screen
        - Family information is on top; individual records below the solid black line
    - Click **Change Password** for your individual record
    - Follow the instructions
    - Select **Save**

Please Note: If you have made these User ID and/or Password changes, ONLY YOU and Church DB know the login information you've selected. If you've forgotten this information, you can repeat the original process and select **Click Here** on the login page to retrieve your personalized login information. Albany UU office staff do not have this information on file.

Messages

The Church DB Homepage displays a screen for messages from Albany UU or the Church DB system. While we haven't used the message board much, watch the scrolling messages to see if there is something useful there for you!

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