Welcome to ChurchDB!

ChurchDB is our online database that members can use anytime to:

- *Access the current FUUSA Directory*
- *Check FUUSA 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 ChurchDB web page and follow the directions below.

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

(Save this link in your Favorites!)

 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 ChurchDB does not find your information:
        - Try other versions of your name or nickname.
        - Check with the office staff to make sure ChurchDB has your current/preferred email.
- Return to the ChurchDB log-in 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 ChurchDB knows 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. FUUSA office staff do not have this information on file.

MESSAGES

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