

## HOW TO LOGIN MY CHURCHSUITE

### IMPORTANT

It is not possible to login to My ChurchSuite until you have either completed the form on our website and have received an email invitation for you to set your password, or if you have been sent an email from us. Head to the 'My ChurchSuite' section of our website if you haven't yet done this. Once you have followed these steps you are ready to proceed with logging in.

### Logging in

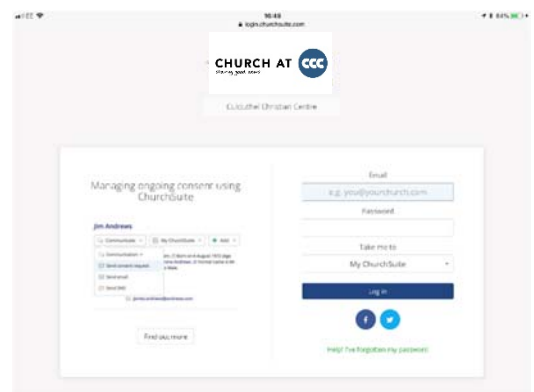
It's possible to login to My ChurchSuite from either:

- A web browser on a computer/tablet/smart phone
- The ChurchSuite App on a smart phone/tablet (this can be downloaded from your App Store)

### How to log into My ChurchSuite from a web browser

Follow these steps:

- Go to <https://culduthelchristiancentre.churchsuite.co.uk/my>
- Enter your email address
- Then enter the password you created
- Make sure the final box says : take me to 'My ChurchSuite'
- And finally click 'Log in'



### How to get My ChurchSuite on a smart phone or tablet

Follow these steps:

- Head to the app store on your phone (App Store or Google Play)
- Search for 'ChurchSuite' (all one word)
- Download and open the app to bring up the login screen
- When choosing a church, search for 'culduthelchristiancentre' (no spaces). You should see Culduthel Christian Centre, with the appropriate logo pop up!

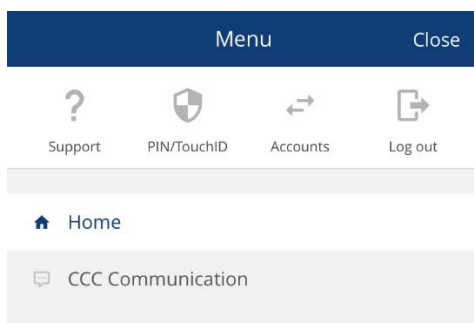
- Use your email address and chosen password to login

## Security

Please remember that you will have access to people's details, so please ensure your phone or computer access is security protected. On a tablet or phone you can even set a PIN or fingerprint security for My ChurchSuite, (particularly useful if your phone doesn't already have a pin). Adding this level of security means that you don't need to log out of the app and log back in every time!

To set up a pin:

- Open your My ChurchSuite app
- Click on the menu button
- At the top of this menu there is a 'PIN/TouchID' button, click on this
- Click to 'Require PIN/TouchID at launch'
- Set your pin or touch identification



## Please note

Currently My ChurchSuite is only available to over 18s for safeguarding reasons.