

DMUMC Online Directory

Instructions for getting a user name and password:

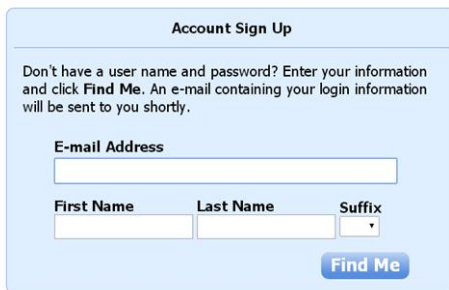
1. Click on link to go to DMUMC Online log in page
2. Once you click on that link, you will be taken to the screens below.



The image shows a 'Sign In' form with a light blue border. At the top, it says 'Sign In'. Below that, there are two input fields: 'E-mail Address or User Name:' and 'Password:'. To the right of the password field is a blue button labeled 'Sign In'. Below the input fields, there is a checkbox labeled 'Remember my Username' and a link that says 'Forgot your password or user name?'.

Need a login? [Click here](#)

3. As a first time user you must click "Need a login? Click Here" (located under the blue box) to create your user ID and password. The following screen will appear:



The image shows an 'Account Sign Up' form with a light blue border. At the top, it says 'Account Sign Up'. Below that, there is a paragraph of text: 'Don't have a user name and password? Enter your information and click Find Me. An e-mail containing your login information will be sent to you shortly.' Below the text, there are three input fields: 'E-mail Address', 'First Name', and 'Last Name'. To the right of the 'Last Name' field is a dropdown menu labeled 'Suffix'. At the bottom right of the form is a blue button labeled 'Find Me'.

4. Enter your email address, first name, and last name. The suffix field is optional. When you have entered the information, click the Find Me button. **Your first name, last name and email address MUST match the church database.** If the system cannot locate your record, please call the church office (919-683-3467) or email the Office Administrator.
5. After the system finds you, you will receive an email containing your username and password for logging in to DMUMC Online. Your user name is your first and last name with no spaces. User names are not case sensitive. The email contains a link to DMUMC On Line. Follow that link and enter your username and password in the fields provided. **HINT: It is helpful to copy and paste the password into the sign-in site.**
6. You will be asked to change your password. Once you have entered a new password, you will arrive at your personal profile page. **Passwords need to be at least 8 characters and include both number and letters.**

If you experience difficulties, call the church office or email the office at billpg@dukememorial.org.