

## Member Login Guide

1. Go to Columba.org.
2. Click the “Member Login” link in the top right corner of your screen to connect to St. Columba’s online member portal. The login screen will display.
3. Click “Need a login? Click here” underneath the sign-in box.
4. Enter your first name, last name, and e-mail address. The suffix field is optional. When you have entered the information, click the “Find Me” button.

**Note: Your first name, last name and e-mail address must match with our database or you will not be given an account.** You might have to try more than one e-mail address if you are not sure which one you gave us. If you don’t have an e-mail address on file or need help setting up your account, please contact Paul Barkett ([pbarkett@columba.org](mailto:pbarkett@columba.org); 202-363-4119, ext. 211) or Dustin Davis ([ddavis@columba.org](mailto:ddavis@columba.org); 202-363-4119, ext. 214).

5. You will receive an e-mail containing your username and password for logging on to the member portal. Return to the Member Login area and enter this information. The system will require you to change your password with the first successful login. Enter a password of your choice.

**Sign In**

E-mail Address or User Name

Password:

Remember me [Sign In](#)

Forgot your [password](#) or [user name](#)?

**Need a login? [Click here](#)**

ACS Technologies [Privacy Policy](#) | [Terms of Use](#) | [Compatible Browsers](#)

**Account Sign Up**

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.

E-mail Address

First Name Last Name Suffix

[Find Me](#)

**Already have a login? [Click here](#)**

## **Frequently Asked Questions**

### **How secure is my data?**

The confidentiality of your data is our utmost priority. Only the data that we print in our existing church directory is available online to registered users. Furthermore, you can opt out of the online system by setting your personal profile, or by contacting the parish office (202-363-4119). Our software provider is ACS Technologies, the largest developer of church management software in the industry. They have a secured website that we access which is housed in a secured data center and is subject to period security audits to ensure safety and privacy of your data.

### **What can I do in the member portal?**

- View or update your member profile.
- Add family and individual pictures to your member profile.
- Print, view, or email members of your small group.
- View and respond to outreach assignments.
- Print membership directories.
- Register online for events.
- Donate or tithe online.
- View the church calendar.
- Search, review, and submit interest in serving opportunities in the church.