

Creating an Account on UCG.org

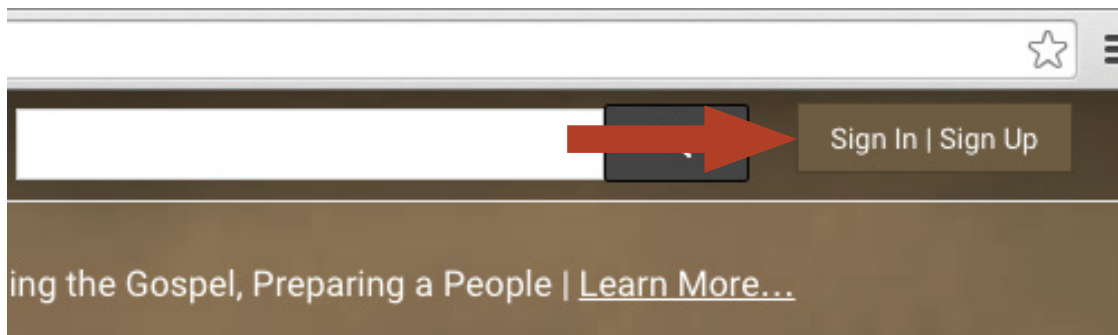
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Creating an Account

Go to <http://www.ucg.org>.

Click **Sign In | Sign Up** in the upper right corner of the window.



Note: If you are unsure whether you have an account on ucg.org, click “Request new password” from the Sign In/Sign Up page, enter your likely email address, and click “E-mail new password.” If your email address is recognized, you will receive instructions via email on how to reset your password. If your email address is not recognized, continue with the Sign Up process.

Create a **username** for your new account.

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

A screenshot of the 'Sign Up' form. The title 'Sign Up' is in large, bold, black font. Below it is the label 'Username' in a smaller, gray font. Under the label is a large, empty text input field with a small circular icon on the right side.

Note: You'll enter your actual first and last name later in your Profile.

Enter and confirm your **e-mail address**.

An account validation e-mail will be sent to this address.

E-mail address

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address

Please re-type your e-mail address to confirm it is accurate.

Note: Your e-mail address will NOT be publicly displayed in ucg.org.

Enter and confirm a **password** for this account.

Your password must be at least 6 characters.

Password

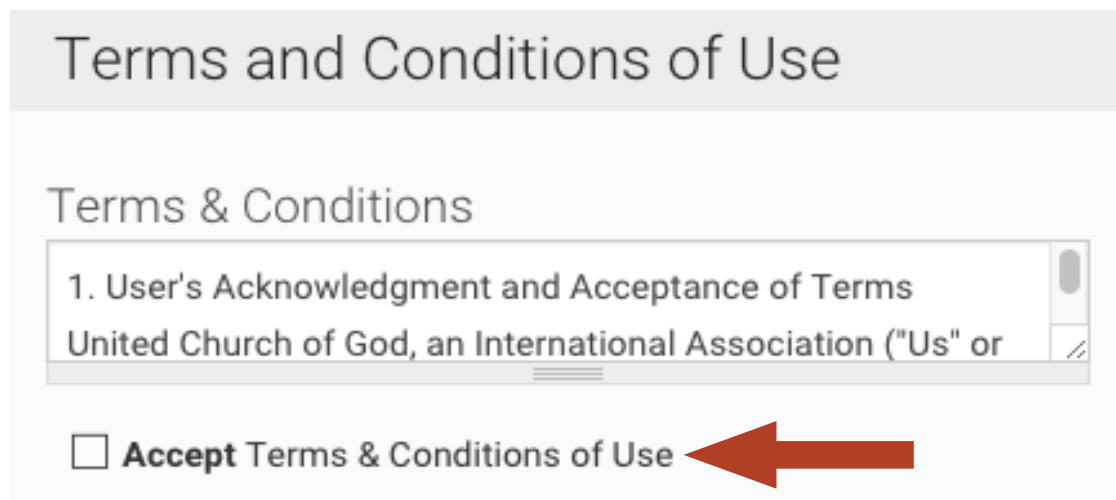
Confirm password

Provide a password for the new account in both fields. Password must be at least 6 characters.

Password strength:

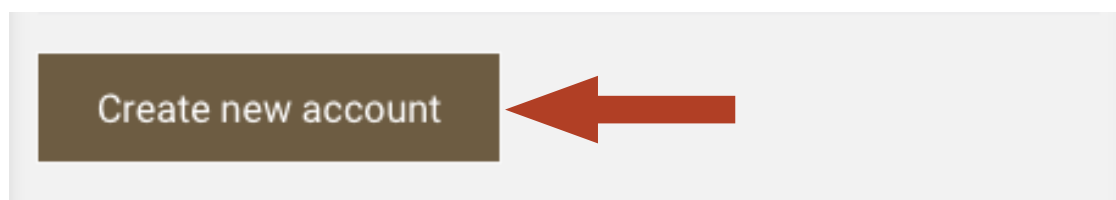
Read the **Terms & Conditions** of Use.

Check the box to accept the Terms & Conditions.



The screenshot shows a section titled "Terms and Conditions of Use". Below the title is a sub-header "Terms & Conditions". Underneath is a text area containing the text "1. User's Acknowledgment and Acceptance of Terms" and "United Church of God, an International Association ('Us' or". To the right of this text area is a vertical scrollbar. Below the text area is a checkbox followed by the text "Accept Terms & Conditions of Use". A large red arrow points to the checkbox.

Click the **Create new account** button.



The screenshot shows a button labeled "Create new account". A large red arrow points to the button.

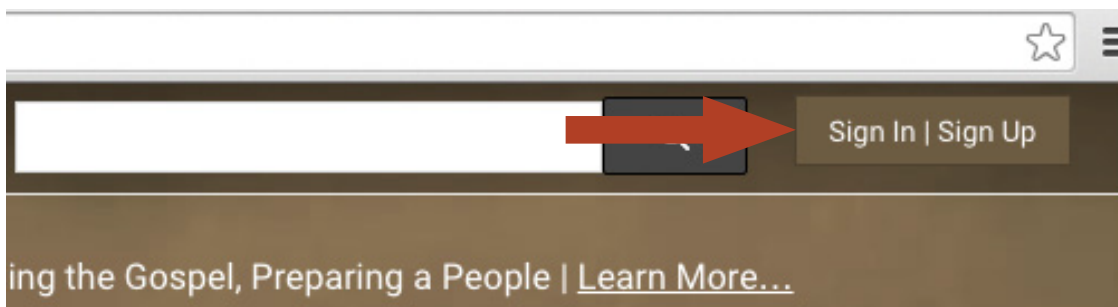
Check your registered e-mail address for a **validation e-mail** with the subject line "Take Action: Verify Your Registration for United Church of God".

Click the link provided in the e-mail in order to complete your account registration.

Signing In

Go to <http://www.ucg.org>.

Click **Sign In | Sign Up** in the upper right corner of the window.



Enter your **username** (or registered e-mail address) and **password**.

Click the **Log in** button.

Sign In

Username or e-mail address

Password

Log in



[Request new password](#)

Note: If you forget your password, click “Request new password.” You will receive instructions via email on how to reset your password.

Updating Your Profile

In your Profile, you can enter your first and last name, create a biography, add a photo, change your e-mail address/password, and update your Preferences (enable/disable messages, set time zone).

Please update your Profile to include at least your first and last name and a photo to help others recognize you.

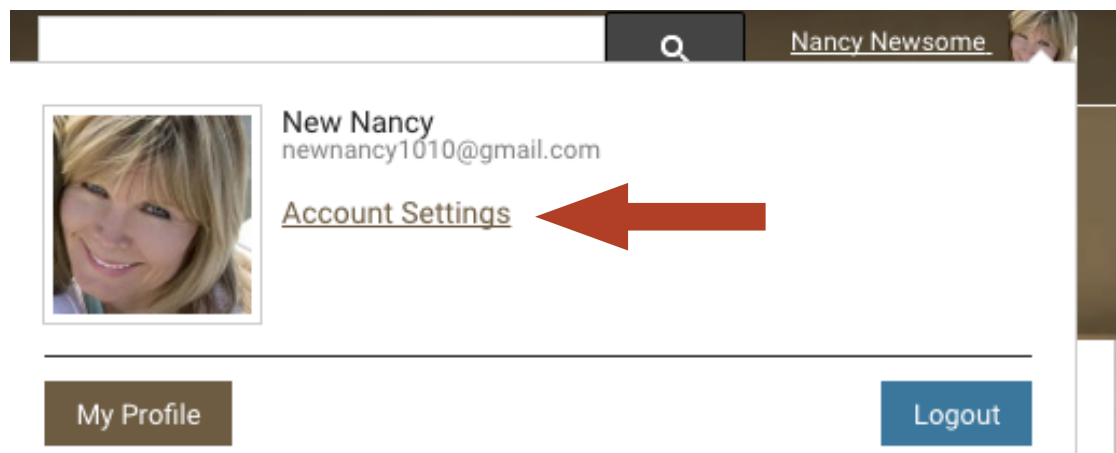
Sign in to your ucg.org account.

Click your name in the upper right corner of the window.

Note: If you have never updated your Profile, your name will display as your registered username.



Click **Account Settings** to edit your Profile.



Enter your **First Name**, **Last Name**, and a **short biography** to introduce yourself.

First Name (and M.I.)

Joseph

Last Name

Roger

Biography

Content limited to 200 characters, remaining: **200**

You may choose to set your **marital status**, **gender**, and **birthday**.

Marital Status

☐ N/A ☒ Single ☐ Married

Gender

☐ N/A ☒ Male ☐ Female

Birthday

Month Day Year

Please enter your date of Birth.

Note:

Only your First and Last Name and your Biography will be visible to other users on ucg.org.

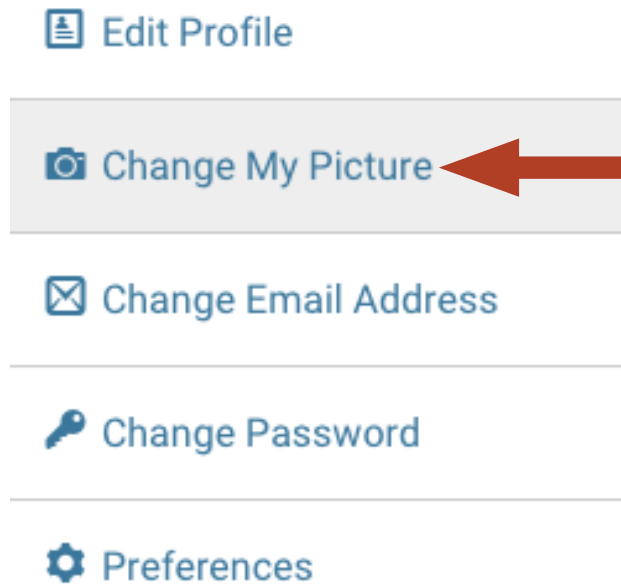
Marital Status, Gender, and Birthday will not be displayed.

Save



Click the **Save** button.

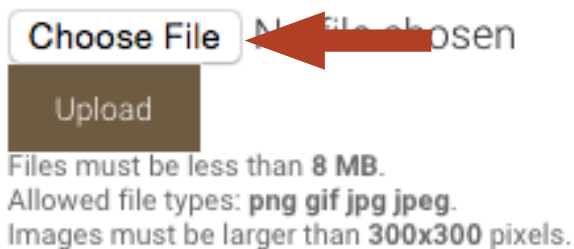
Click **Change My Picture** to add or update your Profile photo.



Note:
Your photo will be visible to other users on ucg.org.

Please ensure your profile photo is your likeness or a headshot photo and in keeping with the Terms of Use and good judgement.

Click **Choose File** to select an image from your computer.



Note: The process for locating and choosing a file will vary based on your browser and operating system.

Click the **Upload** button to preview your image on the screen.



Click the **Save** button to add the image to your Profile.



Remove

Note: To change the photo, click the Remove button and then Choose File and Upload to replace the photo.

Save



Click **Preferences** to set your messaging preference.

 [Edit Profile](#)

 [Change My Picture](#)

 [Change Email Address](#)

 [Change Password](#)

 [Preferences](#)



Check the **Allow other users to send me messages** box to receive e-mail messages from other users on ucg.org, or uncheck the box to disallow messages from other users.

☐ **Allow other users to send me messages**

Allow other users to contact you via a personal contact form which keeps your e-m

Note: If messaging is allowed, a link appears in your profile to “Send [your name] a message” which directs them to a contact form. Allowing other users to send you messages does not permit them to see your registered e-mail address.

Click the **Save** button.



