

How to access the Cedar Lane database for the first time

1. Using an internet browser, go to <https://secure.accessacs.com/access/memberlogin.aspx?sn=142271>. (Note: If you are reading this on paper, copy the underlined exactly, including the question mark and number. Don't include the period after the number. If you are reading this on the screen, you can just click on the underlined link to go to the right webpage.)
 2. You will see the top screen on the right. Click on "**Click here**" after the question **Need a login?**
 3. The bottom screen to the right will appear. Enter your first name, last name, and email address. The suffix field is optional. Then, click **Register**.
- Note: To sign up for an account, your First Name, Last Name and email address MUST match our database.** Check the latest church directory if you are not sure which email address you gave us. (If you do not have an email address on file, email this information to Lucy Dubinsky (ldubinsky@cedarlane.org) or call her at 301-493-8300 ext 210. Once your email is in the database, start at number 1 above to register.)
4. You will receive an email containing your username and a link to log in to the database through Access ACS and set your password.
 5. To return to the database in the future, type <https://secure.accessacs.com/access/login.aspx> and enter your user name (usually first name capitalized connected to last name capitalized (such as MaryJones) and password.

Sign In

E-mail Address or User Name

Password:

Remember me

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

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

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Frequently Asked Questions

How secure is my data?

The confidentiality of your data is our utmost priority. Only the data we print in our existing church directory is available online to registered users. Any other information you enter in the database will not be visible by other members. A maximum of 3 members who understand confidentiality may have access to match members with volunteer opportunities.

Our software provider is ACS Technologies, the largest developer of church management software in the industry. Your data is housed in a secured data center and is subject to period security audits to ensure safety and privacy.

What Can I Do in Access ACS?

- View or update your member profile (2 screens).
- Add family and individual pictures to your member profile.
- Print, view, or email members of your small group,
- Print membership directories.
- Register for events.
- Give online.
- View the church calendar.
- CedarLinked - Search, review, and submit interest in serving opportunities in the church (My Profile and Serving tabs).

Who can I contact for help if I can't get into the database?

On Sundays from Nov 12 through Dec 11, after each service there will be volunteer CedarLinked helpers in the Library or the Brides Room (Quilters Room) just off the Lounge. They can help you complete the survey. You can also call or send an email to staff member Lucy Dubinsky (301-493-8300 x210 or ldubinsky@cedarlane.org) or send an email to cedarlinked@cedarlane.org.