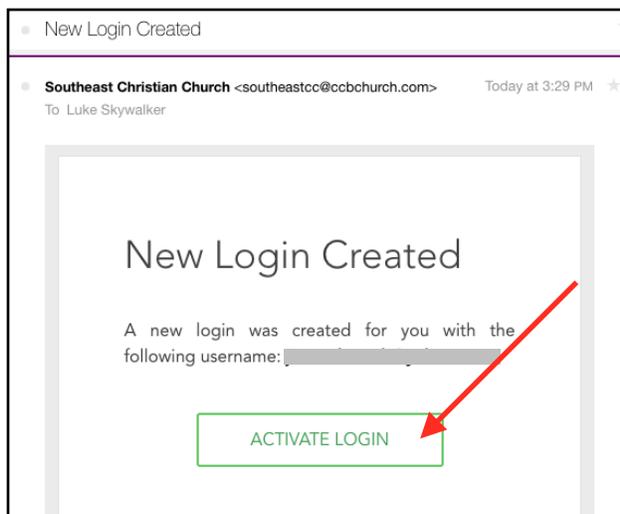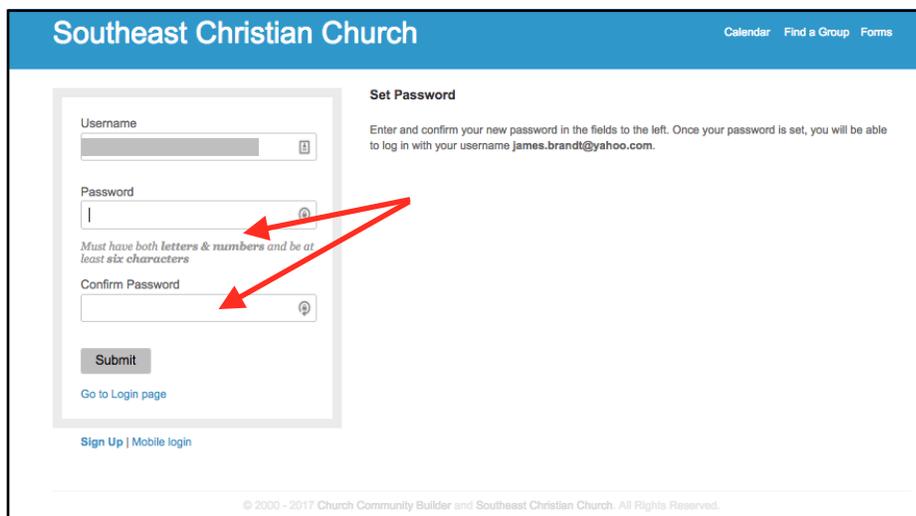# Getting Started

Logging In For The First Time

1. You will receive an "New Login Created" email message showing an account has been created for you. Click on the "Activate Login" button to activate your account.
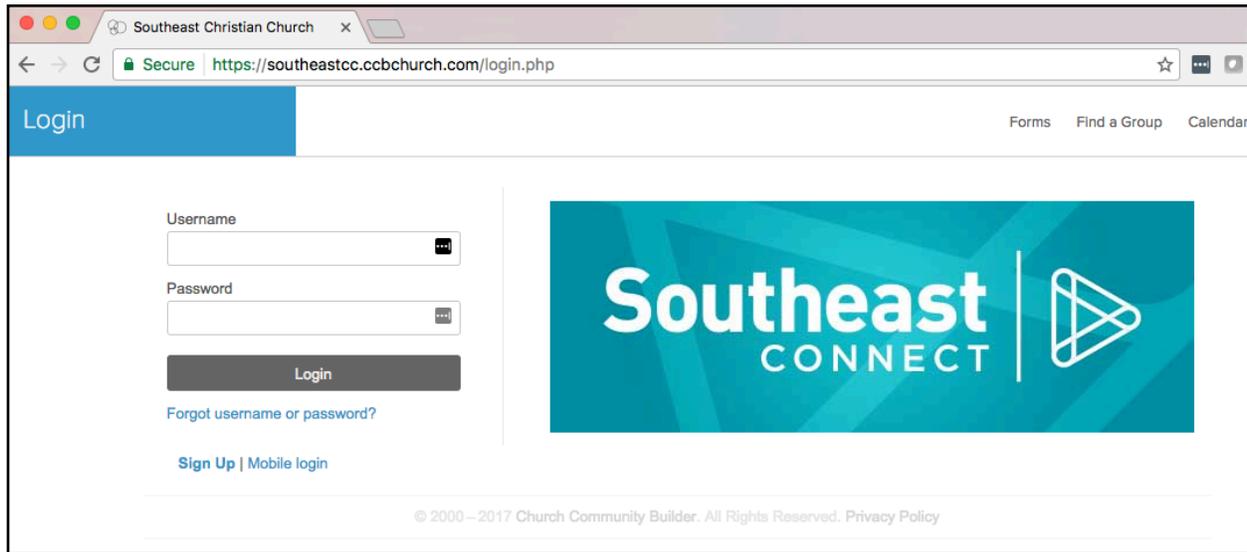

2. Set the password for your account and click Submit. Your password must be at least six characters and include both letters and numbers. When you click submit, you will go to the login page where you will re-enter your email address and password
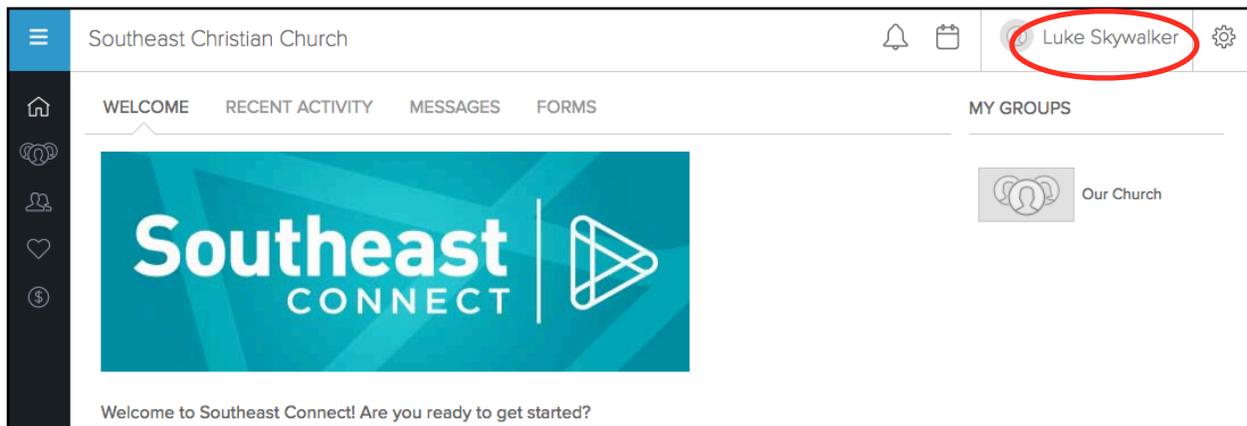
Logging In

1. Go to https://southeastcc.ccbchurch.com/login.php It will look like the image below. We suggest you bookmark this site on your browser.
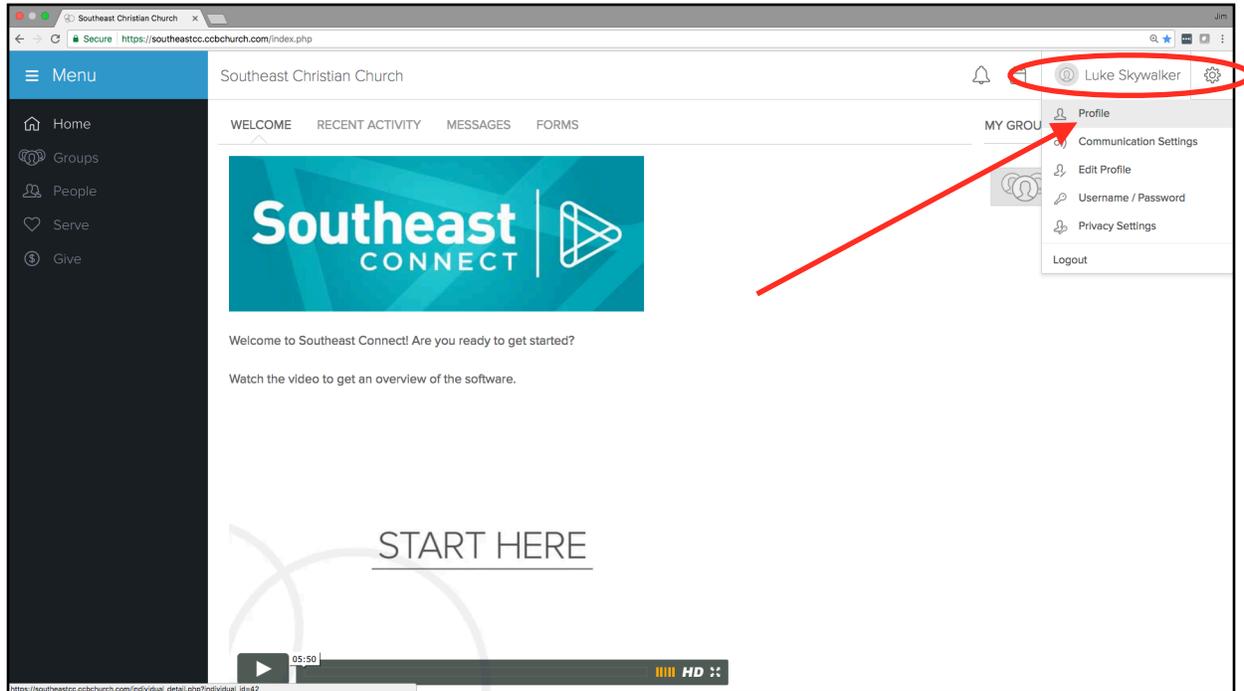

2. Type in your username and password. (Your username may be your email address if you have not changed your username.) The following page will be displayed with your name in the upper right corner indicating you have successfully logged in.
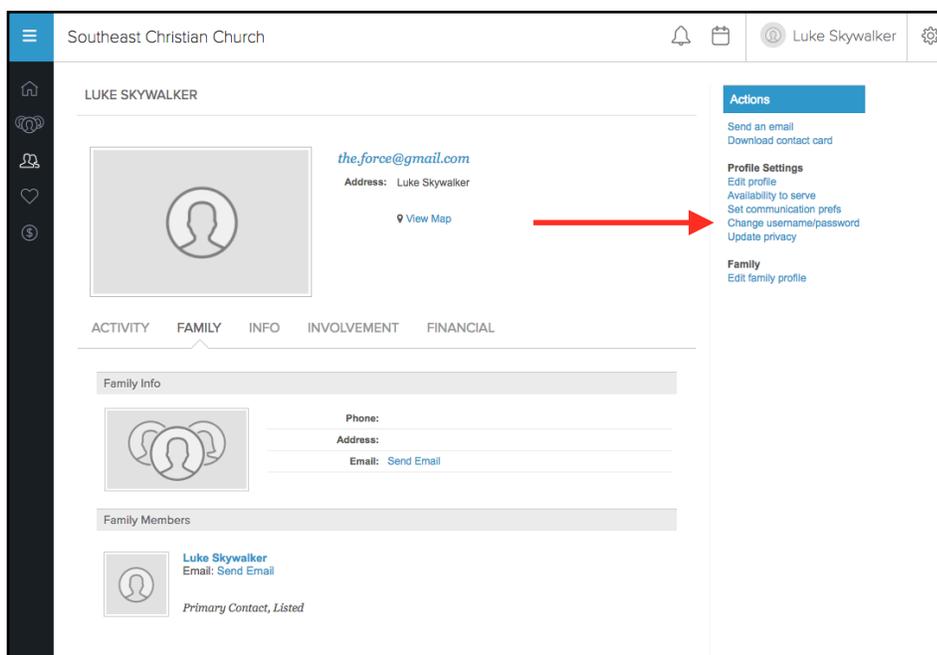
Changing Your Password or Username

1. To change your username or password, click on your name in the top right of the page and select "Profile".
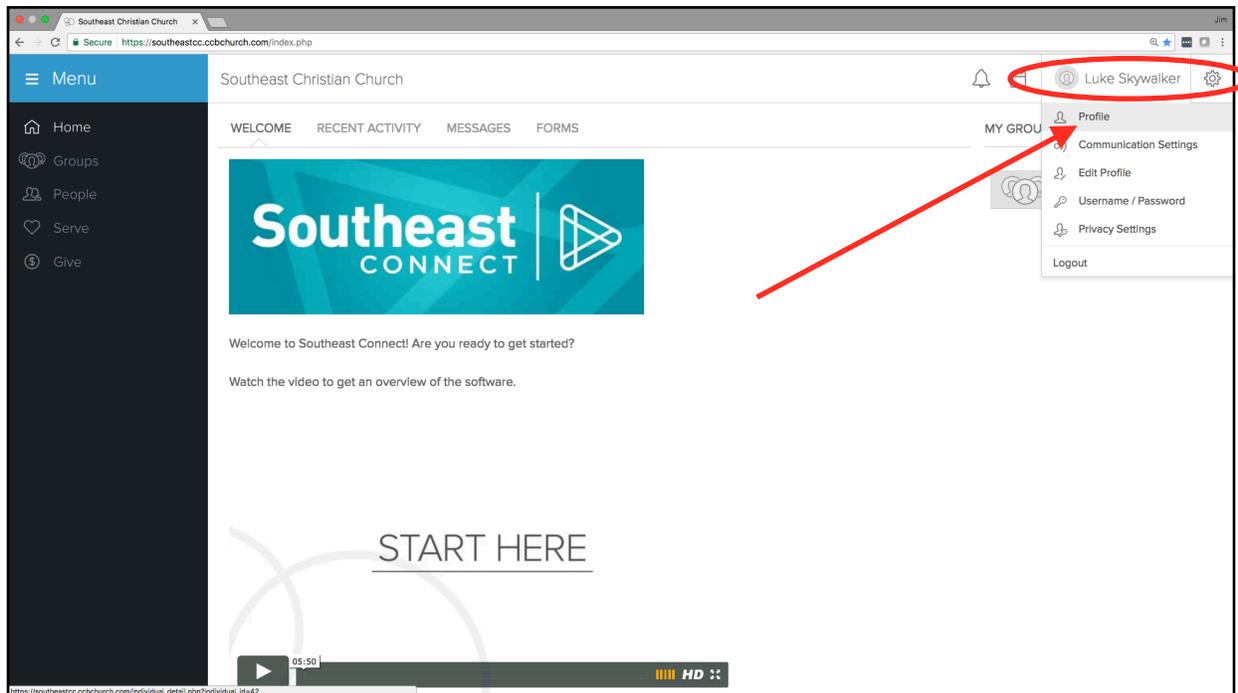

2. Click on "Change username/password" and change your username and/or your password on the next page and click "Save".

Completing Your Profile

1. Now you are ready to check out your profile and fill in additional information. Note that your name is always on the top right corner of Southeast Connect. This is where you go to change things about yourself. click on your name in the upper right corner and click on "Profile".

2. You should see a page that looks similar to the following. Some data will already be present as it was migrated from the previous church management system.

3. Review your personal information and ensure it is correct.
   - Ensure your phone numbers listed are correct
   - Ensure your email address is correct
   - Ensure your street address is correct
   - Scroll down and examine family information. Ensure that the correct family members are listed. If family members are missing, please contact Sue Massie at sue.massie@southeastcc.org or call 303.841.9292
   - If any of your personal information needs to be updated, click on "Edit Profile" under your name as shown below.

4. The page below will allow you to edit your profile and upload a picture of yourself. Please go through the tabs in the blue bar at the top and add/ update information about yourself. Through Southeast Connect we are able to communicate with you via text message to alert you of upcoming events or volunteer positions for which you are registered. Please update your Mobile Phone and your Mobile Carrier so that we are able to text you if you so choose in Communication Settings (see section below).

    You may also upload a profile photo by clicking on the "Choose File" box next to "Photo" and uploading your preferred photo. Examples of good and not so good photos are below. We would love to see your face in your photo.

Good: Not So Good:

5. Once you have updated your profile and profile picture and clicked "Save" at the bottom of the page, your profile will look something like the page below.

Communications Settings

1. Next you want to select the way in which you want Southeast Connect to communicate with you. This is done by clicking "Set communication prefs" on your profile page.

2. You will see communication options for the groups you are in and for General Church Communications. Read the descriptions and decide how you would like to receive these communications and then select the appropriate box(es) for each group. The current settings are the default settings. If you frequently communicate via text message, we strongly urge you to accept text messages from group leaders to keep you updated on volunteer schedules and event notifications. You may always come back to Communication Settings and update if you prefer a different method of communication.

   We suggest that you leave the General Church Communications as is. Scroll down and select "Save Settings" at the bottom of the screen.