

# My Calvary Online – Account Setup

From the Calvary's website: [www.calvaryalex.org](http://www.calvaryalex.org)

Click My Calvary Online

Click "Are you new? Create an account"

## Step 1 - Enter email address

1. Enter the email address of the new account to create.
2. After clicking Next Step, the system will check to see if the email exists, if there is a match, an email will be sent containing a Security Code.
3. You will see this prompt: "Enter the security code that was emailed to "
4. Check your email as you will be sent a random 8 character code. For security reasons, the user MUST have access to the email account they entered. This is an important security measure and standard practice for verifying identity. You will have 15 minutes use this code to activate your account.
5. Enter the security code that was emailed to your email account and click Next Step.

## Step 2 – Enter Security Code

6. If the email address is already in use AND linked to a user account, follow the prompts on the screen to change the password if you have forgotten it.

7. If you **do not** see the **First and Last Name, Birthdate and Gender** pre-filled in, **STOP** and contact the Calvary office. (320-763-5178) They will reset your email so it is associated with your account correctly. Then you can start the registration process over again.

### Step 3 – Confirm/Enter New Contact Info and Password

Create A New Account...

Enter E-mail (1) Confirm E-mail (2) Setup Account (3)

First Name:

Last Name:

Password:

Confirm Password:

Birthdate:

Gender:  Male  Female

Campus:

[Setup Account >>](#) or [Cancel](#)

1. This screen will display your demographic information and you must now set your password. (Do not change any demographic information on this screen; you can do that once your account is setup. If you do not see any demographic information, **STOP** and call the Calvary office!)
2. Once the password field has been entered and confirmed, click Setup Account, your user account will be activated.

Welcome! Your account is now setup. Please complete your profile and add your photo. Check out all the great features in our online community. Feel free to contact the church office if you have any questions.

[Get Started >>](#)

3. Click Get Started and follow the Prompts.
4. At this point you will be logged in to “My Calvary Online” where you can edit your full profile.
5. Once the office verifies your online account you will be able to see the Church Directory.
6. If you have any questions regarding “My Calvary Online”, please call Calvary’s office at 320-763-5178 and ask for Camille.