



ST. LUKE'S

LUTHERAN CHURCH & SCHOOL

St. Luke's Connects - Member Network



I. To log into your account for the first time, please perform the following steps:

1. To access the member network, go to the church homepage and hold your mouse over the **Members** tab, the subheadings will appear. Click on **Member Resources** and then scroll down to find the **St. Luke's Connects - Online Member Network** section. Click on **Network Access** to get started.

2. You will see the following on the left side of the page:

Forget your password?

[Have it e-mailed to you.](#)

Click on [Have it e-mailed to you.](#)

3. A small pop-up box will appear. Please type in the head of household's email address (default is the husband's address) and click on the **Continue** button. A temporary password will be sent to your email account. (Note: This email will be sent from shelbywebview@shelbyinc.com. Please make sure to allow this address through any spam filters.)
4. If you receive the following message:

There are no users with e-mail addresses in the criteria you selected. No e-mails will be sent.

see Section III below

5. Please log into the email account you just used and look for a message from shelbywebview (be sure to check your SPAM filter). Open the document and look for the temporary password provided (It will most likely be a nonsensical combination of letters and numbers). Copy this temporary password and then go back to the St. Luke's Connects website.
6. Enter the same email address you used above and paste the temporary password that was just sent to you into the password box. Then click on **Login**.

----- **Congratulations, you are now connected!** -----

Watch for coming attractions including online registration for campus events and the ability to organize and communicate with groups. Should you have any questions regarding **St. Luke's Connects**, please contact: Lori McNatt or Carol Patton in the church office at 407-365-3408 or email connect@stlukes-oviedo.org.



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II. To change passwords to something easier to remember, please perform the following steps:

1. Once logged into the St. Luke's Connects website, click on the **Personal Profile** tab, click on the head of household's name and then scroll down the page and look on the left side under occupation for **Change Password...** click there.
2. The screen will refresh itself with two new input boxes at the bottom of the Personal Information section (you may need to scroll down). Please enter a new password of your choice between 6-20 characters. Then scroll down and click on the **Update** button at the bottom of your screen. (Your new password should be available immediately. If not, please wait 24 hours and try again. Remember to write your new password down in a secure location.)

III. If you received the following message, continue here:

There are no users with e-mail addresses in the criteria you selected. No e-mails will be sent.

1. Go back to the St. Luke's Connects website. You will see the following on the left side of the page:

Don't have a login?

[Register](#)

click on [Register](#)

2. Enter account data on Registration Details screen. (You will designate a password on this screen). Click the **Register** button to complete the sign-up process.
3. Please wait 3-4 business days before accessing the member network site again. Remember to use the same email account and password that you designated when you registered.
4. If, after one full week, you are not able to log in and see the 7 tabs at the top of your screen (home, personal profile, directory, online giving, contribution history, event registrations, payments & billing), please contact the office.

----- **Thank you for getting connected!** -----