How to login and change your password

To access the database click on the login link from the e-mail you received or access the database as follows:
1. Go to St. Paul's webpage (splcomaha.org)
2. Scroll down on the page; you will see a red box on the far right-hand side of the page titled MEMBERSHIP DIRECTORY (SHELBYNEXT). Click on this box.
3. A window will open. Login to Shelby Next using the information provided in the e-mail sent to you.

After logging in, a window will open wherein you can check your information, your giving, the directory (to find a telephone number of another member), church calendar, etc.

Once you have logged in, you should change your password to one that you can remember. Here are the steps:
1. Click on MY INFO
2. Click on ACCOUNT
3. A new window will open titled CREDENTIALS.
4. In the PASSWORD field, type in your new password, and again in the CONFIRM PASSWORD field.
5. Click on SAVE at the bottom of the page
6. A new window will popup indicating your account has been updated. If you do not see this, then your password change has not been saved, and you will need to repeat this process.

If you have forgotten your password: click on FORGOT PASSWORD at the login screen, an e-mail will be sent to you with a new password. Follow the steps above to change your password (click on My INFO, then ACCOUNT, etc.).

Logout when you are finished. To logout, using your mouse hover over the circle toward the top of the window on the far right hand side of the page. Scroll down to LOGOUT and click on LOGOUT. It is important that you

logout especially if you are sharing a computer with someone else as they will be able to see your information.

A more detailed description of the above steps (including screenshots) will be available on St. Paul's website.

Please let us know if you would like information on future "how-to" articles by sending an e-mail to: officeassistant@splcomaha.org