**Clergy End of Year Reports Login Instructions**

1. Log in instructions
   1. Log in box

* Use your *Called First Name* and Last Name plus the 4 digit year of birth as your user id (for example if your first name is William but your called name is Bill, use Bill). *If questions arise, your District Office has the username list*.
* The password for the FIRST login is **CLERGY**. You can change your password or leave it as the default.
* The default is the current year though previous year’s forms can be viewed by selecting a different year from the drop-down box
* Select **Forms** from the tab on the top menu

1. Once you are logged into “Forms”:
   1. Begin with the first item and go from there.

* The first is instructions
* The next two documents are informational
* The next three (shown in red) are ***MUST COMPLETE***items
  + The first is the ***CLERGY PROFILE FORM***
    - Review and update for current information.
    - Be sure to select ***SAVE.***
  + The second is the ***REVIEW FORM*** 
    - Review and update for current information.
    - Be sure to select ***SAVE.***
  + The third is the ***MARKS OF FRUITFULNESS EVALUATION FORM***
    - This is your annual self-assessment required by the Cabinet and used for formational purposes by your S/PPRC. Go through EACH of the THREE sections
      1. Select Rating from dropdown menu
      2. Narrative information to support rating is required
      3. Complete for all components in all three sections
    - The system will indicate the progress toward completion.
    - Be sure to select ***SAVE.***
    - ***PRINT*** the completed Marks of Fruitfulness form so it can be used with your S/PPRC for formative work in the coming year.