

# Connections Training

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# Connections Training Agenda

- What is Connections?
  - Logging in and navigating Connections
  - Viewing status of Charge Conference Form submissions
  - Completing the Church Leadership Roster
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# What is Connections?

- Online web portal for the local church
- Currently used for submitting Compensation Reports, Rosters, and Clergy/Church Review forms
- Connections is built on HTC's Salesforce database



# Connections Usernames

- Usernames are unique to Connections
  - Usernames are in the form of an email address
  - Usernames are **not** your email address
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# Types of Connections Usernames

- Church Admin
- Clergy
- SPRC



# Church Admin Usernames

- To ensure all Connections Usernames are unique, church admin Usernames begin with the church's unique GCFA number
  - ALL Connections Usernames end in **@ntcconnections.org**
  - Example: 123456@ntcconnections.org
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# Clergy Usernames

- Begin with preferred first name, last name, and birth year
  - ALL Connections Usernames end in **@ntcconnections.org**
  - Example: bobjones1975@ntcconnections.org
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# What about my email address?

- Your email address is associated with the Username
  - All password reset emails will be sent to the email address associated with the Username
  - All communication to church admin users will be sent to the email address associated with the Username
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# What if I change my email address?

- **Church Admins** – Update the “NTC Connections Church Admin” position on the Church Leadership Roster in Connections.
  - **Clergy** – Notify the Conference office of a new primary email address
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# Connections Passwords

- Please do not reuse passwords from other systems
- Please keep your passwords in a safe place for reference
- Passwords are case-sensitive

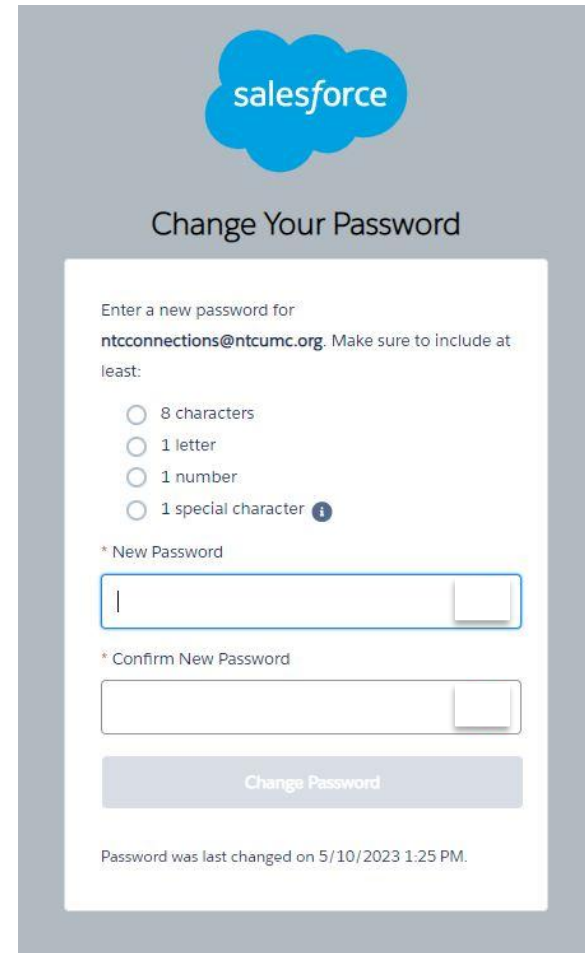


# Connections Passwords

Include at least

- 8 characters
- 1 letter
- 1 number
- 1 special character

Type the password,  
confirm the password,  
and click “Change  
Password”



The image shows a screenshot of the Salesforce 'Change Your Password' interface. At the top is the Salesforce logo. Below it, the title 'Change Your Password' is centered. The main form area contains the following elements:

- A prompt: 'Enter a new password for **ntconnections@ntcumc.org**. Make sure to include at least:'
- Four radio button options for password requirements:
  - ☐ 8 characters
  - ☐ 1 letter
  - ☐ 1 number
  - ☐ 1 special character i
- A label '\* New Password' above a text input field.
- A label '\* Confirm New Password' above another text input field.
- A 'Change Password' button.
- A status message at the bottom: 'Password was last changed on 5/10/2023 1:25 PM.'





# Logging in to Connections

- Go to <https://ntcumc.my.site.com>
- Enter your Username
- Enter your password
- Click “Log in”



## Connections

\*\* All Usernames end in @ntccconnections.org

	Username	
	Password	
<div>Log in</div>		

[Click here to set or reset your password](#)

# What if I forget my password?



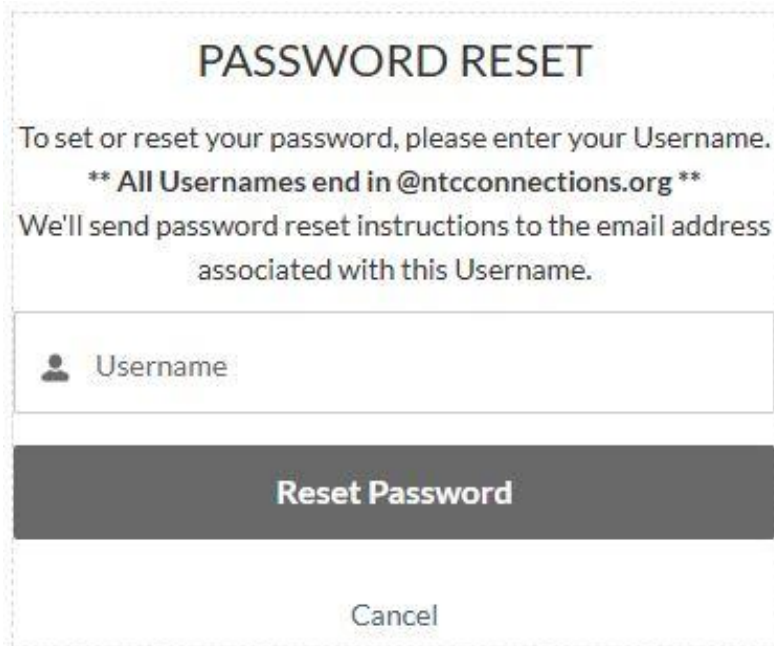
## Connections

**\*\* All Usernames end in @ntcconnections.org**



[Click here to set or reset your password](#)

# What if I forget my password?



The screenshot shows a 'PASSWORD RESET' form. At the top, it says 'PASSWORD RESET' in bold. Below that, it says 'To set or reset your password, please enter your Username.' followed by a note: '\*\* All Usernames end in @ntconnections.org \*\*'. Then it says 'We'll send password reset instructions to the email address associated with this Username.' There is a text input field with a user icon and the placeholder text 'Username'. Below the input field is a dark grey button labeled 'Reset Password'. At the bottom of the form is a 'Cancel' link.

- Enter your Username and click “Reset Password”
- Connections will send an email with a password reset link to the email address associated with your Username
- The password reset link expires in 24 hours. Follow the instructions in the email if it's after 24 hours.

# What if I forget my password?

- Click or Ctrl-click the entire link between the lines of stars to go to the Reset Password screen

- OR -

- Copy and paste the entire link into your browser search bar.

The password for the following Connections Username has been reset. This is a one-time link.

Username: [733802@ntcconnections.org](mailto:733802@ntcconnections.org)

**The link below expires in 24 hours.** Please click (or Ctrl+click) the link below.

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[https://ntcumc.my.site.com/login?c=n.FVL3wntPcXacyhNArDCtyJ1AYz6JF\\_FfjsFYhvXgRzfbv3A8qU9q2dx\\_DX3D%3D](https://ntcumc.my.site.com/login?c=n.FVL3wntPcXacyhNArDCtyJ1AYz6JF_FfjsFYhvXgRzfbv3A8qU9q2dx_DX3D%3D)

\*\*\*\*\*

Please do not reuse passwords and be sure to keep the Username and Password secure.

**If it is past 24 hours**, please go to <https://ntcumc.my.site.com>, click on the "Forgot Password" link.

If you have any questions or need assistance, please reply to this email ([ntcc@ntcconnections.org](mailto:ntcc@ntcconnections.org)).

Thank you!

The Horizon Texas Conference of the United Methodist Church

# What if I have questions?

- If you get an error logging in or while you are logged in to Connections – email [ntconnections@ntcumc.org](mailto:ntconnections@ntcumc.org) with as many details as possible. If it is imperative to address immediately, call the Conference office at 972-526-5000.
  - If you need help logging in to Connections or have questions about the Roster, contact your District office.
  - If possible, please review the slide deck and the video to see if your questions are answered there before contacting your District office.
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# Where can I find the link to Connections?

Here is the link:

<https://ntcumc.my.site.com>

You can also go to the HTC website: <https://www.htcumc.org>

- Scroll to the bottom of the home page
  - Under “Quick Links”, click “Connections Web Portal”. You will be redirected to the page on the NTC site.
  - Click “Log in to Connections”
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# Charge Conference Form Submissions

- Only the Roster and Compensation Reports are completed and submitted in Connections
  - For the other forms, visit the Charge Conference Resources page of the Conference website for a link
  - From Connections, you can see which forms have been completed and submitted, but not the content
  - The form submitter and in most cases the church email gets a copy of the submitted form that can be shared with others
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# Charge Conference Form Submissions

## Available Charge Conferences

Below is the list of available Charge Conferences. Click the Charge Conference name to display the list of submitted forms.

Select the Charge Conference you'd like to view.

1 of 1 item • 0 items selected

- ☐ Charge Conference
- ☐ Test Church Charge Conference - 2025

# Charge Conference Form Submissions

## Submitted Charge Conference Forms

Below is the list of Charge Conference forms that have been submitted for your church. blue menu bar at the top of this screen.

10 of 10 items	
Charge Conference Form Name	Submitted By
2025 Annual Report of Clergy Member on Leave of Absence	Toby Mac
2025 Appointment to an Extension Ministry	Kenneth Mann
2025 Lay Servant Ministries Annual Report/Certification Application	Willard Harley
2025 Pastor's Continuing Education Report	Trevor Jones
2025 Pre-Minutes of the Charge Conference	Robin Jordan

# Roster – Select the Roster

Current Church Roster(s)

Historical Church Rosters

2 of 2 items

Select Link to Manage Roster



Year

Test Church Roster - 2026

2026

Test Church Roster - 2025

2025

# Roster – Manage the Roster

Manage Roster   View Filled Positions   View All Positions

<input type="radio"/> Title	<input type="radio"/> First Name	<input type="radio"/> Last Name	<input type="radio"/> Email
<input type="radio"/> Adult Ministries	Sam	Jones	<input checked="" type="checkbox"/> test@test.com
<input type="radio"/> Adult Ministries	Danny	Elliott	<input checked="" type="checkbox"/> dannyelliott@anywhe...
<input type="radio"/> Children's Ministries	Tonya	Gibson	<input checked="" type="checkbox"/> tgibson@anywhere.net
<input type="radio"/> Christian Unity and Interreligious Concerns			
<input type="radio"/> Church Admin	John	Smith	<input checked="" type="checkbox"/> anyaddress@anywebs...
<input type="radio"/> Church and Society			
<input type="radio"/> Church Council/Admin Board Chair			
<input type="radio"/> Church Historian			
<input type="radio"/> Communications Coordinator			



DEMO

The word 'DEMO' is displayed using four square tiles hanging from thin grey strings. The tiles are colored red, orange, blue, and green from left to right, each featuring a large white letter. The background is white with a red and orange gradient header at the top.

# Final thoughts? Questions?









[HTCUMC.ORG](http://HTCUMC.ORG)