Connections Training

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CONFERENCE OF THE UNITED METHODIST CHURCH

Connections Training Agenda

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

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

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

Clergy Usernames

- Begin with preferred first name, last name, and birth year
- ALL Connections Usernames end in **@ntcconnections.org**
- Example: bobjones1975@ntcconnections.org

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

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

Connections Passwords

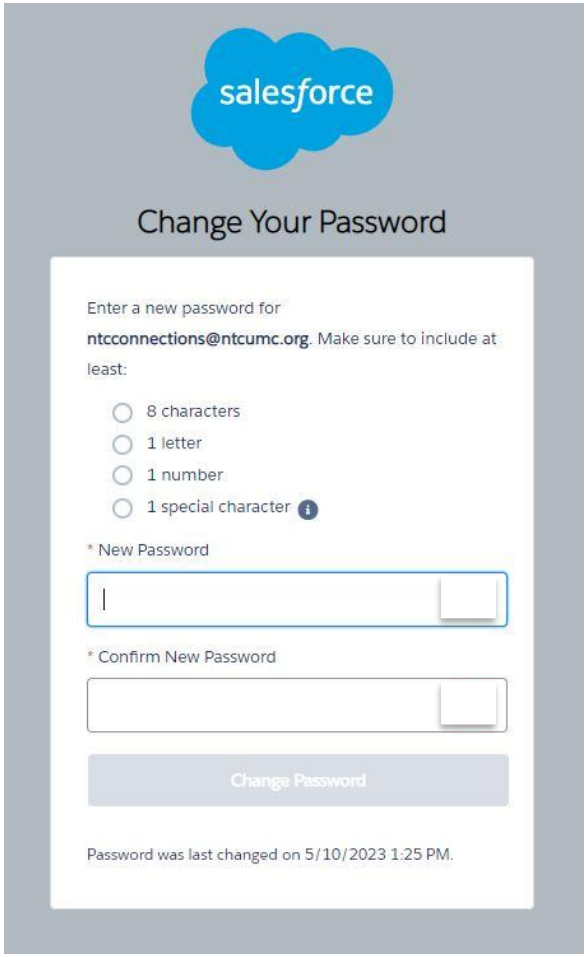
- Please do not reuse passwords from other systems
- Please keep your passwords in a safe place for reference
- Passwords are case-sensitive

Connections Passwords

Include at least

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

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



Logging in to Connections

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

What if I forget my password?

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Connections

** All Usernames end in @ntcconnections.org

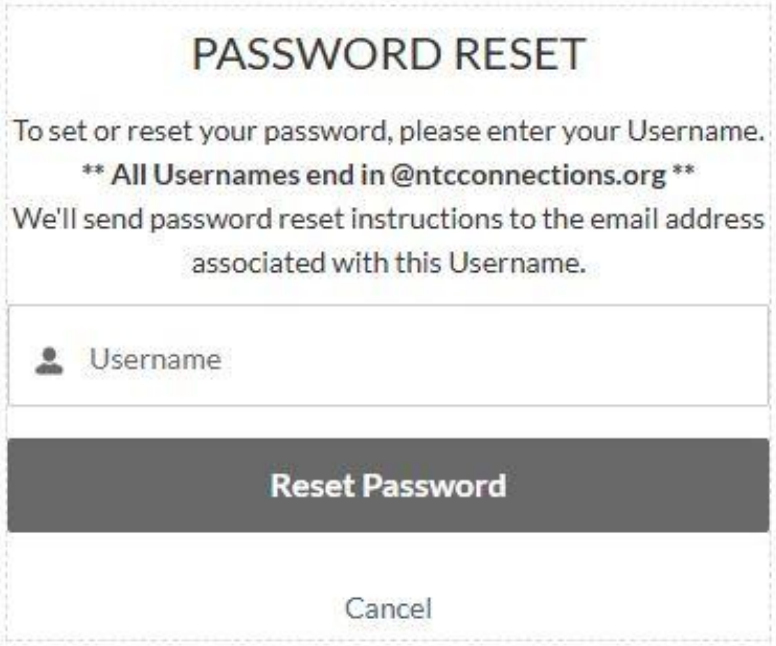
Username

Password

Log in

Click here to set or reset your password

What if I forget my password?



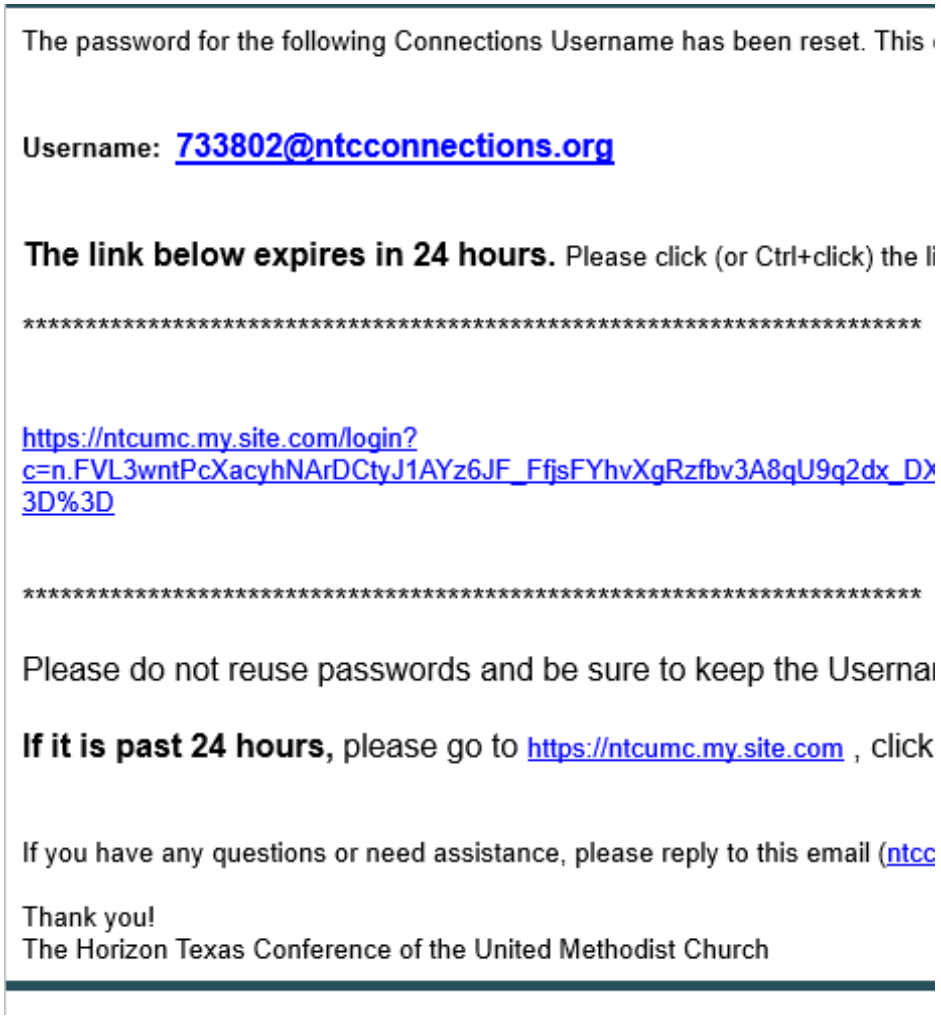
- Enter your Username and click "Reset Password"
- Connections will send an email with a password reset link to the email address *associated* with your Username
- The password reset link expires in 24 hours. Follow the instructions in the email if it's after 24 hours.

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

Username: 733802@ntcconnections.org

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

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https://ntcumc.my.site.com/login?
c=n.FVL3wntPcXacyhNArDCtyJ1AYz6JF_FfjsFYhvXgRzfbv3A8qU9q2dx_DX
3D%3D

****

Please do not reuse passwords and be sure to keep the Usernar

If it is past 24 hours, please go to https://ntcumc.my.site.com , click

If you have any questions or need assistance, please reply to this email (ntcc

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 ntcconnections@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.

Where can I find the link to Connections?

Here is the link:

https://ntcumc.my.site.com

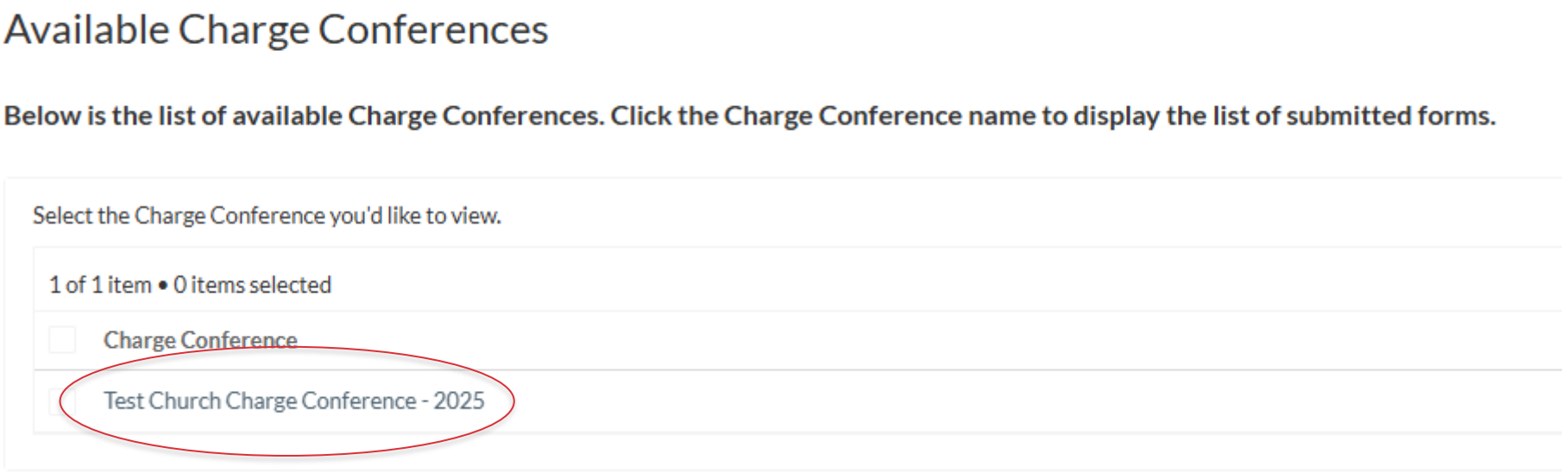
You can also go to the HTC website: https://www.htcumc.org

- 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”

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

Charge Conference Form Submissions



Charge Conference Form Submissions

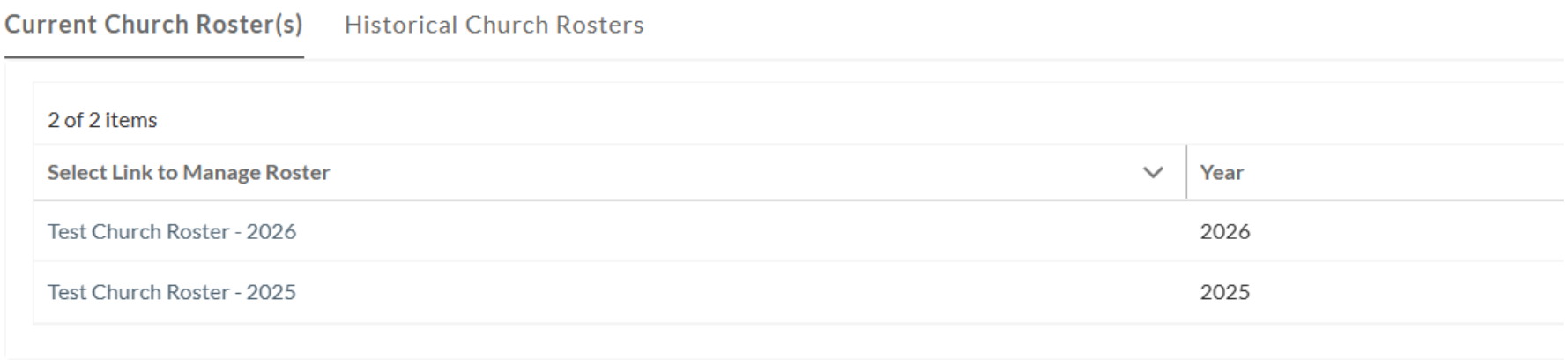
Submitted Charge Conference Forms

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



Roster – Manage the Roster

DEMO

Final thoughts? Questions?

HTCUMC.ORG