



Connections Training Agenda

- What is Connections?
 - Why do we use it?
 - Logging in and navigating Connections
 - Filling out and submitting a Compensation Report
-

What is Connections?

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



Why NTC Connections?



One connected system



Provides new functionality



Foundation for future enhancements

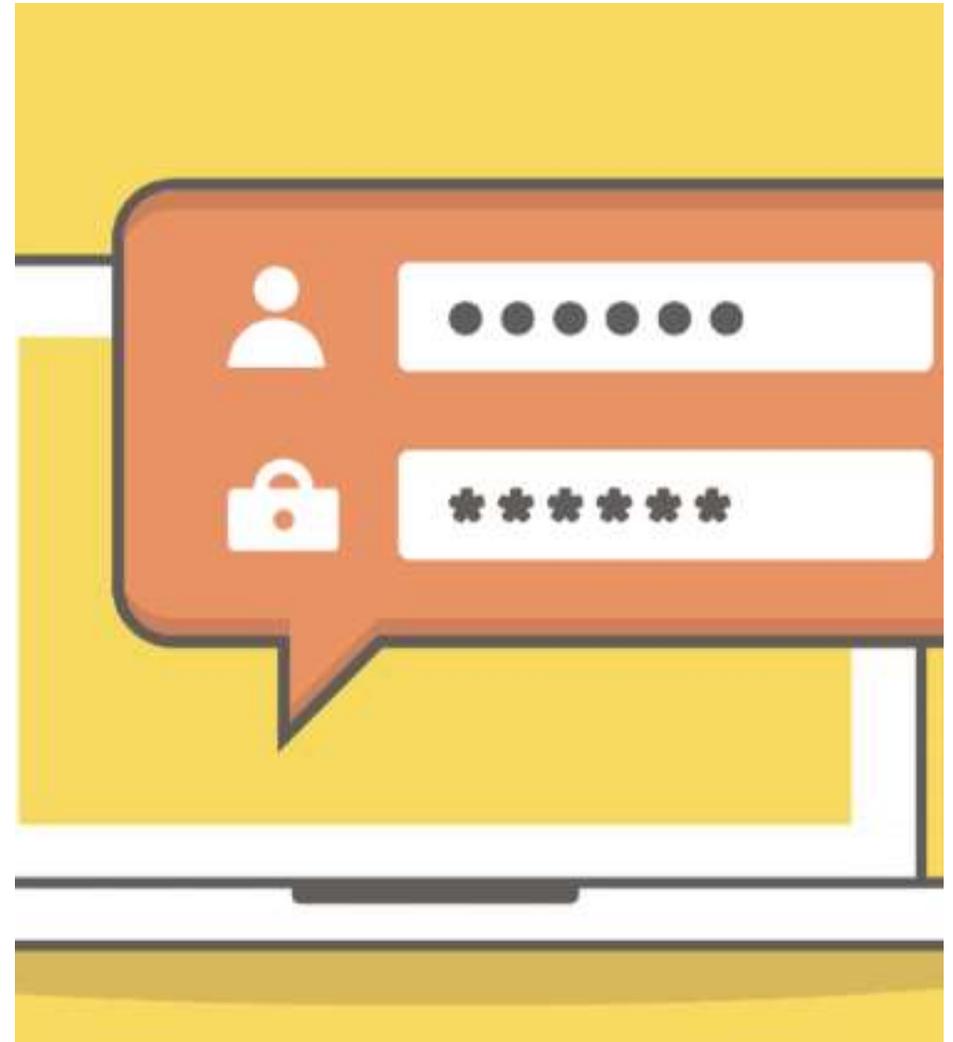


Connections Usernames

- Usernames are unique to Connections and aren't used on any other system
 - 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 **@ntconnections.org**
 - Example: 123456@ntconnections.org
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Clergy Usernames

- Begin with preferred first name, last name, and birth year
 - ALL Connections Usernames end in **@ntconnections.org**
 - Example: bobjones1975@ntconnections.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** – until the Conference-wide rollout this Summer/Fall, email ntcconnections@ntcumc.org and we will change the email address for you.
 - **Clergy** – If you notify the Conference office of a new primary email address, the email address linked to your Connections Username will be changed automatically.
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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

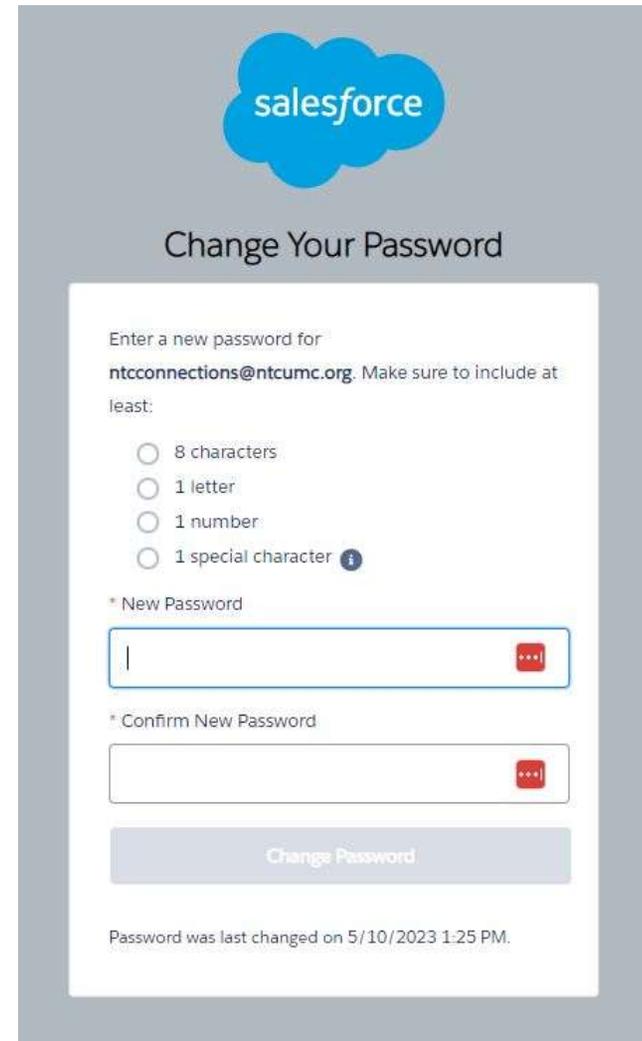


Connections Passwords

Include at least

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

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



The screenshot shows the Salesforce 'Change Your Password' interface. At the top is the Salesforce logo. Below it, the title 'Change Your Password' is displayed. The main content area contains the following elements:

- A prompt: 'Enter a new password for **ntconnections@ntcumc.org**. Make sure to include at least:'
- A list of requirements with radio buttons:
 - 8 characters
 - 1 letter
 - 1 number
 - 1 special character ⓘ
- A label '* New Password' above a text input field with a red 'x' icon on the right.
- A label '* Confirm New Password' above another text input field with a red 'x' icon on the right.
- A grey button labeled 'Change Password'.
- At the bottom, a status message: '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”



** All Usernames end in @ntconnections.org

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

What if I forget my password?

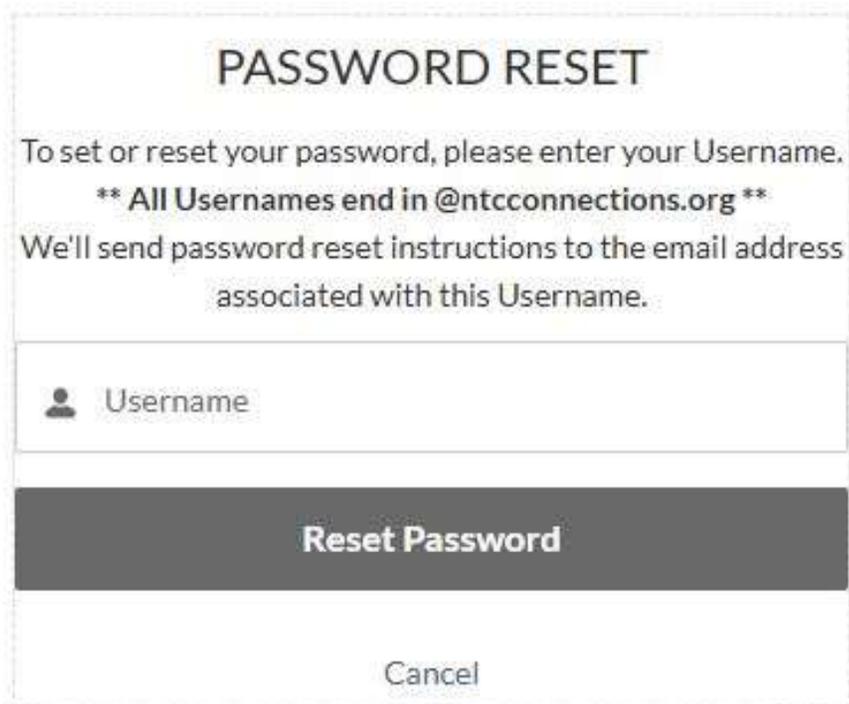


** All Usernames end in @ntconnections.org



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

What if I forget my password?



The screenshot shows a web form titled "PASSWORD RESET". The instructions read: "To set or reset your password, please enter your Username. ** All Usernames end in @ntconnections.org ** We'll send password reset instructions to the email address associated with this Username." There is a text input field labeled "Username" with a person icon on the left. Below the input field is a dark grey button labeled "Reset Password" and a light grey button labeled "Cancel".

- 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.

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

Username: 733802@ntcconnections.org

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

[https://ntcumc.my.site.com/login?
c=n.FVL3wntPcXacyhNArDCtyJ1AYz6JF_FfsFYhvXgRzfbv3A8qU9q2dx_DX
3D%3D](https://ntcumc.my.site.com/login?c=n.FVL3wntPcXacyhNArDCtyJ1AYz6JF_FfsFYhvXgRzfbv3A8qU9q2dx_DX3D%3D)

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

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?

- Login problems or errors submitting the Compensation Report
Email ntconnections@ntcumc.org
Please provide as much detail about the error as possible
 - Help filling out the Compensation Report
Contact your District Office first
If more help is needed, they will be able to direct you
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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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Final thoughts? Questions?







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