



How to Log in to My Churchsuite

IMPORTANT

It is not possible to login to **My Churchsuite** until you have received an email invitation for you to set your password.


Logging in

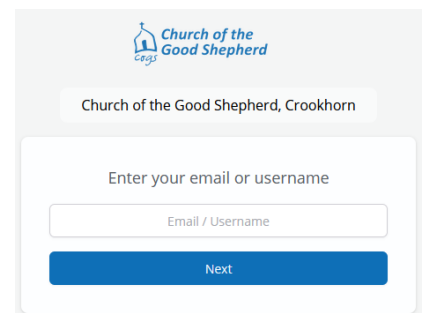
It's possible to login to **My Churchsuite** from either:

- A web browser on a computer/tablet/smart phone
- The **Churchsuite** App on a smart phone/tablet (this can be downloaded from your App Store)

How to log into My Churchsuite from a web browser

Follow these steps:

- Go to <https://cogs.Churchsuite.com/my>
 - There is also a link from our website
 - at the bottom of every page you will see this symbol 
 - Or choose the menu item from Church Life
- Enter your email address
- Then enter the password you created
- Make sure the final box says : take me to '**My Churchsuite**'
- And finally click 'Log in'



How to get My Churchsuite on a smart phone or tablet

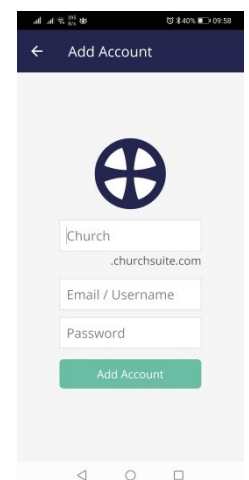
Follow these steps:

- Head to the app store on your phone (App Store or Google Play)
- Search for '**Churchsuite**' (all one word)
- Download and open the app to bring up the login screen

When choosing a church, search for 'cogs'. You should see The Church of the Good Shepherd, with the appropriate logo pop up!

- Use your email address and chosen password to login

(Please be aware that sometimes the name of the church is replaced by your email address and you will need to re-enter Cogs in the church name)



Security

Please remember that you will have access to people's details, so please ensure your phone or computer access is security protected. On a tablet or phone you can even set a PIN or fingerprint security for **My Churchsuite**, (particularly useful if your phone doesn't already have a pin). Adding this level of security means that you don't need to log out of the app and log back in every time!

To set up a pin:

- Open your **My Churchsuite** app
- Click on the menu button
- At the top of this menu there is a 'PIN' button, click on this
- Click to 'Require PIN at launch'
- Set your pin or touch identification

Please note

Currently **My Churchsuite** is only available to over 18s for safeguarding reasons