



EPISCOPAL CHURCH IN CONNECTICUT

PARTICIPATING IN GOD'S MISSION

Parish survey information is requested from all parishes and worshipping communities in the Episcopal Church in Connecticut (ECCT) and will be uploaded to and included in the ECCT database. Changes to the information can be made any time by the parish or worshipping community, and reminders will be sent to update content at least annually. See governing policies for information about use, access, and privacy, provided in a separate document.

LOG IN INFO – save this information

Instructions for accessing your online parish/worshipping community survey/profile:

1. Go to <http://www.episcopalct.org>
2. In the footer, at the bottom, click on the link, "Parish survey"
3. Using the side, "New Church", enter the **Church ID as it appears in the Constituent ID with Parish and City Directory, found here:**
<https://www.episcopalct.org/FileRepository/DownloadFile.aspx?FileID=1756>
4. Enter the **Church Name as it appears in the Constituent ID with Parish and City Directory**
5. Enter the **Church City as it appears in the Constituent ID with Parish and City Directory**
6. Click on "Signup"
7. On the next screen, enter an email address (where messages could be sent and received for lost passwords, for example)
8. Enter and re-enter a password
7. Click on "Submit"

You will be prompted to move through each section and at the end, when you have content in each of the sections, you can submit the survey. Initially you must move through every section, enter all info that is required and not optional, and submit at the bottom of the final section. Subsequently you can start at any page, make edits/updates, and submit from any page. Database staff at The Commons will be able to see you have completed the survey, or made updates.

All of the information you entered will be remain there. You can update it anytime, or there may be occasions when you want to ask someone at The Commons to make for you. You will see the most recent version in your login. Database staff at The Commons will be able to view what has changed, and when.

RETURNING:

1. When you return to make updates, use the same link in the footer of the home page.
2. Use the "Returning Church" side.
3. Enter the Church ID (as above) and the password created in the initial signup.
4. Make any edits and submit.