

## **Let's get started, by signing you up in four easy steps.**

Start with accessing the directory through your computer (not mobile device).

1. Open a browser such as Edge, Chrome, Firefox or Safari. Go to <https://members.instantchurchdirectory.com/signup>.

Enter in the email address that Harcourt has on record for you.  
Create your own unique password and confirm that password.  
Hit the **Submit** button.

2. You will receive an email from [no-reply@instantchurchdirectory.com](mailto:no-reply@instantchurchdirectory.com).

If the email was not found within our Church Directory, contact the Harcourt Office at [office@harcourtuc.ca](mailto:office@harcourtuc.ca).

Press the link within the email sent to you. This verifies your email address, and will allow you to **Sign In**.

### **You now have access to the Harcourt Directory!**

3. In the search box, find yourself and click on your name.

You will see your picture (if uploaded), your address, email and phone number.  
Click "**Edit My Family**" to make changes, such as add partners and children, and upload a photo.

To upload a photo! Click "**Choose File**".

Navigate to a photo on your computer that you like, select it and press "**Open**" and your photo will be uploaded.

4. Once you have made all your changes, click "Submit Edits".

You will receive a message that your changes have been submitted. An email is sent to the Harcourt Photo Directory Administrator to approve the changes. This is a safety feature, to ensure that all changes are appropriate.

**Congratulations! You have now updated your personal directory entry.**