

TO SIGN IN TO CHURCH COMMUNITY BUILDER (CCB)

Expl 1-1

The screenshot shows the Mozilla Firefox browser window displaying the OSLC Home Page. The address bar shows the URL <http://www.osldaurel.org/>. The page features a navigation menu with links: HOME, CALENDAR, CHRISTIAN EDUCATION, CHURCH NEWS & EVENTS, CONTACT US, DIRECTIONS, EMPLOYMENT, MEMBERS CONNECT, MINISTRIES, OPEN ARMS CHILDCARE/PRESCHOOL, SITE MAP, HOME GROUPS, WELCOME, and WORSHIP/SERMONS. A green star icon is next to the [Links Page](#) link. The main content area has a heading **Our Savior Lutheran Church** followed by a welcome message: "Our Savior Lutheran Church welcomes you to its website. Whether you are a first-time visitor or long-time member, you will find many helpful resources here." Below this is a photograph of the church building at night and a paragraph: "Our Savior seeks to be a community relevant church. Here we hope you will find help for difficult times, a home where you can be nurtured and grow, and a hope that you carry Jesus in your heart with you in your daily walk through life. Here you will find people who care because they have first been cared for, people who love because they have first been loved, and people who smile because knowing Christ gives great joy." The browser's taskbar at the bottom shows various open applications and the system tray with the time 4:20 PM.

Click on the "Links Page" Expl 1_1

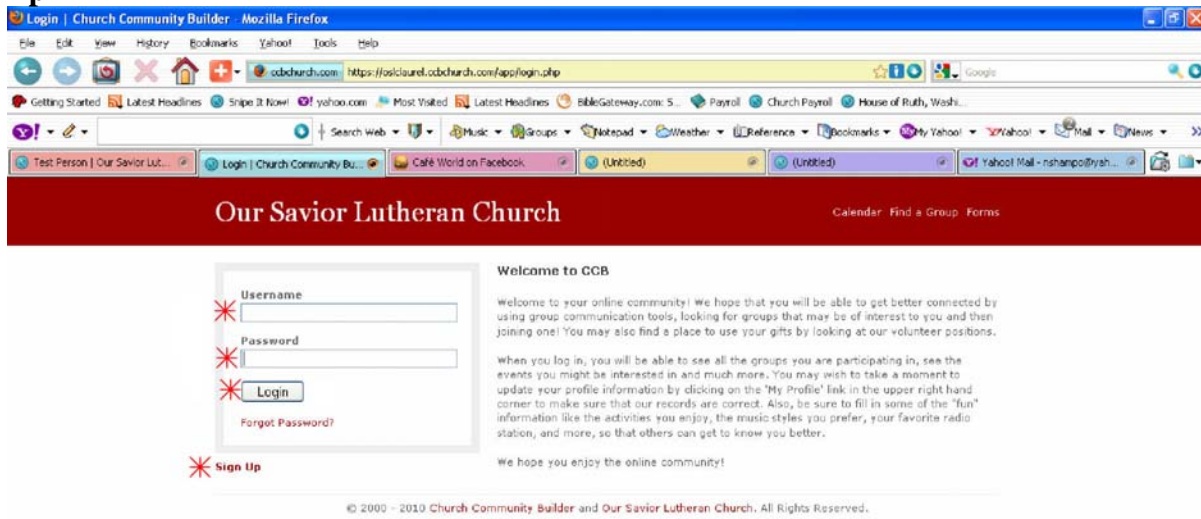
Expl 1_1a

The screenshot shows the Mozilla Firefox browser window displaying the OSLC Links Page. The address bar shows the URL <http://osldaurel.org/links.html>. The page features a navigation menu with links: HOME, CALENDAR, CHRISTIAN EDUCATION, CHURCH NEWS & EVENTS, CONTACT US, DIRECTIONS, EMPLOYMENT, MEMBERS CORNER, MINISTRIES, SIMPLY GIVING, OPEN ARMS CHILDCARE/PRESCHOOL, SITE MAP, HOME GROUPS, WELCOME, and WORSHIP/SERMONS. A green star icon is next to the [Church Community Builder \(CCB\)](#) link. The main content area lists several links: [God Sightings Daily Readings for January](#), [The God Sightings Readings](#), [Governance & Governing Documents](#), [Church Community Builder \(CCB\)](#), [Readings for 09-10 Church Year](#), [Prayer Requests](#), and [Audio Sermons](#). At the bottom, the address "13611 Laurel-Bowie Rd. Laurel, MD 20708" is displayed. The browser's taskbar at the bottom shows various open applications and the system tray with the time 4:24 PM.

Click on the link : [Church Community Builder \(CCB\)](#)

You will see a link that looks like this:

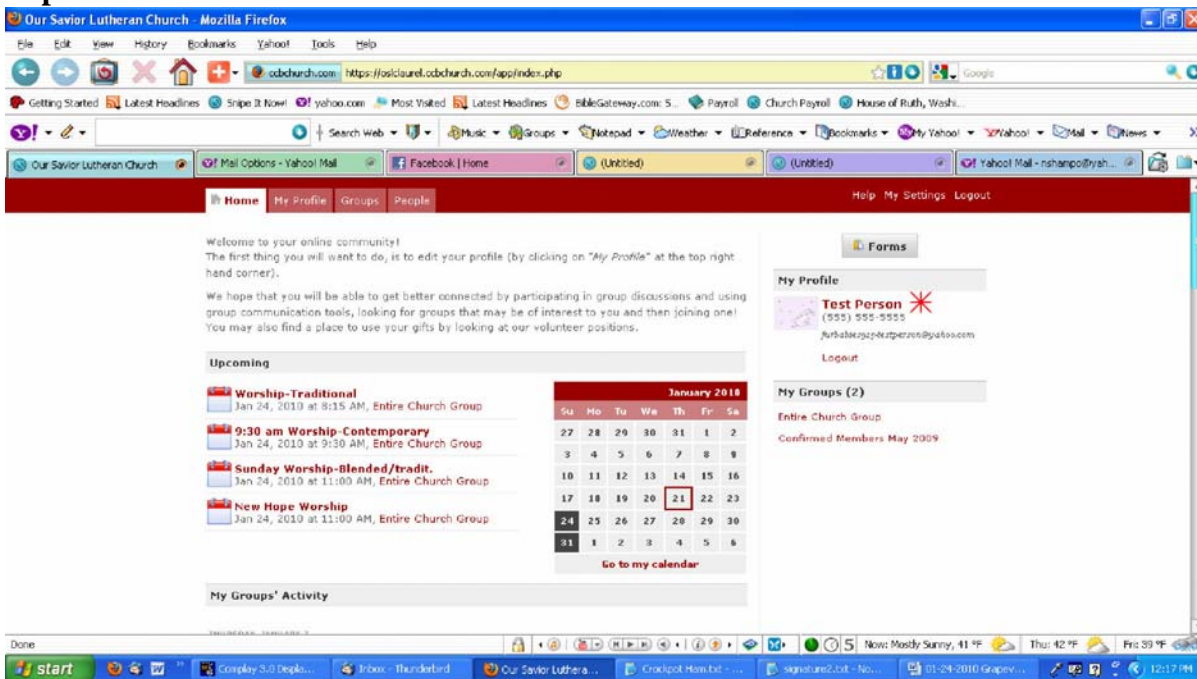
Expl 1-2



Type in the Username & Password that have been emailed to you (if you don't have one, click on "Sign Up") & click on the "Login" button

When you sign in to CCB this is the first screen you will see:

Expl 1-3

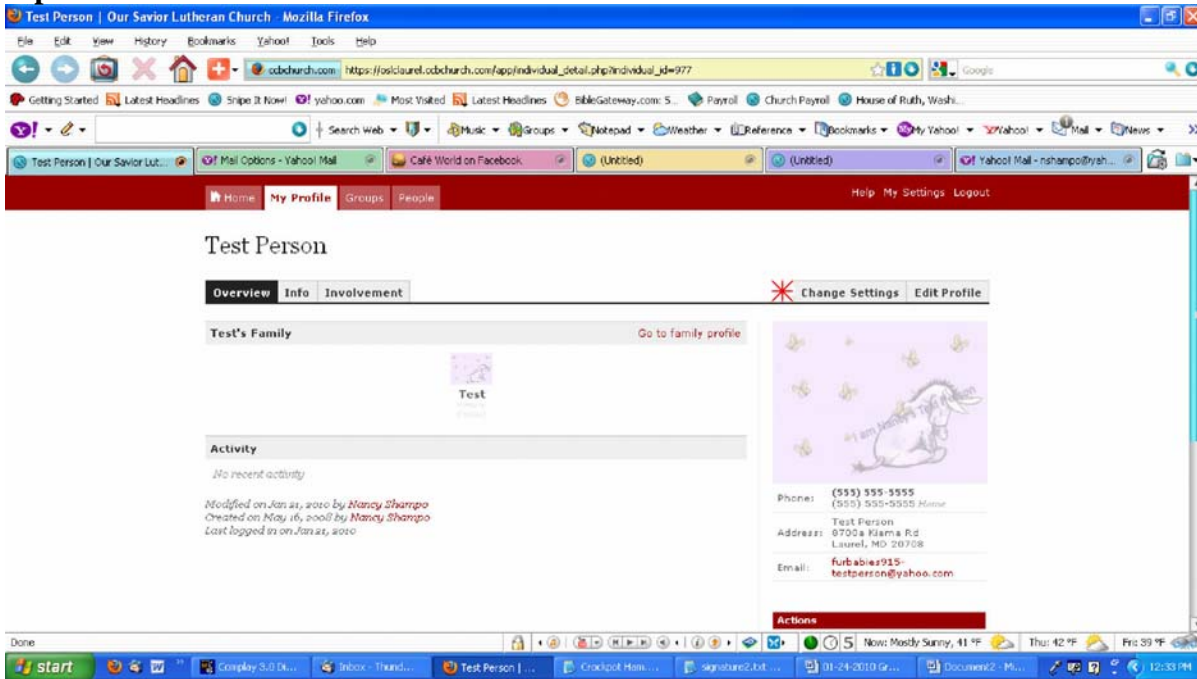


- TO CHANGE YOUR USERNAME & PASSWORD

On the right side under the “Forms” button, you will see: “My Profile”, click on your name under this button.

The next screen you see will look like **expl 1-4 (next page)**

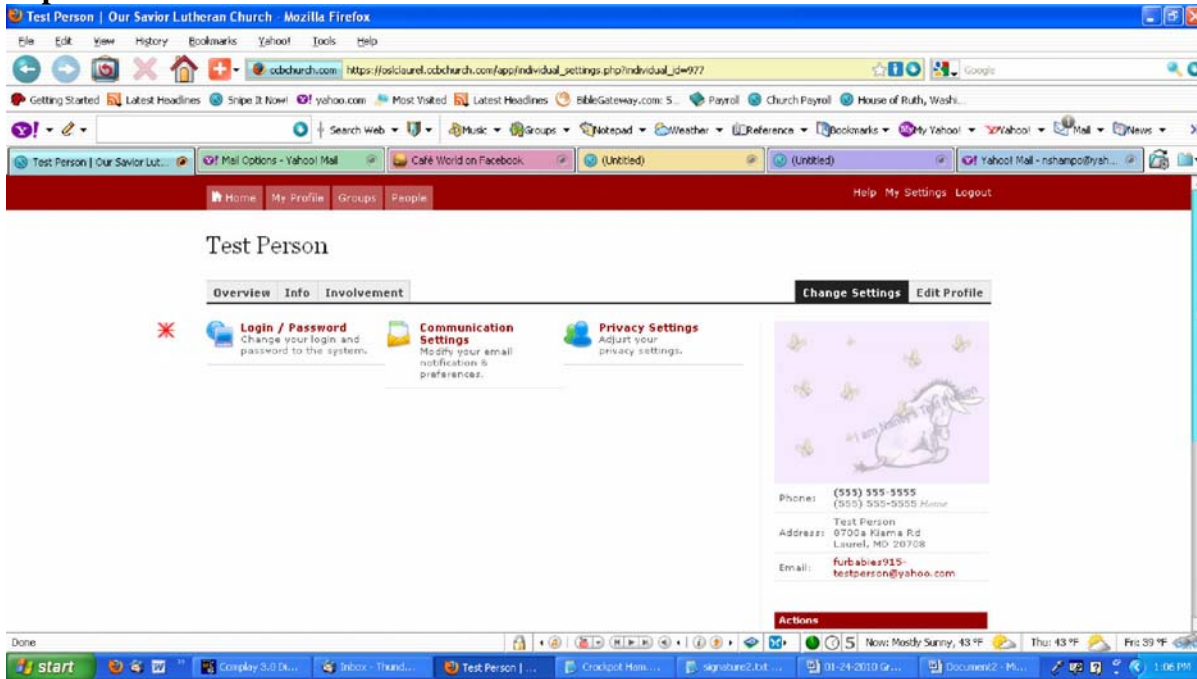
expl 1-4



Click on “Change Settings” on **expl 1-4** on the tab on the right hand side

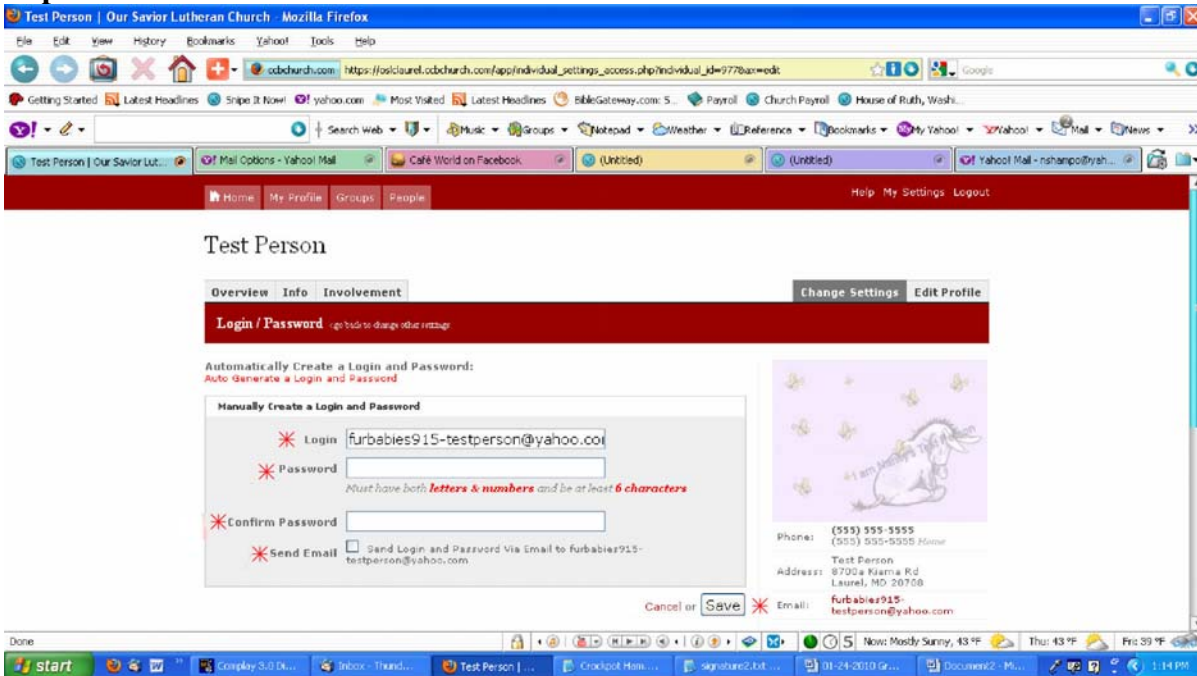
You will then see a screen like **Expl 1-5 (next page)**.

Expl 1-5



Click on Login/Password, and you will see a screen that looks like **expl 1-6**

Expl 1-6



First type in the Login you want to use, and then type in your preferred Password and retype it to Confirm Password. Then click the box to send your self an email with your login & password (save this email for reference). **Lastly, click the “Save” button.**

- Okay, now we need to set up your privacy settings (next page)

Expl 2-1

Test Person | Our Savior Lutheran Church - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

ccbchurch.com https://oscl Laurel.ccbchurch.com/app/individual_detail.php?individual_id=977

Getting Started Latest Headlines Snipe It Now! yahoo.com Most Visited Latest Headlines BibleGateway.com: S... Payroll Church Payroll House of Ruth, Washi...

Test Person | Our Savior Lutheran Ch... Yahoo! Inbox (298) - Yahoo! Mail FarmVille on Facebook Test Person | Our Savior Lutheran Ch...

Home My Profile Groups People Help My Settings Logout

Test Person

Overview Info Involvement

Change Settings Edit Profile

Test's Family [Go to family profile](#)

Test
Profile
Contact

Activity

No recent activity

Modified on Jan 21, 2010 by Nancy Shampo
Created on May 16, 2008 by Nancy Shampo
Last logged in on Jan 26, 2010

Phone: (555) 555-5555
(555) 555-5555 Home

Address: Test Person
8700a Kiama Rd
Laurel, MD 20708

Email: furbabies915-
testperson@yahoo.com

Actions

Done

start Complay 3.0 Displa... Inbox - Thunderbird Test Person | Our ... 01-31-2010 Grape... Prayers and Annou... TO SIGN IN TO CH... Now: Cloudy, 45 °F Tue: 45 °F Wed: 43 °F 2:45 PM

Click on the tab “Change Settings” (see the green star shape above in expl 2_1)

Expl 2_2

Test Person | Our Savior Lutheran Church - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

ccbchurch.com https://oscl Laurel.ccbchurch.com/app/individual_settings.php?individual_id=977

Getting Started Latest Headlines Snipe It Now! yahoo.com Most Visited Latest Headlines BibleGateway.com: S... Payroll Church Payroll House of Ruth, Washi...

Test Person | Our Savior Lutheran Ch... Yahoo! Inbox (298) - Yahoo! Mail FarmVille on Facebook Test Person | Our Savior Lutheran Ch...

Home My Profile Groups People Help My Settings Logout

Test Person

Overview Info Involvement

Change Settings Edit Profile

Login / Password
Change your login and password to the system.

Communication Settings
Modify your email notification & preferences.

Privacy Settings
Adjust your privacy settings.

Test
Profile
Contact

Phone: (555) 555-5555
(555) 555-5555 Home

Address: Test Person
8700a Kiama Rd
Laurel, MD 20708

Email: furbabies915-
testperson@yahoo.com

Actions

Done

start Complay 3.0 D... Inbox - Thund... Test Person | ... 01-31-2010 Gr... Prayers and A... TO SIGN IN T... Corel Paint Sh... Now: Cloudy, 43 °F Tue: 44 °F Wed: 43 °F 2:52 PM

Click on “Privacy Settings” (see the green star shape above in expl 2_2)

Expl 2_3

Home My Profile Groups **People** Help My Settings Logout

Test Person

Overview Info Involvement Change Settings Edit Profile

Privacy Settings

About the Settings

IMPORTANT
In order to make our Online Community as vibrant and helpful as possible, **please strongly consider sharing most items with "Everybody"**, or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed".

* **Profile / Listed**
Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".

Everybody
This is the "highest level" and the preferred setting. Please use "Everybody" as much as possible. Fields with this setting can be viewed by anyone who has a login and password to use the system.

I am Manley's Test Person

***Please, make your profile listed**—see the information by the large green sun symbol above, (if you don't, no one will be able to access anything in your profile, which will basically make your information unusable.)*

It is important to understand that when you see "everybody" this refers only to individuals with a CCB login and password.

As you can see above in expl 2_3 we would greatly appreciate it if you would share information with "everybody" as far as you feel you possibly can, it will make our database more usable for all of us.

Expl 2-4

Test Person | Our Savior Lutheran Church - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

cbchurch.com https://oscl Laurel.cbchurch.com/app/individual_settings_privacy.php?individual_id=977&ax=edit

Getting Started Latest Headlines Snipe It Now! yahoo.com Most Visited Latest Headlines BibleGateway.com: S... Payroll Church Payroll House of Ruth, Washi...

Search Web Music Groups Notepad Weather Reference Bookmarks My My Yahoo! Yahoo! Mail News

Test Person | Our Savior Lutheran Ch... Yahoo! Inbox (298) - Yahoo! Mail FarmVille on Facebook Test Person | Our Savior Lutheran Ch...

Overview Info Involvement Change Settings Edit Profile

Privacy Settings

About the Settings

IMPORTANT
In order to make our Online Community as vibrant and helpful as possible, **please strongly consider sharing most items with "Everybody"**, or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed".

* **Profile / Listed**
Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".

* **Everybody**
This is the "highest level" and the preferred setting. Please use "Everybody" as much as possible. Fields with this setting can be viewed by anyone who has a login and password to use the system.

* **Friends & My Groups Members**
Fields with this setting can be viewed by members of "Members Interact" type groups you are involved in, as well as other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

* **Church Leadership Only**
This is the "lowest level" setting. Please consider sharing your information at a higher level if at all possible (preferably "Everybody"). Fields with this setting can only be viewed by appropriate church leadership (ie, people who have been given additional administrative privileges for the system).

Phone: (555) 555-5555
(555) 555-5555 Home

Test Person
Address: 8700a Kiama Rd
Laurel, MD 20708

Email: furbabies915-
testperson@yahoo.com

Actions

Send an email
Download vCard

Done

start Comply 3.0 Display ... Inbox - Thunderbird Test Person | Our Sa... Microsoft Office ... Corel Paint Shop Pro ... Now: Cloudy, 45 °F Wed: 43 °F Thu: 43 °F 3:27 PM

This is a picture of the four levels of privacy defined in CCB (see green star shapes) expl 2_4 see above.

Expl 2_5

Test Person | Our Savior Lutheran Church - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

ccbchurch.com https://osclaurel.ccbchurch.com/app/individual_settings_privacy.php?individual_id=977&ax=edit

Getting Started Latest Headlines Snipe It Now! yahoo.com Most Visited Latest Headlines BibleGateway.com: S... Payroll Church Payroll House of Ruth, Washi...

Search Web Music Groups Notepad Weather Reference Bookmarks My Yahoo! Yahoo! Mail News

Test Person | Our Savior Lutheran Ch... Yahoo! Inbox (298) - Yahoo! Mail FarmVille on Facebook Test Person | Our Savior Lutheran Ch...

Listed Listed Unlisted

This determines whether a profile can be seen by people with a login and password to the system even when they don't have administration privileges.

Main

Birthday Month & Day Everybody

Gender Everybody

Marital Status Everybody

Anniversaries Friends & My Groups Members

Allergies Church Leadership Only

Custom Fields Everybody

Contact - Phones

Contact Phone Everybody

Home Phone Everybody

Work Phone Friends Only

Mobile Phone Friends Only

Done

start Complay 3.0 Display ... Inbox - Thunderbird Test Person | Our Sa... Microsoft Office ... Corel Paint Shop Pro ... 3:36 PM

Expl 2_6

Test Person | Our Savior Lutheran Church - Mozilla Firefox

File Edit View History Bookmarks Yahoo! Tools Help

ccbchurch.com https://osclaurel.ccbchurch.com/app/individual_settings_privacy.php?individual_id=977&ax=edit

Getting Started Latest Headlines Snipe It Now! yahoo.com Most Visited Latest Headlines BibleGateway.com: S... Payroll Church Payroll House of Ruth, Washi...

Search Web Music Groups Notepad Weather Reference Bookmarks My Yahoo! Yahoo! Mail News

Test Person | Our Savior Lutheran Ch... Yahoo! Inbox (298) - Yahoo! Mail FarmVille on Facebook Test Person | Our Savior Lutheran Ch...

Mobile Phone Friends Only

Pager Phone Friends Only

Fax Phone Friends Only

Emergency Phone Friends & My Groups Members

Contact - Email

Email *Email addresses are only shared with "Appropriate Church Leadership". Normal users can contact you via email through the system, but don't see your email address.*

Contact - Address

Mailing Address Everybody

Work Address Friends Only

Home Address Everybody

Other Address Friends Only

Other

Serving Info Everybody

Social Info Everybody

Done

start Complay 3.0 Display ... Inbox - Thunderbird Test Person | Our Sa... Microsoft Office ... Corel Paint Shop Pro ... 3:40 PM

Please select your preferences in the drop down menus in expls 2_5 & 2_6.

Please strongly consider sharing you "serving" & "social" information with everyone.