



Logging on to MySOFCC

If you have interacted with Spirit of Faith Christian Center (SOFCC) before, you have a profile in our database. We would be honored if you would join our new digital community – MySOFCC by claiming your profile.

In 2019, SOFCC upgraded its online community. We are continually customizing our community; You may even have received information regarding events on campus and/or global administrative changes we make regularly. In either case, we thought it necessary to provide some additional instructions if you hadn't yet logged on to MySOFCC for yourself.

1. Go to the Spirit of Faith Christian Center website (www.spiritoffaith.org)
2. Click on the 'MySOFCC' link at the top of the home page (located in the purple menu bar at the top of the page)
3. Click on 'Forgot my password'
4. Enter your email address and click 'Send Email'
5. You will receive a link in your inbox (or Spam/Junk mail folder)
 - Please complete the process immediately. For security purposes, the link expires in 2 hours.
 - Note: If the link expires, you must initiate the process again
6. Click on the link to establish a password
 - Choose a password that you can remember (there are guidelines for the password on-screen)
 - Confirm that you are a human being (just some basic anti-hacking security)
 - Click on Register
 - You can use a previous password as long as it meets the password guidelines
7. That's it! You are in and can feel free to look around - even as we add more features, communication, and events in the weeks and months to come!

Uh oh! That didn't work... What do I do now?

- If the system cannot find your email address, please email partner@sofcc.org with the following information:
 - Any information you may have provided to SOFCC in the past (maiden name, old email address, phone numbers, address, etc.) so that we can assist you in locating your profile.
 - The information you want to use to access the system now (current email address, phone numbers, etc.)

Important Profile Information

*Every profile in MySOFCC should have unique email addresses, including any alternate email. **Please invest the time to ensure that every email address entered (or created) is used in only one profile, including as an alternate email address***



Now that you have logged on to MySOFCC...

Congratulations on establishing your MySOFCC account. We are working diligently to provide the best experience possible for you!

As you are new to our online community, we are asking you to invest 15-20 minutes of your time so that we can customize your MySOFCC experience and give us information to be better able to serve you! Your information is secure, and we are committed to assisting you in personalizing your MySOFCC experience.

Important note: Please invest the time to do these four things:

- 1) Check all of the dates and information we have captured (or missed) and update as much as you can – particularly:
 - a) Primary Campus (The campus you most frequently attend)
 - b) Date of birth (full birthdate, please – only the system administrator can see this info; everyone else with permission will see month & day only)
 - c) Gender
 - d) Marital status
 - e) Allergies (if any)
 - f) Skills
 - g) Interests
 - h) Administrative Data:
 - i) How did you hear about SOFCC (initially)?
 - ii) Languages Spoken
 - iii) Occupation/Industry
 - iv) T-shirt Size
 - i) Covenant Dates (approximate dates are okay)
 - i) Baptism with Holy Spirit; Rededication (if applicable); Salvation Received; Water Baptism; Wedding Anniversary (if applicable)
 - j) Serving qualifications
 - k) SOFCC Date (approximate dates are okay)
 - i) Date of Partnership (and how you joined in partnership)
- 2) Update the same information for your immediate family members
 - a) If someone is missing (spouse/minor child), please let us know...
 - b) Allergy information is especially important for your children
- 3) Check your privacy settings (*This should be double checked quarterly*)
 - a) You have complete control
 - b) Suggested setting is 'Leaders'
- 4) Check your notification settings (*This should be double checked quarterly*)
 - a) You have complete control
 - b) Suggested setting is 'New content only'

If you have questions or concerns about any part of this process, please email partner@sofcc.org and we will address your inquiry as quickly as possible.