

NIC People Portal Instructions

People Portal link: <https://niumc-admin.brtsite.com/peopleportal>

Enter your **Username & Password**

When you are logged in, your name will appear at the top in **yellow highlight**.

At the upper right corner, your name will appear in grey with a drop-down arrow:

- **Update contact info:** links you to the same Update Contact Information page described below.
- **Edit login:** allows you to change your username and password

If you have not logged in before, [click here for the People Portal Initial Sign-In.](#)

Use your email address that we use for you and hit submit. You will immediately receive an email from “Notifications at Northern Illinois” to set your password.

At the upper left corner, the **Black Box** contains links:

Update Contact Information This is where you can update your contact information. It is important that your contact information (especially your email) is kept up to date as this is the information that the Conference uses to connect with you. This link does not allow you to make changes to your name. If you have a name change, please contact your District Administrator. Remember to click SAVE to save your changes.

A note about CONFIDENTIALITY: the primary information that we need to have for you is your **email and a phone number** so that we can connect with you in our shared ministry. Only complete information that you feel comfortable the NIC having. (ie: birthdate is only something we use for our clergy, and it is not published) *Please note that we only use and publish Name, email, phone, mailing address information for the purpose of our conference work. We do not share/sell our information to any outside groups or companies)*

Leadership Assignments This will show you the leadership positions that we have you listed with your church. Updates can be made in the Church Dashboard or by your District Administrator.

Church Dashboard This link will take you to the church’s **Church Dashboard**, where information about the church and its leadership lives.

Church Dashboard

When you are logged into the Church Dashboard, the **name of the church will appear at the top in yellow highlight.**

At the upper left corner, the Black Box contains links:

Church Contacts You can edit the Contact information of the people serving at your church.

- (Edit) update the contact information of your existing Leaders list;
- (click to email) verify the Leader's email address;
- (Download Contacts) can download your Leaders contact list to an Excel sheet.
- Use "remove from my church" if this is a person who is no longer connected to your church; an example would be for someone who has joined another church, moved away, or is no longer an employee of the church

Church Information You can edit the Contact information of your church.

- See your church contact information
- (Print) print your church contact information
- (Edit) update your church contact information. Be sure to press "Save" to make the changes permanent.

Leaders allows you to name a leadership Assignment to a Person, and to remove a Person from their current Assignment.

- **To remove a person from an Assignment**, click Edit Assignment and add the end date. Assignments cannot be deleted.
- **To add a new Person to an Assignment**, click on the green button in the upper right corner, "Add New Assignment." Pick the Assignment Position from the drop down list. Pick the Person (first look at people in your church list; if that person isn't there, enter the last name to search the database, and pick the correct person listed; if they still are not found, follow the directions to Add a brand new person to the database)
- If you want to toggle quickly back to update a Person's contact information, there is a quick link (in blue "go to this page") at the top of the list to do this.

Leaders List (printable)- allows you to print, copy, and download (in CSV/Excel/PDF) your church info and leadership info on one printable report

Questions?

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