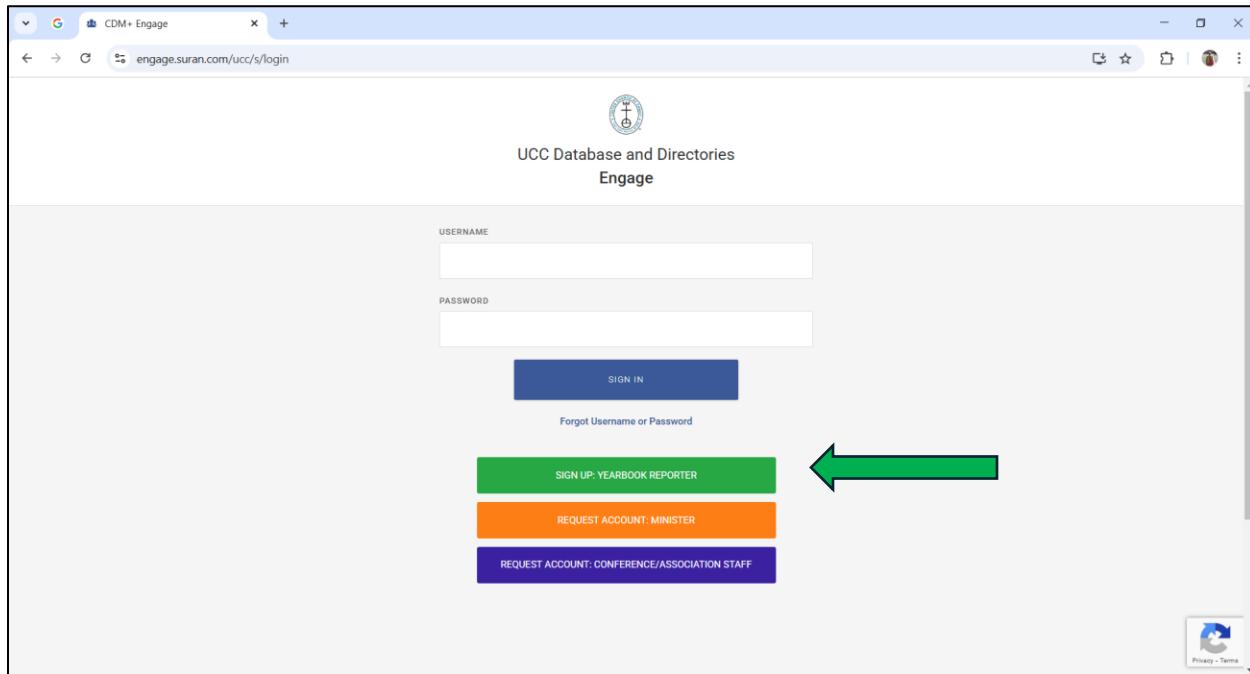
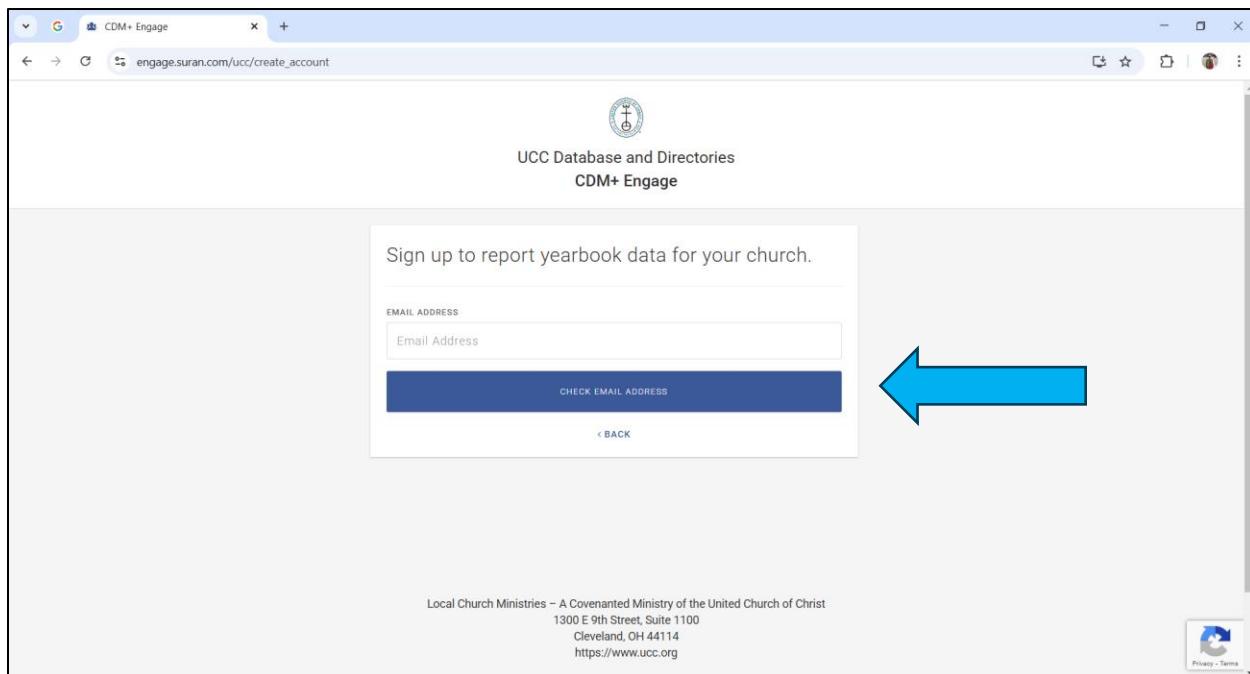


New Yearbook Reporter Log In Instructions

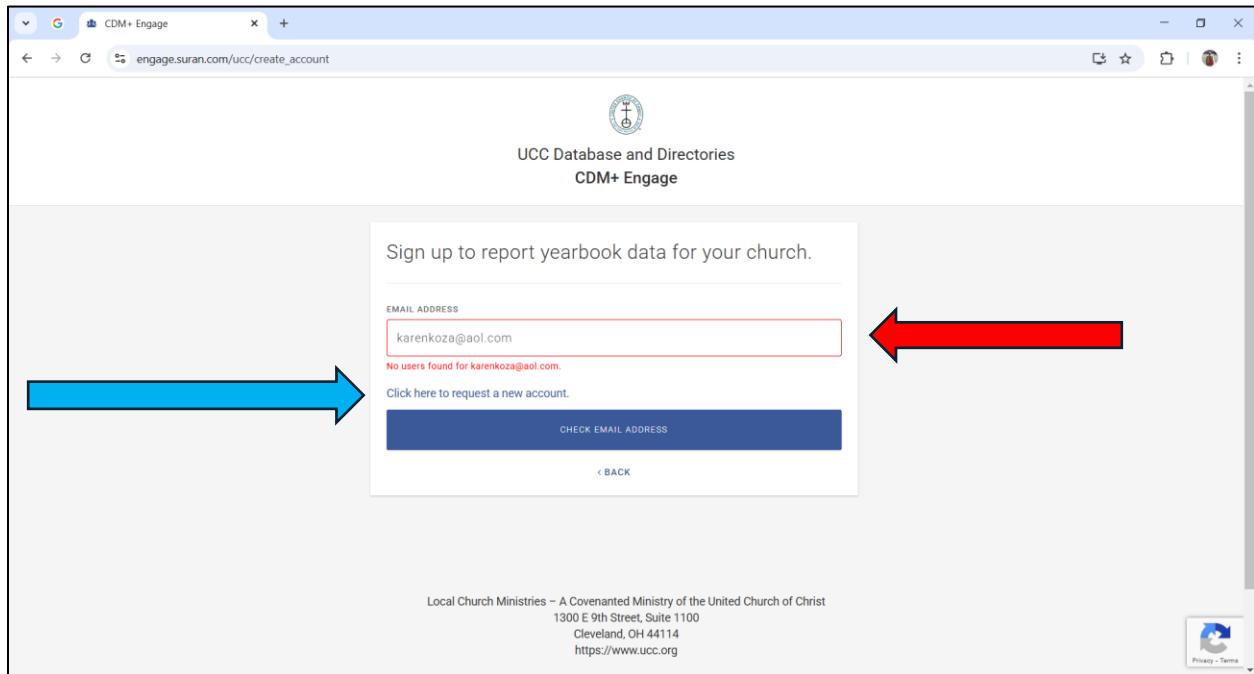
If you do not have an Engage account, you can set one up by going to <https://engage.suran.com/ucc/s/login> and clicking “**Sign Up Yearbook Reporter**”.



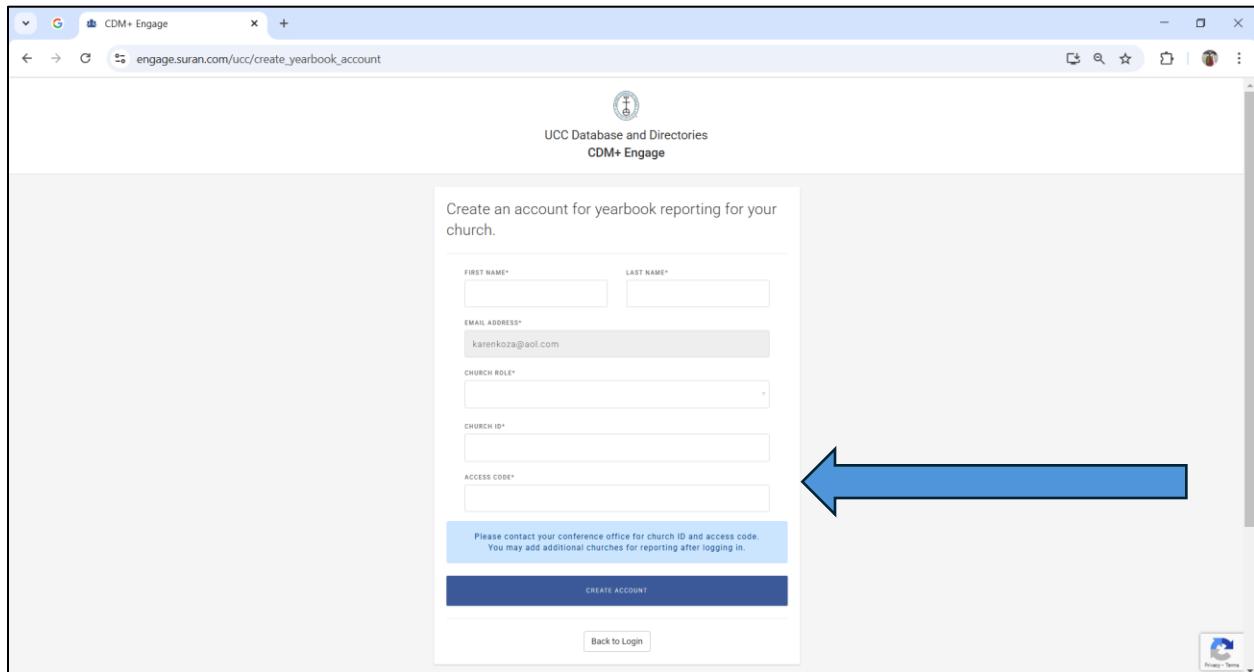
This should take you to the following screen, where you will be prompted to enter your email address:



Enter your email and click "[Check Email Address](#)". This will search the system for existing accounts with the same address. If one is found, you will be given the opportunity to reset the password and login via email. If no existing account is found, however, you will receive a message stating "**No users found for (email that was entered)**". From here, you will need to click the link reading "[Click here to request new account](#)".



After clicking "[Click here to request a new account](#)" you will see this screen:



Enter the following information:

First Name

Last Name

Email Address

Church Role – a drop down menu will appear and you can select a role

Church ID – this is your Church ID that you have used in the past. If you do not know your Church ID, please reach out to your Conference.

Access Code – this will be provided by your conference.

After entering required information and clicking "Create Account", you will receive an email with a "Reset Password Link" and a "Reset Password Code". Either click the link or copy the code and paste it into the "login" screen. You will then be able to create a username and password and log in.

CDM+ Engage password reset link for Karen Koza

 UCC Database and Directories <noreply@suran.com>
To: Karen Koza

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of the United Church of Christ Board. **DO NOT CLICK** links or attachments unless you recognize the sender and know the content is safe.

We received a request to reset your CDM+ Engage password.

 Username: kkoza
Reset Password Link: [Click Here](#)
Reset Password Code: 27370240-ae94-013d-e47b-3edfaf6f32f0

If you need help, please contact UCC Database and Directories

From here, you should be taken to the following landing screen (Yearbook Reporter):

