

AUMC Online Church Directory Instructions

We are excited to announce our new Andover UMC Online Directory! We encourage each of you to log into our new Directory to add a personal and family photo so that we can get to know all of the members of our church body. Each member will be able to keep their contact information updated so that our directory will always be up to date. Understanding security concerns, we carefully chose a directory service that is very secure. Your information is password protected and safe, and only available to members of our church family. You control how much information to share.

Basic instructions for using our directory can be found below. If you have additional questions you can use the Help tab in the directory, or contact the church office for any additional help that you may need.

To Access the Directory:

1. Go to <https://andoverumc.ctrn.co/>
2. Enter your User Name & Password:
Username: firstnamelastname (example: janedoe)
Password: (For security purposes, please call the church office at (316) 733-1644 to receive this)
Press Go

To Change Your Password:

1. Click the "My Profile" tab
2. Enter your new password in the password field and click update. (Your password is encrypted and will not be visible to anyone, including church staff.)

To Update Your Profile and Add a Photo:

1. Please verify that your information is correct, and update if necessary. Click update.
2. Upload a photo. Click "Change Photo," then "Upload New Photo." Click "Choose a Photo," size it so that it fills the box, and select "Save."
3. Click on your family name, below your photo. If there is no family photo, please upload a family photo (see instructions from #2 above).
4. Please verify that your family information is correct, and update if necessary. Click Update.

Mobile App:

You can download the free mobile app by searching "CTRN Online Directory" at your app store. You will be asked for our mobile privacy code. It is andoverumc. When the app opens, enter your username and password from above, and select "remember me."