


Vale of Aylesbury Methodist Circuit

Guidance notes for members with 'Cloud Access

1. Now you have opened the Circuit Website at www.aylesburyvale.org.uk you can access the 'cloud' if you have a **User Name**. (Access will be denied for those without a User Name)
2. On the blue ribbon across the page click (or Tap) on the small cloud icon  to go to the log in page.
3. If you know your **User Name** and **Password**, type them into the 2 boxes that appear, then 'click' login in. If you have no password type in **password**; that will gain you access to the tools, 'click' on the 'set password' button and put in your own password, one that you can remember; you can ask your system to remember it if you are using a private PC. If you have forgotten your password, click on 'Forgotten password?' and follow the on-screen instructions.
4. **When successfully logged in for the first time make sure you change your password to something personal and make sure you can remember it! The system will keep reminding you to make your password secure.**
5. Once you are logged in, what you can do depends upon the group you are in and what 'Permissions have been assigned to that group. You will see a page showing 18 Icons, some of which are bright and some partially 'greyed out', only the bright ones will allow you access if you click on them. Be assured that you cannot do any damage.
6. If you click on a bright Icon you will be able to read what is there but you may not have permission to change anything so you can look at the list of 'People' or 'groups' for example, but you cannot change them. You can also read the content of any listed document or page by clicking on 'View' but cannot edit them. You should be able to edit your own account.
7. Groups that have special editing permission will have been notified
e.g The 'Available for Planning' group who edit their own 'Availability Form'
The 'Church plan edit note' group who should enter any special service planning information for the Circuit Preaching Plan on the 'Church' pages
The 'sub editors' group who can edit 'Pages'
8. There is information on the Cloud that is not available, or so readily available, on the Public site. This is why, with a few exceptions, 'cloud access' is restricted to members of this Circuit. If you are a member, and having read this, find you are unable to access parts the cloud, and have a need to do so, please contact the editor via the contact page or send me an Email.

9. It is now possible to do a 'Sort & Search' on some groups which is very similar to any other website where you can home in on a particular item using filters such as 'colour' & 'size' for clothing items. This is most useful when you select the 'PEOPLE' group. Select 'Sort & Search' on the right hand menu and you will see a series of filters which you can select to home in on a particular church officer. This still has to be refined to allow an effective search for Circuit Officers.

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