

# Set Up Online Login Credentials

Ministers can view and change their scheduled assignments on a computer or mobile phone using our secure web application. In order for ministers to log in, you must set up their credentials. To set up credentials, navigate to **Information > Ministers**. You can also [change credentials for multiple ministers at one time](#).

1. Locate the record of the minister whose information you want to set up.
2. In the navigation pane, click **Contact Information**.
3. In the Minister Online Information section, click **Set Up**.



## Note

If you can't see this section, make sure you have [set minister online access](#).

4. Enter a user name and password for the minister.



## Tip

We recommend using the first email listed on the minister's record for the user name and the minister's first name + last name initial + ID number for the password. You can click **Reset** to insert these default values.

5. Click **Save**.
6. Click **OK** to acknowledge that the credentials have been updated in the app. Make sure to let your ministers know about the change.
7. Click **Close**.

You can print or email a letter to let your ministers know that you set up their credentials for the web app. On the Reports tab, click **Minister Reports > Letter Reports**, and select **Minister Online Information Letter**.

Once you set up login credentials, you're ready to [upload data](#).

## Related Topics

[Change Minister Online Credentials](#)  
[Upload Data to the Minister Web App](#)  
[Set Minister Online Access](#)