

## To Obtain a User Name and Password:

1. [Click here to go to COTC Connect.](#)

2. You will now see the screen below. As a first-time user, you must **click where it says, "Need a login? Click here"**

Engage, Renew, Transform. **Together.**

THE CHAPEL OF THE CROSS

Welcome to Chapel of the Cross Sign In

**Sign In**

E-mail Address or User Name:  
|

Password:  
|

Remember my Username **Sign In**

Forgot your [password](#) or [user name](#) ?

**Need a login? [Click here](#)**

Go Mobile

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3. You will now see this screen:

Engage, Renew, Transform. **Together.**

THE CHAPEL OF THE CROSS

Welcome to Chapel of the Cross Sign In

**Account Sign Up**

Don't have a user name and password? Enter your information and click **Find Me**. An e-mail containing your login information will be sent to you shortly.

E-mail Address  
|

First Name Last Name Suffix  
| | |

**Find Me**

**Already have a login? [Click here](#)**

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4. Enter your email address, first and last name. **Click "Find Me."**

5. The information you provided **MUST match** the church database. If the system cannot locate your record, please call the church office (919-929-2193) or email the Site Administrators as directed on the screen.

6. After the system locates you, you will **receive an email** containing your username and password for logging in to **COTC Connect**. Your user name is your first and last name with no spaces. User names are not case sensitive. The email

contains a link to **COTC Connect**. Follow that link and enter your username and password in the fields provided. *HINT: It is helpful to copy and paste the password into the sign-in site.*

7. After logging in, you will be **prompted to change your password**. Once you have entered a new password, you will arrive at your personal profile page. Passwords need to be at least eight characters and include both number and letters. **Store your username and new password so you can access them later!**

**Forgot your username or password? Just click the links below the sign-in page**

When in doubt, give us a shout! We're happy to help. 919-929-2193 or [tpowers@thechapelofthecross.org](mailto:tpowers@thechapelofthecross.org).