



# TEMPLE ISRAEL

## **KEEPING UP-TO-DATE WITH TEMPLE ISRAEL**

This year we are launching a new suite of web services so that you can manage your Temple Israel account. Information from your account will be used for our new 2015-2018 membership directory. Please note that the information we have in our system as of August 7, 2015 is what will be printed in the directory that will be mailed to you later this year.

Please check here and return this to us with your name if you do not want to be included in the membership directory. \_\_\_\_\_

The most efficient and preferred method to update your account is online; however, if you would like, you may complete the enclosed form and return it to Karen Snyder, 1376 E. Massey Road, Memphis, TN, 38120.

Please follow the instructions below to update your information.

### **1) LOGIN**

- Go to [timemphis.shulcloud.com](http://timemphis.shulcloud.com)
- At the top right side of the screen, click **Login**.
- Enter your email address and password, and click **Sign In**.
- If this is the first time you are using the system, click **Forgot Password** and type in your email address. A password will be sent to you.
  - If you receive a message stating, "The email address you entered is not registered with Temple Israel," please call Karen Snyder, Temple Israel's Office Manager, 901.937.2761, to assist you.

### **2) UPDATE YOUR PROFILE AND PERSONAL INFORMATION**

- Once logged in, hover over **MY ACCOUNT** in the center of your screen.
  - Choose **MY PROFILE**.
  - For each adult member, update or fill in all of the applicable fields in the **Personal, Contact Info, Business, and Other** tabs. Review the **Subscriptions** area under **Contact Info**. Make sure you select the format you wish to receive the *Voice* and your billings.
  - Click **Save Changes to Person**.
  - **The printed directory will list only the adult member names, addresses, home and mobile phone numbers, and email addresses.**
  - Choose **Manage My Family** under **MY ACCOUNT** to update each member, including children, in your family and repeat above steps.

### **3) ANSWER THE RELATIONAL QUESTIONS**

- Click the link at the top called **Relational Questions** and answer the questions on the form that are presented for each adult member. Click **Submit** and then sign out.

That's it. You're done! Thank you for updating your information.