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”

3. You will now see this screen:

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 **promted 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 ecole@thechapelofthecross.org