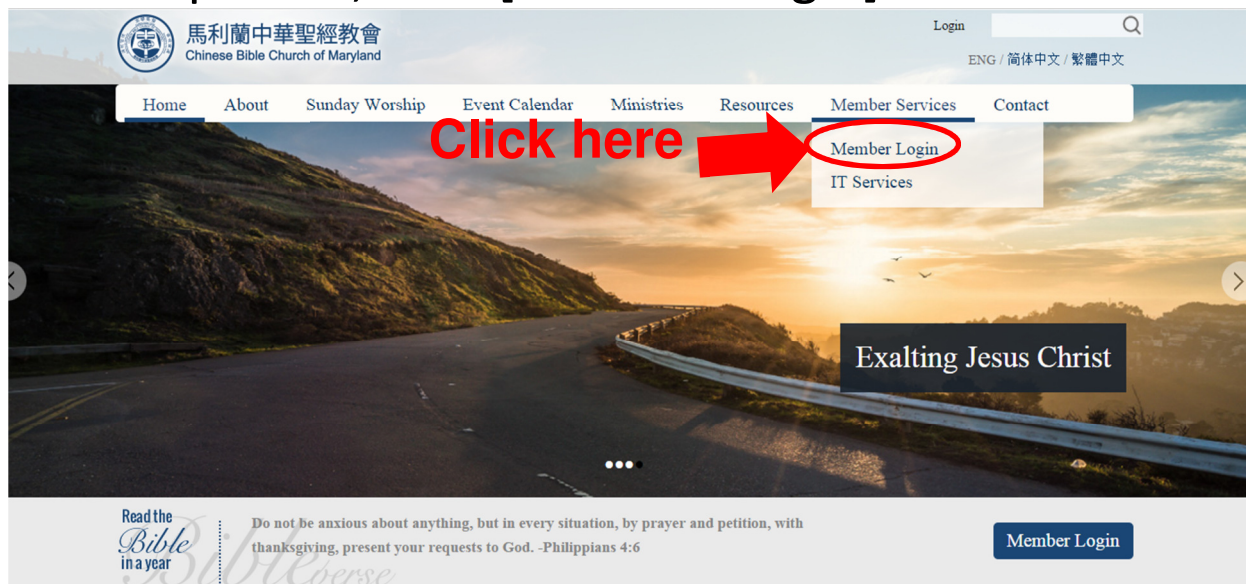


CBCM IT Services

How to Login, Change Your Password, and Edit Directory Information

How to Login

1. Go to www.cbcm.org.
2. Under the “Member Services” menu item dropdown, click [Member Login].



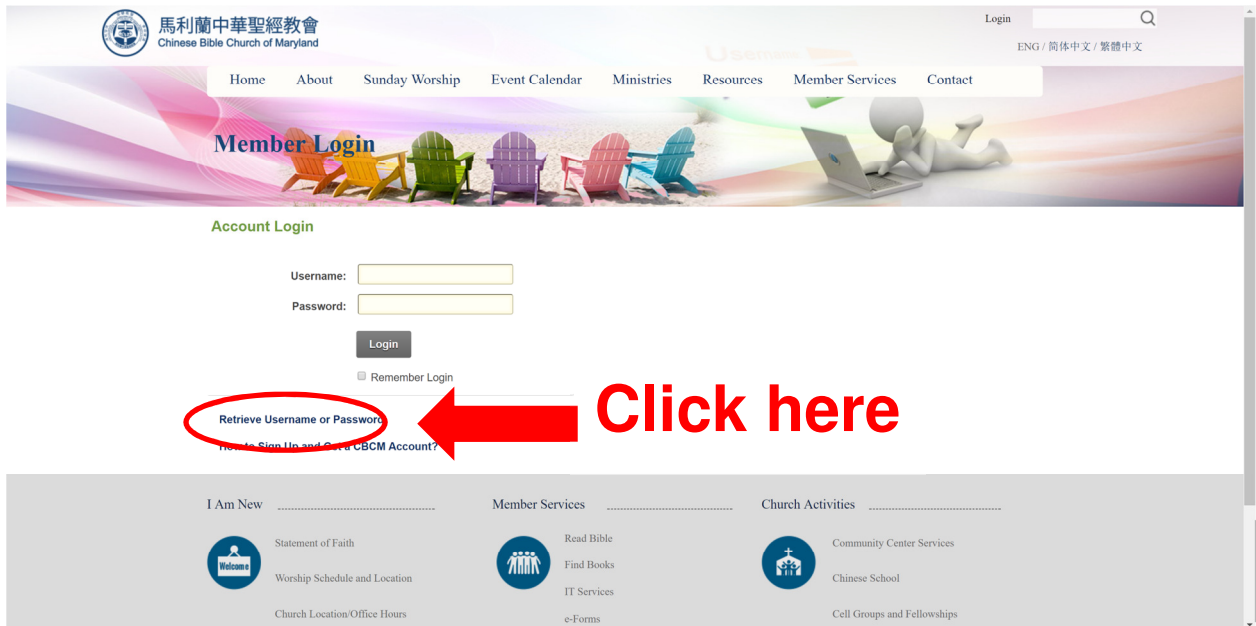
3. Enter your Username and Password. Then, click [Secure Login].

The screenshot shows the website of the Chinese Bible Church of Maryland. The header includes the church's name in Chinese and English, a search bar, and a language selector (ENG / 简体中文 / 繁體中文). The main navigation menu includes Home, About, Sunday Worship, Event Calendar, Ministries, Resources, Member Services, and Contact. The 'Member Login' section is highlighted with a red banner. Below the banner, there is a login form with fields for 'Username:' and 'Password:', and a 'Login' button. Red arrows point to the 'Username' and 'Password' fields, and the 'Login' button. The text 'Username and Password' is written in large red letters above the fields, and 'Then click here' is written in large red letters below the 'Login' button. Below the login form, there are links for 'Retrieve Username or Password' and 'How to Sign Up and Get a CBCM Account?'. The footer contains three columns of links: 'I Am New' (Statement of Faith, Worship Schedule and Location, Church Location/Office Hours), 'Member Services' (Read Bible, Find Books, IT Services, e-Forms), and 'Church Activities' (Community Center Services, Chinese School, Cell Groups and Fellowships).

If you don't know your username, please look in the church directory first. Your username is in this format: {first name}.{last name}.

For example: Jessica Yang ⑦ jessica.yang
Kevin Luen ⑦ kevin.luen
Xiu Ying Zhang ⑦ xiuying.zhang
Yun-Ru Chow ⑦ yun-ru.chow

If you forgot your username or password, please click [Retrieve Username or Password] and your username or password will be sent to your registered email address.



馬利蘭中華聖經教會
Chinese Bible Church of Maryland

Home About Sunday Worship Event Calendar Ministries Resources Member Services Contact

Member Login

Account Login

Username:

Password:

Login

☐ Remember Login

Retrieve Username or Password

Need to Sign Up and Create CBCM Account?

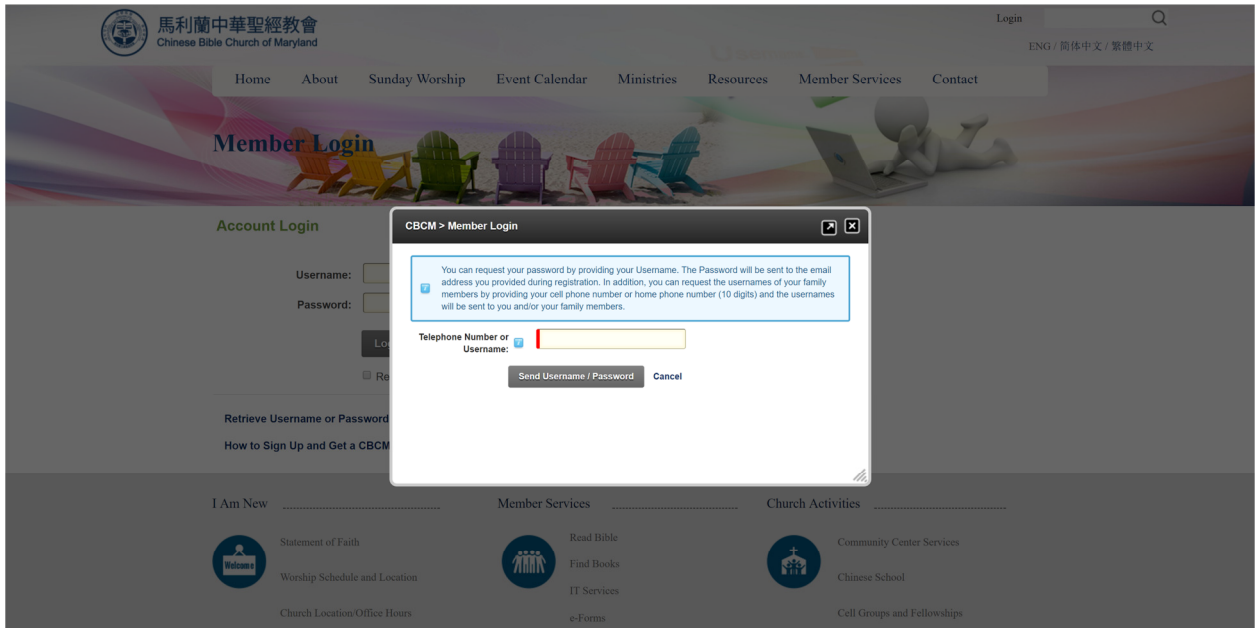
Click here

I Am New Statement of Faith Worship Schedule and Location Church Location/Office Hours

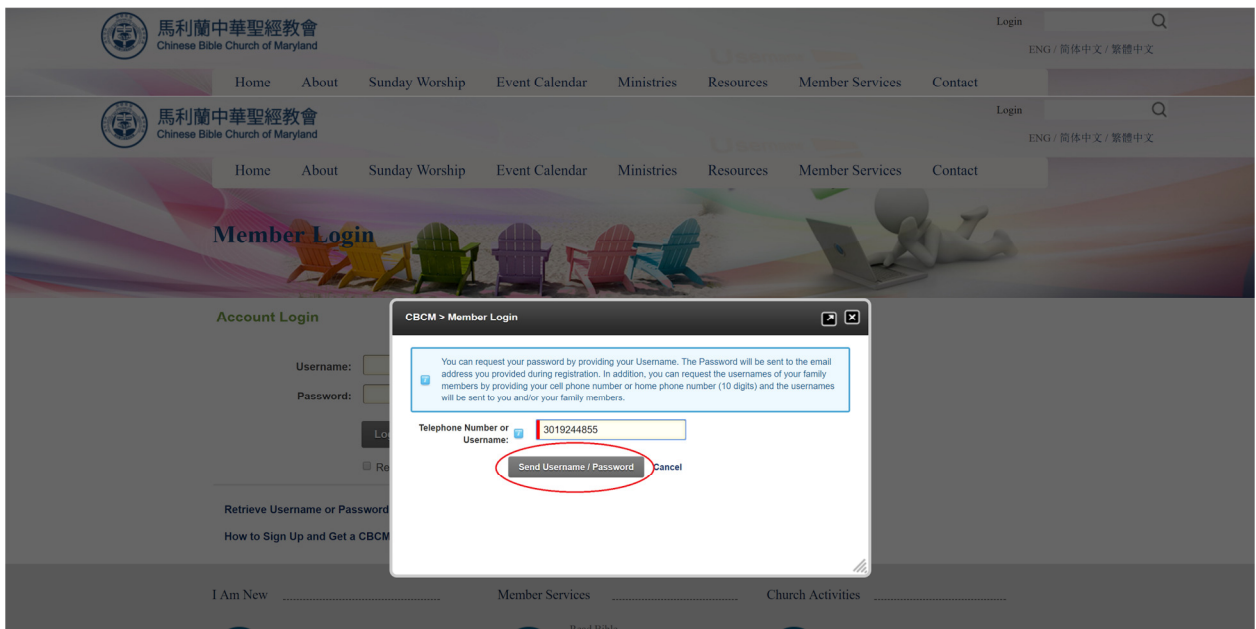
Member Services Read Bible Find Books IT Services e-Forms

Church Activities Community Center Services Chinese School Cell Groups and Fellowships

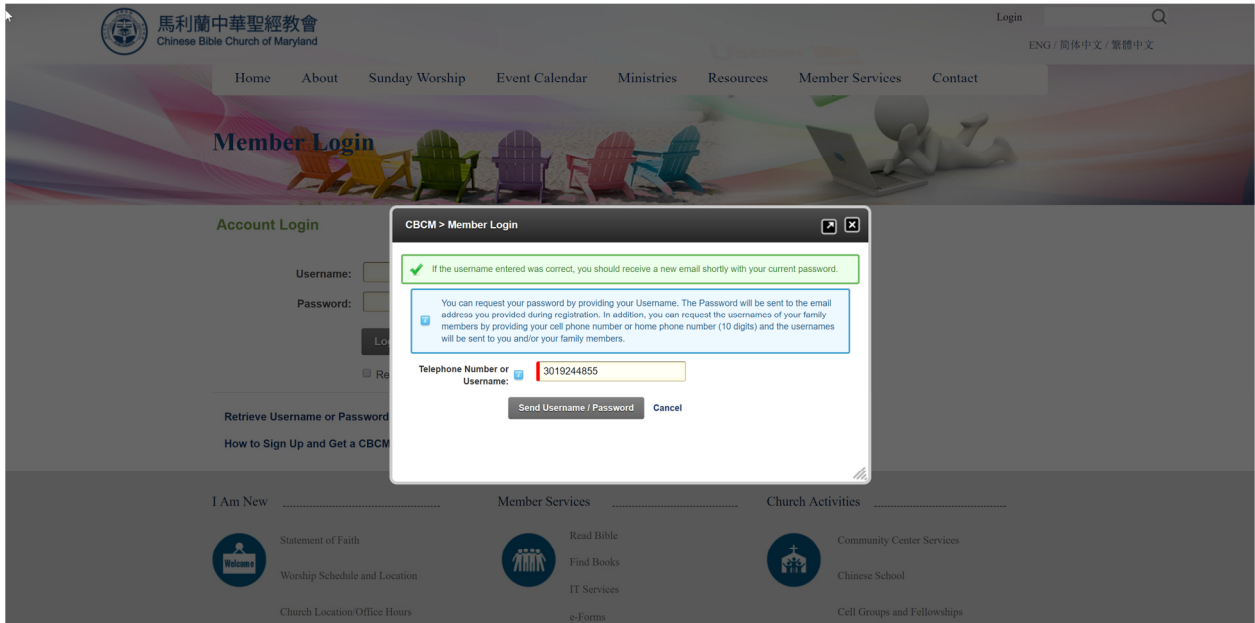
You will then be prompted to a pop up asking for your user name or telephone number.



Once you have typed in your phone number or user name you, press the Send username / Password button.



a green message should display above the blue dialogue box telling you that the password has been sent to your e-mail.



If you have any further questions, please contact the church office (church.directory@cbcm.org).

4. After logging in, click on your name that will appear in the lower-left corner of the page.

The screenshot displays the website's header with a banner image of sheep in a field. Navigation links include "More Christians" and "Better Christians". A quote from Philippians 4:6 is featured, along with a "Welcome Back" button. The main content area is divided into sections: "Live Streaming" with a video player and language options (Rockville Mandarin, Cantonese, English); "Weekly Bulletin", "Pray Together", and "Event Calendar"; and "News & Events" with a list of recent announcements. A footer section titled "I Am New" provides links for new members, while "Member Services" and "Church Activities" offer additional resources. The bottom navigation bar shows the user's name "David King" and a "Logout" link, which is circled in red and pointed to by a large red arrow with the text "Click here".

More Christians
Better Christians

Read the Bible in a year
Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. -Philippians 4:6
Welcome Back

[Live Streaming]

Weekly Bulletin
Pray Together
Event Calendar

[News & Events]

06 Dec English Winter Quarter Sunday School | [12/06/2015]
Sunday
DETAILS

25 Oct WEEKLY ANNOUNCEMENT 本週教會動態 | [10/25/2015]
Sunday
DETAILS

02 Oct AWANA Club | [10/02/2015]
Friday
DETAILS

More News

I Am New
Statement of Faith
Worship Schedule and Location
Church Location/Office Hours
Cell Groups and Fellowships

Member Services
Read Bible
Find Books
IT Services
e-Forms
Shared Folders

Church Activities
Community Center Services
Chinese School
Cell Groups and Fellowships

David King | Logout

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5. Click the [Edit Profile] button.

The screenshot shows a web interface for a user profile. At the top, the text "User Profile" is visible. Below it, there is a profile card for "David King" with a placeholder profile picture (a silhouette with a question mark). The address listed is "4414 Muncaster Mill Road, Rockville, Maryland 20853, United States". Below the address is a redacted phone number (*****). A red circle and a red arrow point to the "Edit Profile" button located below the profile card. Below the profile card is a "Message Center" section. It has tabs for "Messages" and "Notifications". To the right of these tabs is a link "Compose New Message". Below the tabs are buttons for "Select", "Actions", and "Archive". To the right of these buttons is the text "0-0 of 0". Further right are buttons for "Conversations", "Sent", and "Archived". At the bottom right of the message center is another "Compose New Message" button. At the very bottom of the page, there is a copyright notice: "Copyright © 2016 Chinese Bible Church of Maryland. All rights reserved. | Site Map".

User Profile

David King
4414 Muncaster Mill Road
Rockville, Maryland 20853
United States

Edit Profile

Message Center

Messages **Notifications** [Compose New Message](#)

[Select](#) [Actions](#) [Archive](#) 0-0 of 0 [Conversations](#) [Sent](#) [Archived](#)

[Compose New Message](#)

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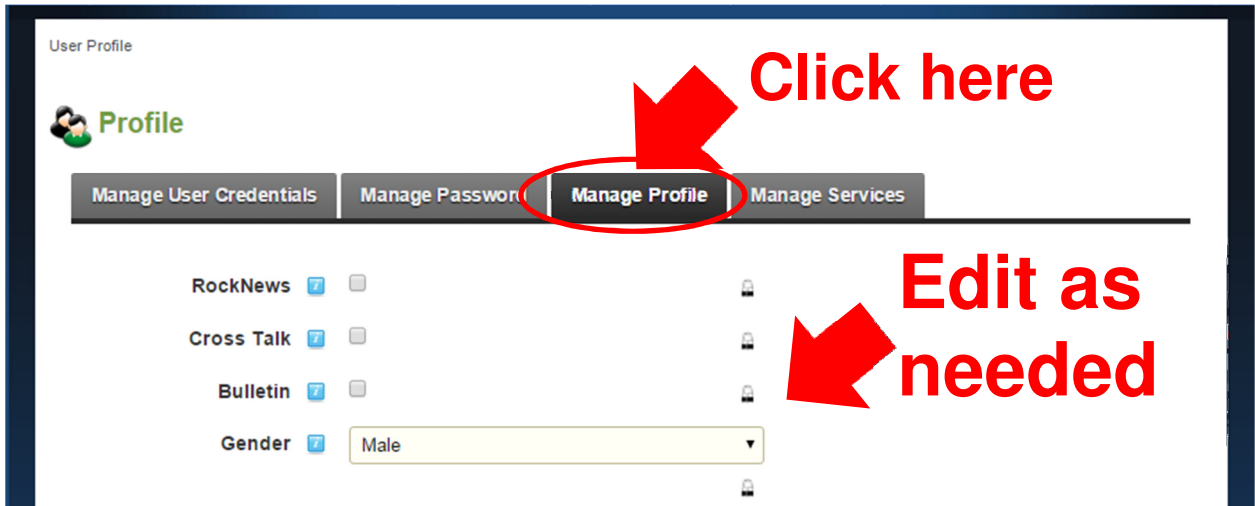
How to Change Your Password

6. Click the [Manage Password] tab and enter your current and new password. Then, click the [Change Password] button to confirm changes.

The screenshot shows a 'User Profile' page. At the top, there is a navigation bar with four tabs: 'Manage User Credentials', 'Manage Password', 'Manage Profile', and 'Manage Services'. The 'Manage Password' tab is highlighted with a red circle and a red arrow pointing to it with the text 'Click here'. Below the tabs, the page displays password information: 'Password Last Changed: Monday, December 21, 2015' and 'Password Expires: Password does not Expire'. The 'Change Password' section is titled in green. It contains a text box with the instruction: 'In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.' Below this are three input fields labeled 'Current Password:', 'New Password:', and 'Confirm Password:'. A red arrow points to these fields with the text 'Passwords here'. At the bottom of the form is a 'Change Password' button, which is circled in red with a red arrow pointing to it and the text 'Then click here'. The footer of the page reads: 'Copyright © 2016 Chinese Bible Church of Maryland. All rights reserved. | [Site Map](#)'.

How to Edit Your Directory Information

7. Click the [Manage Profile] tab. Then, proceed to edit your directory information.



The screenshot shows a web interface titled "User Profile". At the top left is a profile icon and the word "Profile". Below this is a horizontal tab bar with four tabs: "Manage User Credentials", "Manage Password", "Manage Profile", and "Manage Services". The "Manage Profile" tab is selected and circled in red. A red arrow points to this tab with the text "Click here". Below the tabs, there are several form elements: "RockNews" with a blue icon and a checkbox, "Cross Talk" with a blue icon and a checkbox, "Bulletin" with a blue icon and a checkbox, and "Gender" with a blue icon and a dropdown menu currently showing "Male". To the right of these elements are four small user icons. A red arrow points to the "Edit as needed" text, which is positioned to the right of the form elements.

8. After updating your information, be sure to scroll down to the bottom of the page and click the [Update] button to save changes.

Preferred Time Zone: (UTC-05:00) Eastern Time (US & Canada) ▼

Preferred Locale: English (United States) ▼
☐ English Name ☒ Native Name

Photo: File <None Specified> ▼
[Upload File](#)

Update ← **Click here after you finish editing**

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