


# Set Up Online Login Credentials

Ministers can view and change their scheduled assignments on a computer or mobile phone via 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**.

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 > 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](#) so it displays in the app.

## Related Topics

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