

**CHMS
USER PROFILE
UPDATE
USER MANUAL**

PRIVACY STATEMENT

You will see the Privacy Statement upon logging in.
Click on the Accept button to proceed.
The Reject button will log you out from the system.

Privacy Statement

Faith Community Baptist Church (FCBC) manages and governs your personal data in accordance with the Personal Data Protection Act 2012 (PDPA).

FCBC respects and is committed to protect your privacy and safeguarding your personal information.

FCBC may change some parts or all the contents of this policy from time to time to ensure that this policy is in line with legal and regulatory requirements. Hence, we advise you to check back regularly for updated information on the handling of your personal data.

By using ChMS, you consent to our collection, use and disclosure of your personal data as described in this privacy policy. FCBC strive to limit the amount of personal data collected to that which is sufficient to support the intended purpose of the collection.

Accept

Reject

REQUIRED FIELDS

You will be prompted to fill in all the required fields.

The fields are segmented into 3 categories: User Profile, Workplace Info and Emergency Contact.

Click on Update button for each of these categories.

Required Profile Fields

Your profile is missing some required fields, please complete your profile for the categories shown below.

User Profile

Information required: Nationality, Worship Centre

Update

Workplace Information

Information required: Office Phone, Office Address

REQUIRED FIELDS FOR USER PROFILE

All fields listed here are required (except Christian Name).

Should you need to fill in other optional fields, you can do so after all the required fields are completed

Update Required Profile Fields

Surname	<input type="text" value="Tut"/>
	Required
Given Name	<input type="text" value="Tutu Mupfema"/>
	Required
Christian Name	<input type="text" value="Simo"/>
Date of Birth	<input type="text" value="1974-09-11"/>
	Required yyyy-mm-dd
Gender	<input type="text" value="Male"/>
	Required
Nationality	<input type="text" value="South Africa"/>
	Required
Marital Status	<input type="text" value="Married"/>
	Required
Worship Centre	<input type="text" value="Select One"/>
	Required

REQUIRED FIELDS FOR WORKPLACE INFO

Required Fields

Preferred checkboxes can be found in address, phone and email.

This is to indicate to the Church to use this for any communication purpose.

Please ignore this if you want your personal contacts be used instead.

The form is titled "Workplace Address" and "Contacts". It contains several input fields and checkboxes. Red arrows from the "Required Fields" text point to the "Company/Organization Name", "Unit Number", "Street", "Postal Code", and "Phone" fields. Red boxes around the word "Required" are placed below the "Unit Number", "Street", "Postal Code", and "Phone" fields. The "Occupation Type" field is a dropdown menu with the text "Please select industry". The "Country" field is a dropdown menu with "Singapore" selected. The "Preferred Address", "Preferred Phone", and "Preferred Email" fields are checkboxes. At the bottom, there are two buttons: "Update Profession" (blue) and "Cancel" (red).

Occupation Type Please select industry

Company/Organization Name

Workplace Address Please fill in all the required fields

Unit Number
Required

Block

Street
Required

Postal Code
Required

City

Country

Preferred Address

Contacts Phone number is a required field

Phone
Required

Preferred Phone

Email

Preferred Email

REQUIRED FIELDS FOR EMERGENCY CONTACT

Required Fields

Preferred checkbox allows you to select the main person to contact should you need to add multiple contacts.

You can ignore this if you allow any contacts be used.

Update Emergency Contact

▼ Update Emergency Contact Info

Surname	<input type="text"/>	Required
Given Name	<input type="text"/>	Required
Christian Name	<input type="text"/>	
Email	<input type="text"/>	
Phone	<input type="text"/>	Please fill at least email or phone
Relationship	<input type="text" value="Child"/>	▼
Language	<input type="text" value="English"/>	▼
Preferred	<input type="checkbox"/>	

USER PROFILE

If you need to update other fields other than those specified in page 2~6, go to top right most human icon & click. Click on Edit Profile.

FCBC

Account - [Avatar] [Logout]

Home My Equipping

FAQ


Edit Profile

Change Password

Logout

User Profile

Personal Info



Add Photo

Portrait Photo Recommended (JPEG file < 1 MB)

NRIC/FIN

Required

WORKPLACE INFORMATION

If you need to update your existing workplace, click on edit icon button.

▼ Workplace Information

Workplace

System Analyst - System Analyst @ PTC INC

Address

801 S Oyster Bay Blvd, Suite 400, Oyster Bay, NY 11771

Email

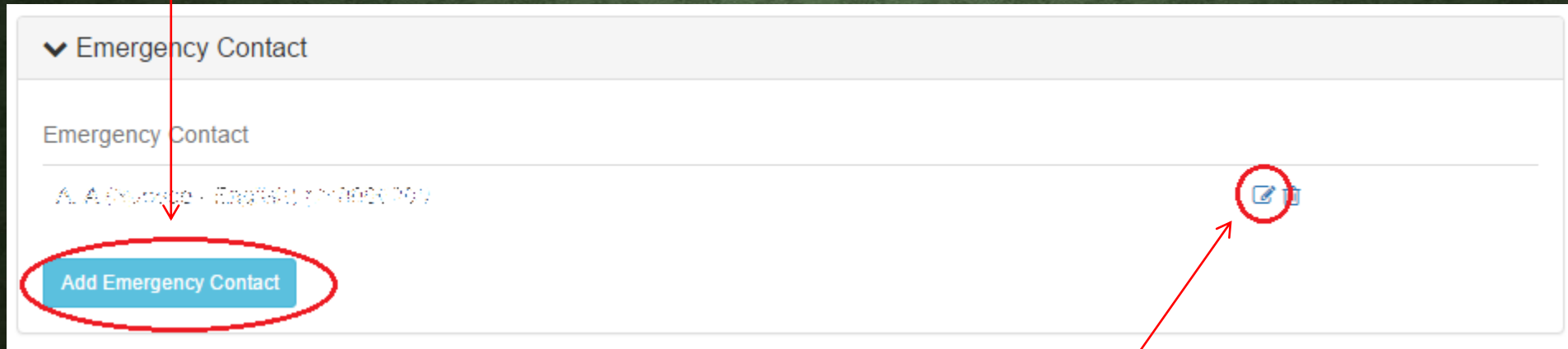
patrick.kim@ptc.com Office Preferred

Phone

609-291-1111 Office

EMERGENCY CONTACT

Should you need to add more Emergency Contact, scroll down to Emergency Contact section
Click on Add Emergency Contact button



If you need to update your existing one, click on edit icon button.

If you have any queries, please email to
ITHelpDesk@fcbc.org.sg