



UMCARES

United Methodist Candidate and Record Entry System

HOW DO I LOGIN TO UMCARES?

1. Go to **www.umcares.org**
2. Your email address is your username

HOW DO I SEARCH FOR A USER?

1. Click the **Search** hyperlink on the Main Menu bar
2. Enter the person's name, then click **Search**.
3. Review the search result

HOW DO I CREATE A NEW CANDIDATE?

1. Go to **Administration >New User Wizard**.
2. Select the desired user type to be created, then click **Next**
3. Enter the new user's name and email address, then click **Next**
4. Choose the user's location, then click **Next**
5. Select the desired track from the drop-down menu then click **Next**
6. Set a geographic district, then select a mentor and mentor type
7. Review the information
8. Select an email template
9. Select a finishing option

HOW DO I APPROVE MY CANDIDATE'S APPLICATION? HOW DO I CHECK OFF A COMPLETED STEP?

1. Open the candidate's user profile.
2. Go to **Profile Sections > Mentors & Tracks**.
3. Click the **Open** button on the desired track row.
4. When the **Tasks** page opens, scroll down to the step for which you are responsible.
5. Click **Save**, **Submit**, or **Approve** (varies based on step).
6. Exit the candidate's track.

OR

1. Select a step from the **Responsible Steps** side panel on the home page
2. Complete the open step
3. Close the track

QUESTIONS...

Email: candidacy@gbhem.org

Call: 615-340-7374