

UMCARES

United Methodist Candidate and Record Entry System



HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

UMCARES:

Updating District Superintendents

Pulling a List of Active District Superintendents (DS):

- Click on **Search** in the header bar
- Select **Advanced**
- Switch to the **Roles** tab
- Select **District Superintendent (GBHEM)** from the **Roles Menu**
- Change the radio button to **Show Active Registered**
- Click **Search**
- To view the DS record click on **Profile**
- To export your list DSs select **Export CSV**

Advanced Roles Search

Close | Simple | Help

Personal | Track | **Roles** | Assigned

Roles
District Superintendent (GBHEM)

Conference
Tennessee

District
Any District

Show Active
 Show Active Registered
 Show Active Unregistered
 Show All
 Show Inactive
 Show Deceased

Search Clear

HOME WELCOME SARAH IBARRA-SCURR (GBHEM) SEARCH

UMCARES plus
United Methodist Candidate and Record Entry System

Simple Search

Close | **Advanced** | Help

Search

Records Found: 7 [Export CSV](#)

PERSONAL (NAME, TITLE ROLE)	LOCATION (CONFERENCE, DISTRICT, CHURCH)	
Scott Aleridge District Superintendent	Tennessee, Cumberland River, Unknown	Profile Tracks
Allen Black 'Allen' District Superintendent	Tennessee, Harpeth River, Unknown	Profile Tracks
Harriet Bryan District Superintendent	Tennessee, Nashville, Unknown	Profile Tracks

Removing Former District Superintendents: No New Role

- Open **Security** in the **Profile Sections Menu**
- Click on **Edit**
- Check the **Account Disabled** box
- Click on **Save**

PROFILE SECTIONS

- Personal Information
- Security**
- Location Information
- Login
- Identification Information
- Mentors & Tracks
- Notifications
- Contacts & Lists
- Comments
- Audit Activity

Close | Edit | Add Role | Block User | Help

Is Active

Is Deceased False

Access Level

Role Membership

Role	Defined By	
District Superintendent	GBHEM	Delete

Cancel | Save | Help

Account Disabled 7/12/2018

Is Deceased mm/dd/yyyy

Access Level

Cancel | Save | Help

Removing Former District Superintendents: With a New Role

- Search for District Superintendent
- Open **Security** in the **Profile Sections Menu**
- Click on **Delete** next to the District Superintendent role

PROFILE SECTIONS

- Personal Information
- Security** ←
- Location Information
- Login
- Identification Information
- Mentors & Tracks
- Notifications
- Contacts & Lists
- Comments
- Audit Activity

Role Membership

Role	Defined By	
District Superintendent	GBHEM	Delete
Candidacy Mentor	GBHEM	Delete

Adding District Superintendents: Already in UMCARES

- Open **Security** in the **Profile Sections Menu**
- Click **Add Role**
- Select **District Superintendent (GBHEM)** from the role menu
- Check the box for **Update Access Level**
- Click on **Add**

PROFILE SECTIONS

- Personal Information
- Security** ←
- Location Information
- Login
- Identification Information
- Mentors & Tracks
- Notifications
- Contacts & Lists
- Comments
- Audit Activity

Close | Edit | **Add Role** | Block User | Help

Is Active	False - Thursday, July 12, 2018
Is Deceased	False
Access Level	District

Role Membership

Role	Defined By
Candidacy Mentor	GBHEM

Add Role Membership

Select Role: District Superintendent (GBHEM) ▼

Change Title Role:

Update Access Level: District

Adding District Superintendents: Already in UMCARES Cont.

- Open **Location Information** in the **Profile Sections Menu**
- Verify the current location (the top location listed under Location and History) is correct
- To update the location click **Add Location**
- Select the correct District for the DS
- Click **Add**

Since	Jurisdiction	Conference	District	Church
7/12/2018	Southeastern	Tennessee	Clarksville	Unknown

Location Addition: Select Destination

Date: 07/16/2018

Jurisdiction: Southeastern

Conference: Tennessee

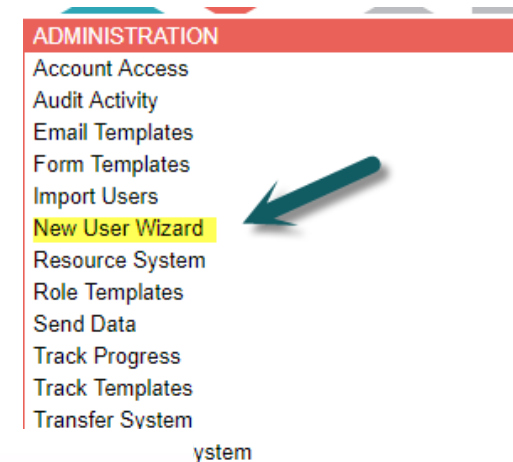
District: Clarksville*

Church: Select Church

Add

Adding District Superintendents: NOT in UMCARES

- Open the **New User Wizard** from the Administration Menu
- Select the **Administrative User** option
- Click **Next**
- Enter in the new DS's name and email information



New User Wizard

Choice

- Candidate with GBHEM Candidacy & Psychological Assessment Track Defaults
- Track Based User with Track and Mentor Options
- Administrative User with No Track and Mentor Options

Next Cancel Help

New User Wizard

Choice > Name > Security > Location > Verify

Prefix

First Name*

Last Name*

Suffix

Email Address

Email Verify

Previous Next Cancel Help

Adding District Superintendents: NOT in UMCARES Cont.

- Choose **District** from the **Access Level** drop-down menu
- Choose **District Superintendent (GBHEM)** from the **Title Role** drop-down menu
- Complete the location information form
- Verify the Information and click **Save and Return to Home Screen**

New User Wizard

Choice > Name > Security > **Location** > Verify

Jurisdiction*	Southeastern
Conference*	Tennessee
District	Columbia*
Church	Select Church

Previous Next Cancel Help

New User Wizard

Choice > Name > **Security** > Location > Verify

Access Level*	District
Title Role*	District Superintendent (GBHEM)

Previous Next Cancel Help

New User Wizard

Choice > Name > Security > Location > **Verify**

Name:	GBHEM Test User
Email:	[REDACTED]
Location:	Southeastern, Tennessee, Columbia
Church:	Unknown
Main Role:	District Superintendent
Access Level:	District
Invite User On Save <input type="checkbox"/> Email Address Required for Invite	

Previous **Save and Return to Home Screen** Save and Add Another User Save and Go to Profile Screen Cancel Help