

## CCB Access and Updating Your Profile

Church Community Builder (CCB) is Rock Brook's data and communication system. When you join Rock Brook Church, you should get access to CCB.

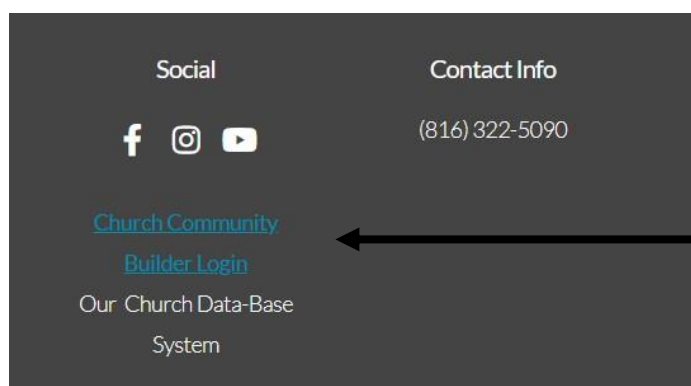
### Access to CCB

Log in to CCB by going to



or

going to the main Rock Brook Church website at rockbrook.org then clicking on the link at the bottom of the main page, which looks like this...



Scroll down to the bottom of the homepage, you will see the blue text of Church Community Builder Login at the bottom right.

Click that link.

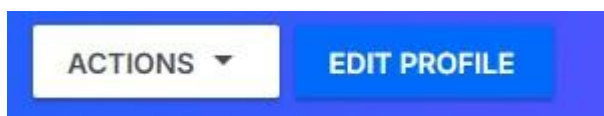
When prompted to login, click the blue login bar to use your given login or choose from the options below to Request Account or reset your password (Forgot Password). You will receive an email to reset your password. You must use the email you originally set up with CCB.



### Check Your Profile for Correct Data

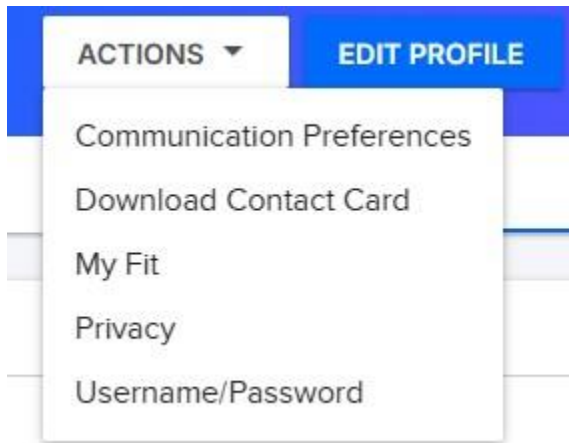
On the homepage, in the top right corner, click your profile picture or circle. A box will pop up. Click the blue word, **PROFILE**, on the screen.

You will see a large blue header with two choices of buttons. You will need to work with both.



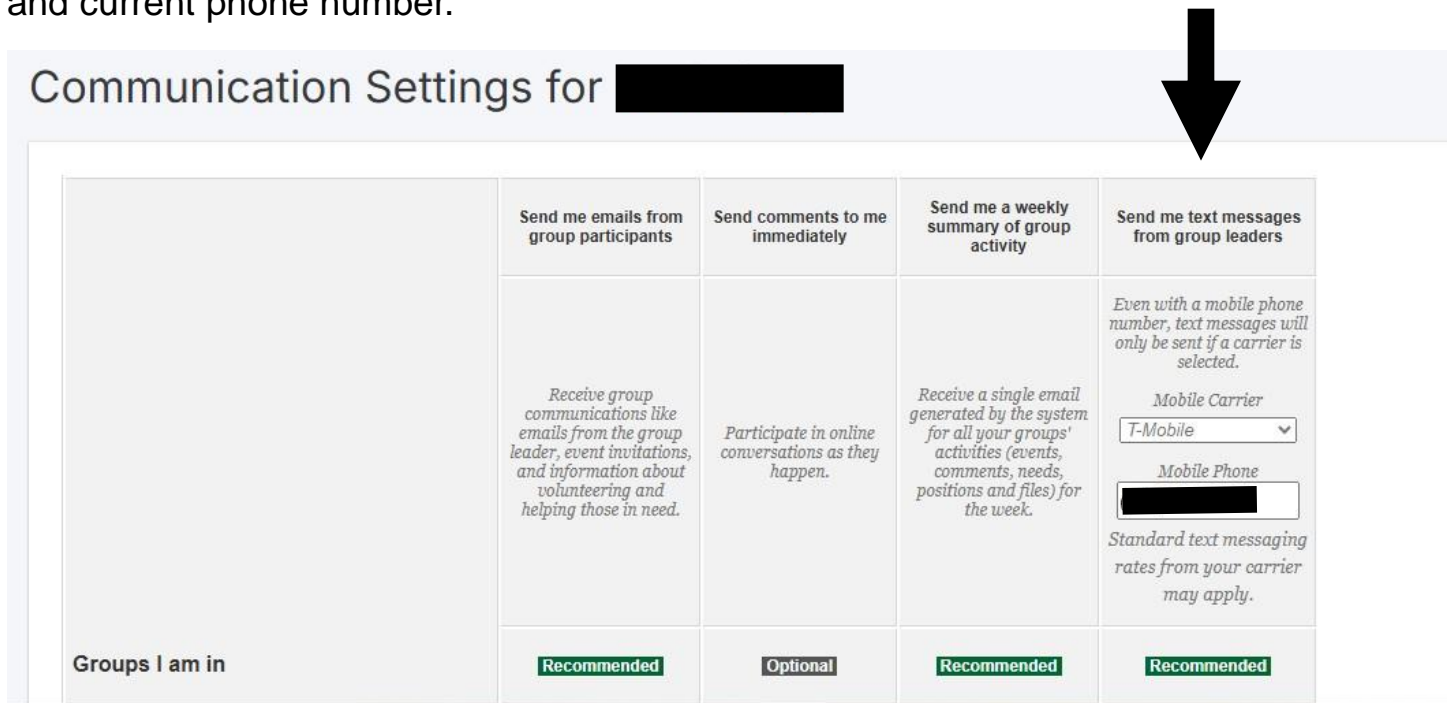
First, click “edit profile” to read through and update ALL of the information you would like in CCB. Save the information as you get to the end of the form.

If you are under 18 years of age, please check with your parent/guardian on what information you share.



Please review any other “actions” in this group that you think are important.

Second, click “actions” and then click on “Communication Preferences”. RBfK would like to send you occasional texts as reminders of special events or curriculum information. Please make sure the top box of this section provides your phone carrier and current phone number.



Scroll under this column after you set your carrier and phone number and check the box(es) to allow RBfK to send you texts.

If you are under the age of 18, please talk with your parent/guardian to make sure they approve of you sharing this phone number with RBfK. As you look at your profile, you can check or uncheck whether other groups can send you texts.