Installing the Universal Church Directory App *myUCD*

Names, photos and contact information for Michigan Conference Clergy, Lay Leadership and Staff

IMPORTANT: If you alrealdy have the myUCD app loaded on your phone or computer, *delete the app and start over.* This will assure you do not have inaccurate information. Then follow these important steps:

1 Download the Universal Church Directory app to your phone.
- On your Android or Apple smart phone, open the Google Play or APP Store
- Search for **Universal Church Directory.**
- Select the myUCD app and click "**Get.**"
- Then click "**Install**" for the download to begin.
- Once it downloads the button will change to "**Open.**"

2 Open the Universal Church Directory app on your phone.
- Open the **myUCD app** by clicking on it
- You will be prompted to **ENTER YOUR UNIQUE IDENTIFIER**
- This number will be found in a separate email sent to you from **Universal Church Directory** with the subject line; **Access code to UMC Conference Directory**
- Once the access code is entered click **DOWNLOAD MY CHURCH DIRECTORY**

3 Wait a few minutes for the directory to download
- There is a lot of information to download, so the complete photo directory will take some time to load. How fast will depend on the speed of your internet.
- After the information and all the photos are loaded, you can begin accessing the app.

4 Start searching and connecting!
- Use LIST VIEW or PHOTO VIEW to search the app.
- To use the desktop version of this app, use your web browser to go to **https://directory.ucdir.com/**
- You will be prompted to enter the **Access code to UMC Conference**
- This number will be found in a separate email sent to you from **Universal Church Directory** with the subject line; **Access code to UMC Conference Directory**

Have questions?
**For more help or to update information on myUCD?
Please email kgillette@michiganumc.org**

UNIVERSAL CHURCH DIRECTORIES