

You can log in to your account through the [Ministry Scheduler Pro License Login](#) page or by using the mobile app.

You can navigate through the terminal by clicking on the tabs on the top.

Click on the **My Schedule** tab to see your personal assignments.

Click on the **Full Schedules** tab to see full schedules.

Click on the **Rosters** tab to find contact information for others.

Click on the **My Profile** tab to view or change your personal settings.

Logging In on a Web Browser

1. Go to your organization's specific Web Terminal link provided by your church or administrator, or visit the general Ministry Scheduler Pro License Login page to find your church's login page.
2. Enter your **Web Terminal Username** and **Password**.
3. If prompted, enter your church's unique **Organization ID / Church ID**
 - a. ST. JOSEPH ID-westphalia
4. Click **Sign In** to open your home dashboard.

Logging In on the Mobile App

1. Download the **Ministry Scheduler Pro** app from the Apple App Store (iOS) or Google Play Store (Android).
2. Open the app and enter your church's **Organization ID / Church ID**.
 - a. ST. JOSEPH ID-westphalia
3. Type in your **Username** and **Password**.
4. Tap **Log In** to view your schedule.

TO MARK DAYS UNAVAILABLE OR TO CHANGE TIME AVAILABILITY

1. Click on the correct **profile** on the green bar at the top right
2. Click on **my profile**.
3. Scroll to the bottom of the page and **add the days/times** you can't serve for the current month.
4. Click **submit** at the bottom of the page.

Note: Log in information was emailed to you in September.

If you do not have a password or forgot your login details, contact your church office or system administrator for assistance.

www.stjosephwestphalia.org is where the schedule can be found

<https://ministryschedulerpro.com/resources/WebTerminalGuide.pdf>-Use this guide to help with any questions.

