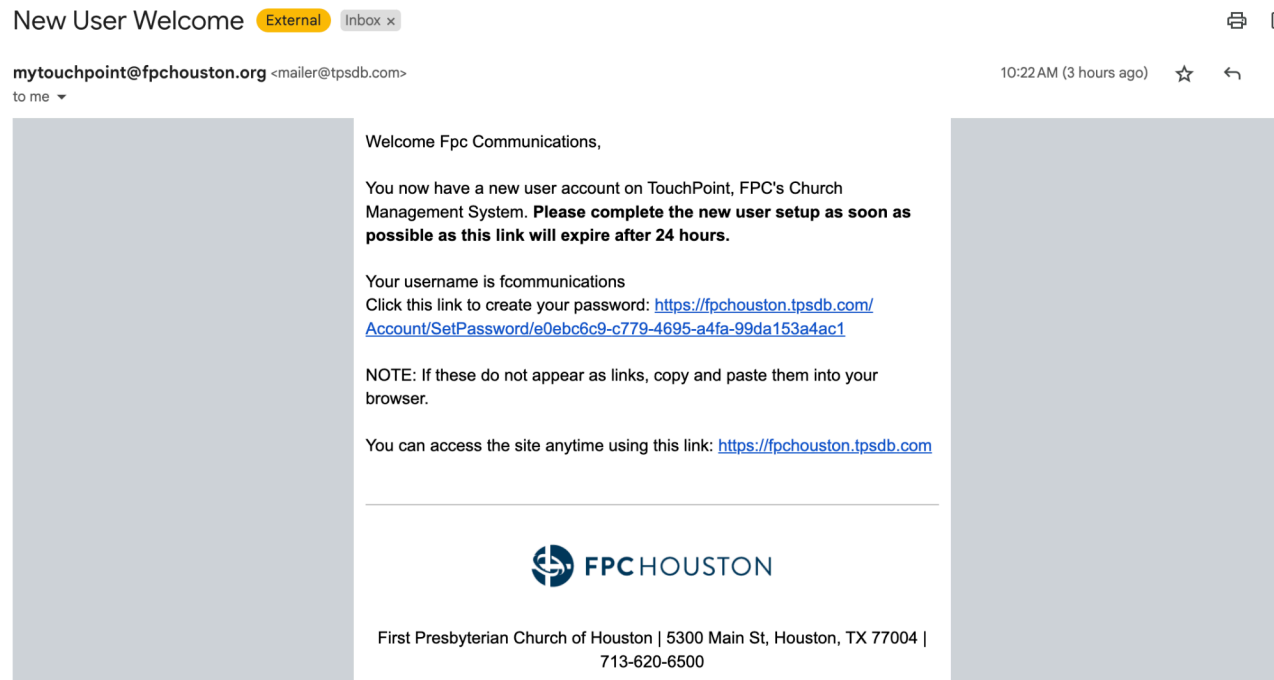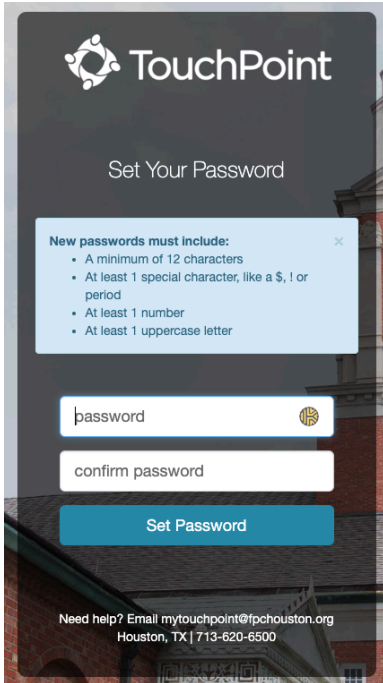# TouchPoint Desktop Site | Set Up
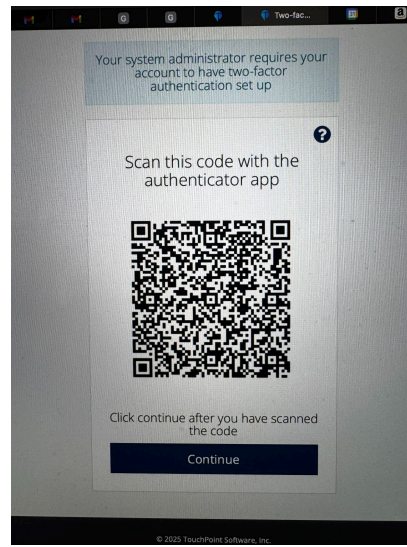

1. **If you've not yet logged into the TouchPoint desktop site, please email mytouchpoint@fpchouston.org to request access.**

2. **Check your email inbox for an email with the subject line "New User Welcome" sent from "mytouchpoint@fpchouston.org".**

New User Welcome External Inbox ×

mytouchpoint@fpchouston.org <mailer@tpsdb.com>   10:22 AM (3 hours ago)
to me

Welcome Fpc Communications,

You now have a new user account on TouchPoint, FPC's Church Management System. **Please complete the new user setup as soon as possible as this link will expire after 24 hours.**

Your username is fcommunications
Click this link to create your password: https://fpchouston.tpsdb.com/Account/SetPassword/e0ebc6c9-c779-4695-a4fa-99da153a4ac1

NOTE: If these do not appear as links, copy and paste them into your browser.

You can access the site anytime using this link: https://fpchouston.tpsdb.com

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FPCHOUSTON

First Presbyterian Church of Houston | 5300 Main St, Houston, TX 77004 | 713-620-6500

3. **Click the link**

6. If you don't have Okta Verify (a two-factor authenticator app) email Patrick Matthews (pmatthews@fpchouston.org) to request an Okta Verify login.

7. If you already have Okta Verify, open the app.
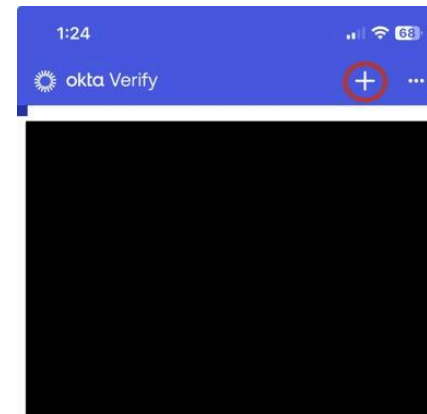

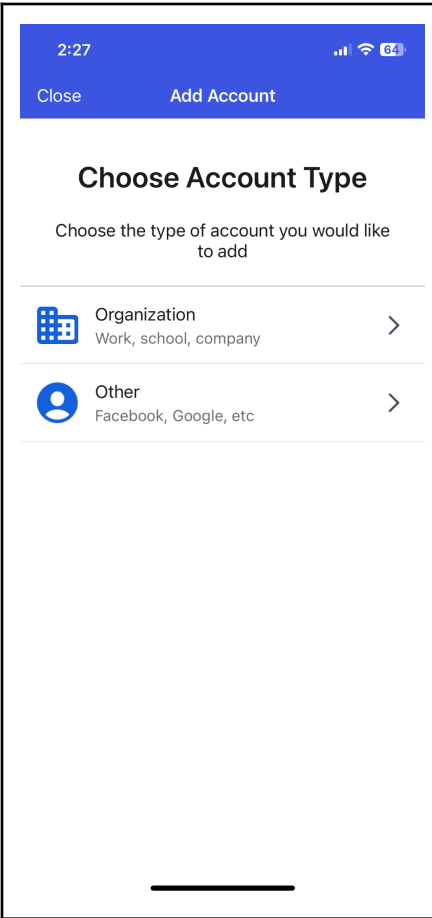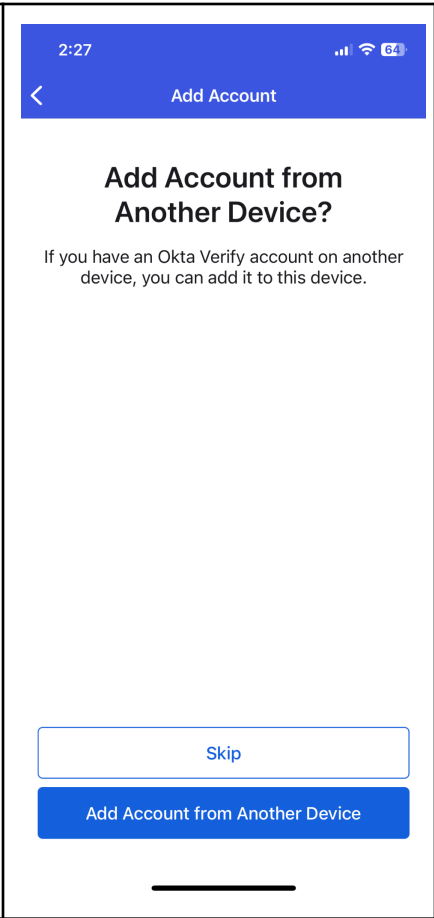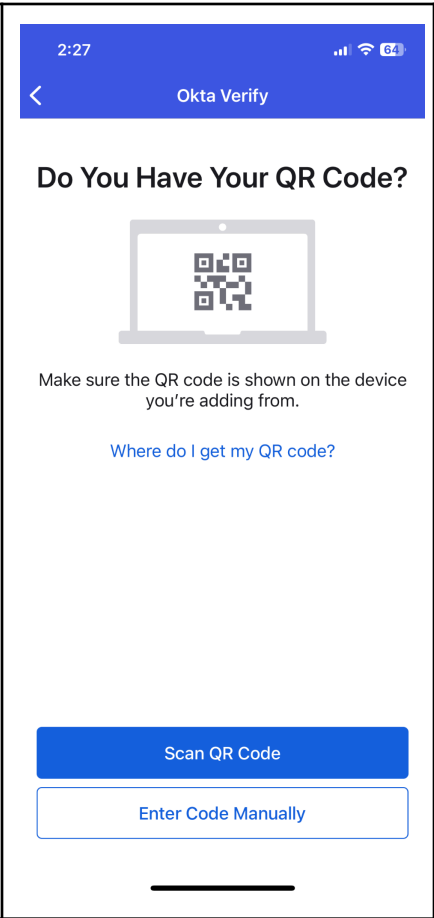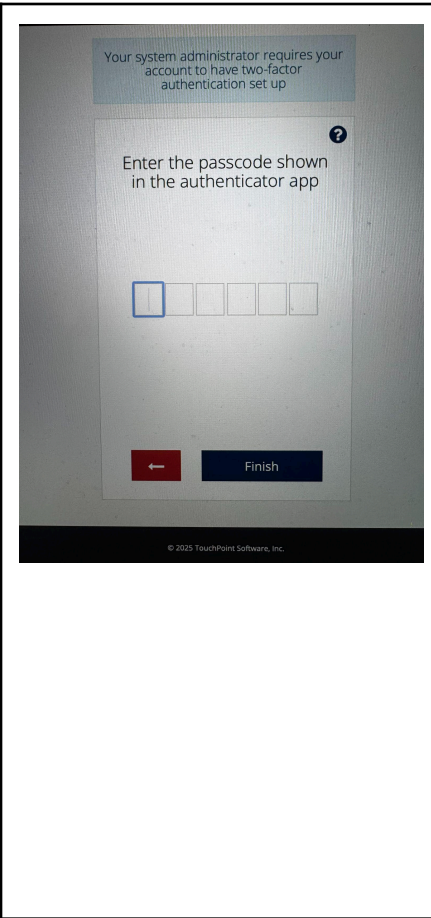|			
4. **Create your password.** (If you are an FPC Staff member or Sunday School/Small Group Leader, you will need to continue with steps 5-12).	5. **You will then see a QR code.**		8. Click the "+" sign.

2:27	**2:27**	**2:27**	Your system administrator requires your account to have two-factor authentication set up
Close **Add Account**	‹ **Add Account**	‹ **Okta Verify**	
Choose Account Type	**Add Account from Another Device?**	**Do You Have Your QR Code?**	Enter the passcode shown in the authenticator app
Choose the type of account you would like to add	If you have an Okta Verify account on another device, you can add it to this device.		
Organization Work, school, company ›		Make sure the QR code is shown on the device you're adding from.	
Other Facebook, Google, etc ›		*Where do I get my QR code?*	
			← Finish
			© 2025 TouchPoint Software, Inc.
	Skip	Scan QR Code	
	Add Account from Another Device	Enter Code Manually	
9. Click "organization"	**10. Click "Add Account from Another Device"**	**11. Click "Scan QR Code"**	**12. Go back to the Touchpoint desktop website and enter the passcode shown in the Okta Verify authenticator app**

TouchPoint Desktop Site | Use Features

FPC HOUSTON

Note: Changes you make manually on the desktop site will automatically update in the app, and vice versa. You don't need to manually make the changes in both places.

1. **Once logged in, while on the personal tab, click "Privacy Settings"**

2. Click "Set Global Privacy Settings", make your selections, then press "save"

Global Privacy Settings   ✕

Select the fields that you would like to display in our mobile app church directory. You can also manage these setting per directory within the mobile app.
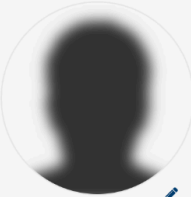
☑ Set Global Privacy Settings

Personal	Contact Info	Birthday	Family
☑ Photo	☑ Address	☐ Age	☐ Family Members
	☑ Phone (cell)	☐ Year	☐ Related Families
	☑ Email	☑ Day/Month	

Do Not	☐ Call	☐ Mail	☐ Visit	☐ Publish Phones

Close   Save

3. While on the "Personal" tab, click "Edit"
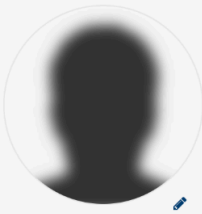
4. Type within the fields to remove, edit, or add information, then click "Save Changes".

5. **While on the "Personal" tab, in the upper left-hand corner, click the pencil icon, then upload a profile photo.**
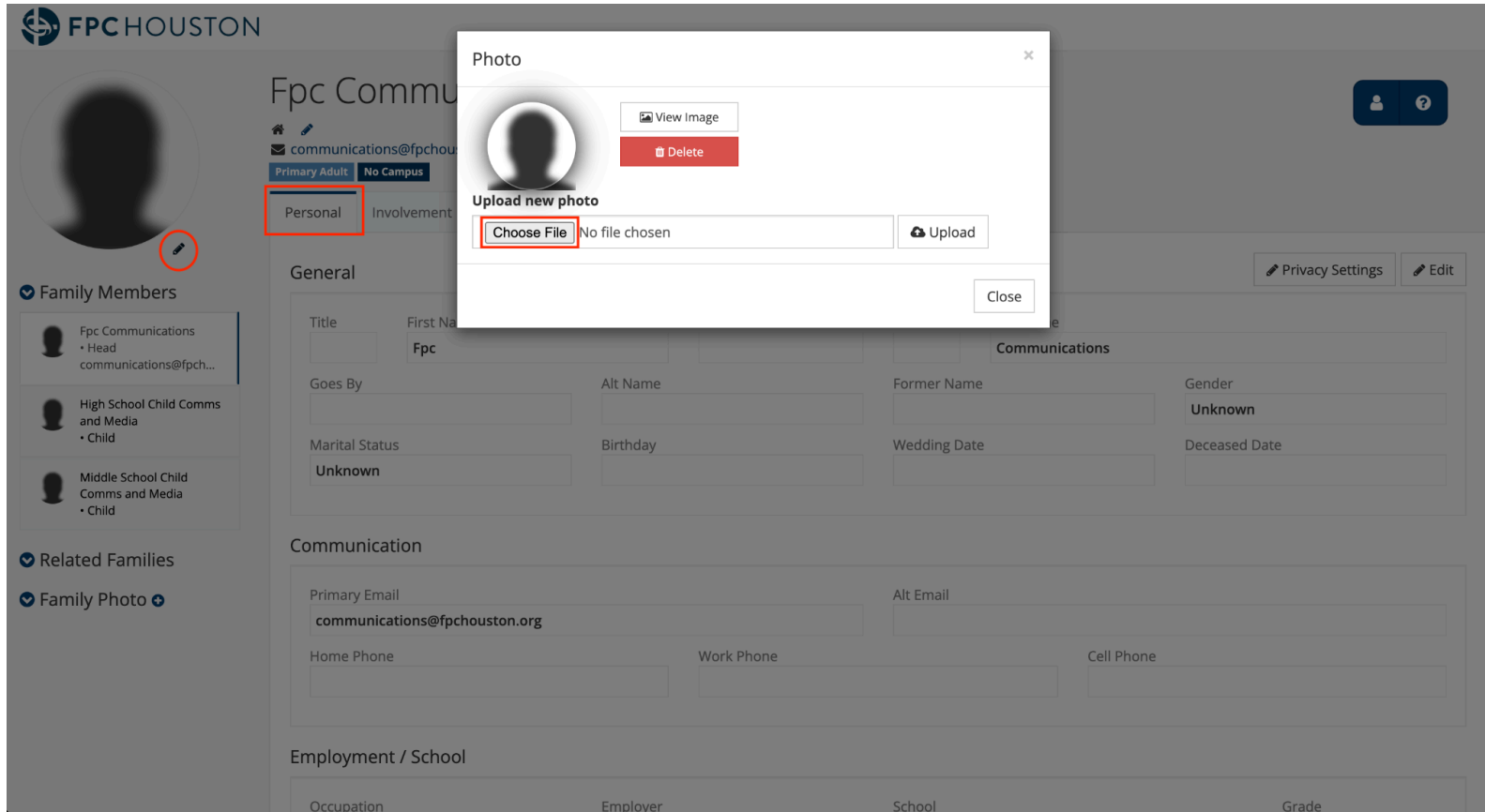
6. Go to the "Involvement" tab to see groups you've been added to, events you've registered for, etc.

7. Go to the "Profile" tab to view your membership data (if applicable).

8. Go to the "Giving" tab to view your giving data (if applicable).

9. Go to the "Communications" tab to view communications.

10. Go to the "Resources" tab to view resources, including sermons and study guides.

11. **Based on your role within the FPC congregation, you may also have access to view either a limited or full directory. To use the directory, click the "People" tab, then click "Search".**
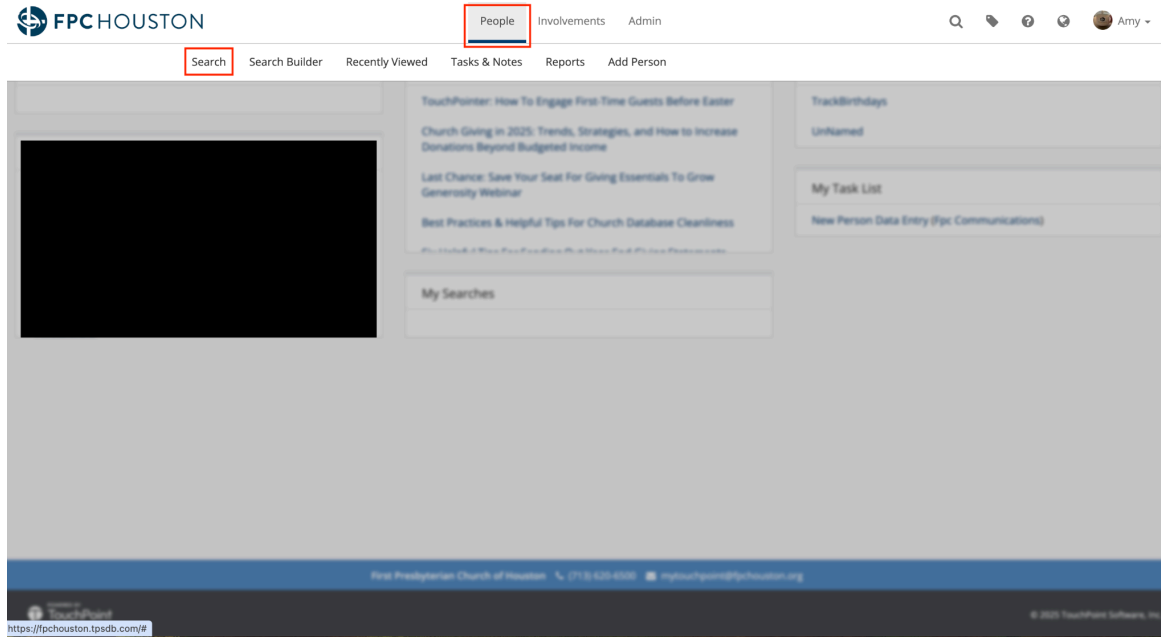
12. **Type in the name of the person, then click "Search".**