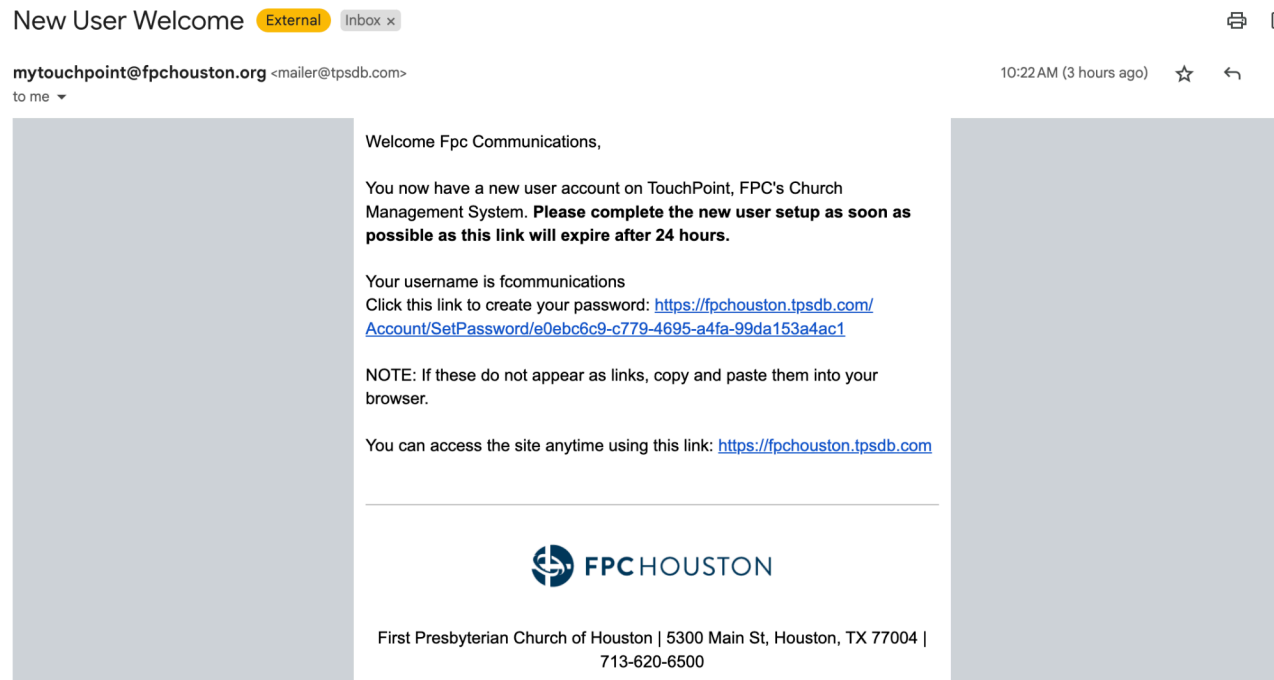


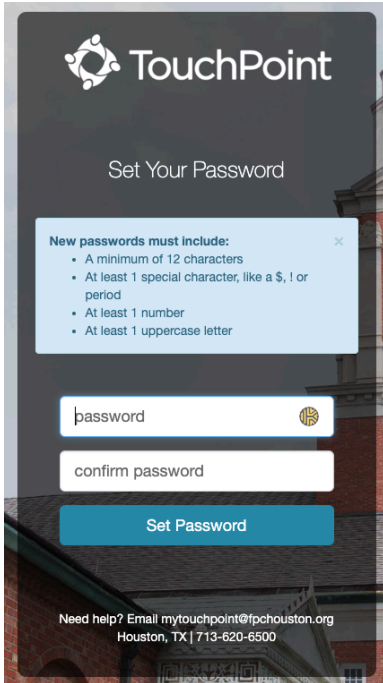
# TouchPoint Desktop Site | Set Up



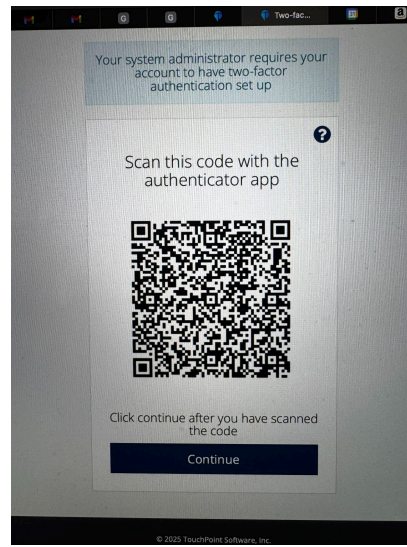
1. If you've not yet logged into the TouchPoint desktop site, please email [mytouchpoint@fpchouston.org](mailto:mytouchpoint@fpchouston.org) to request access.
2. Check your email inbox for an email with the subject line "New User Welcome" sent from "mytouchpoint@fpchouston.org".



3. Click the link



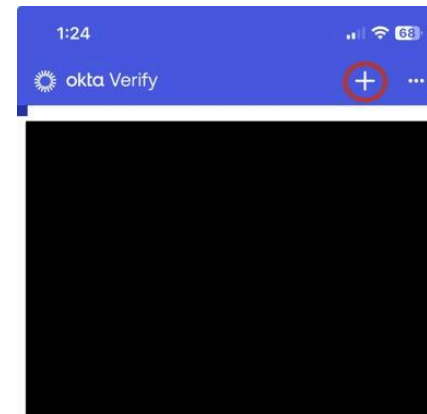
**4. Create your password.** (If you are an FPC Staff member or Sunday School/Small Group Leader, you will need to continue with steps 5-12).



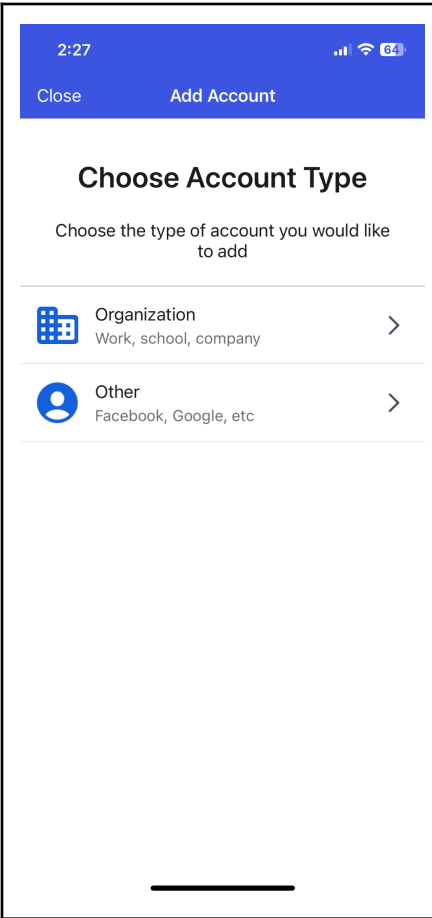
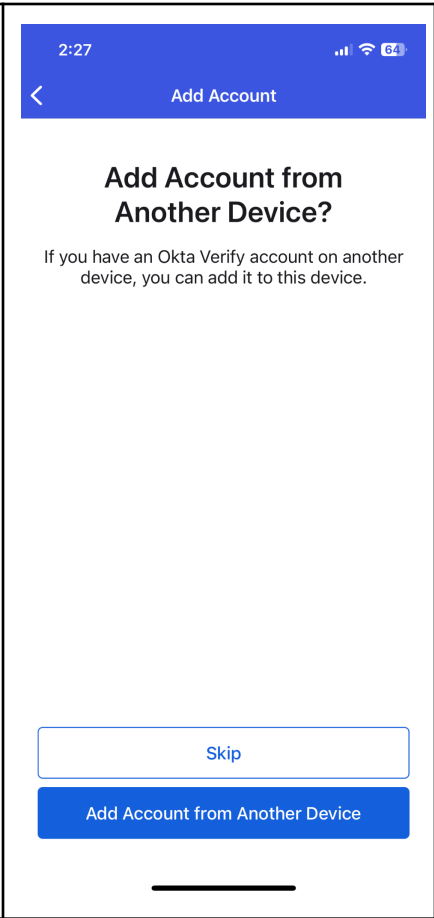
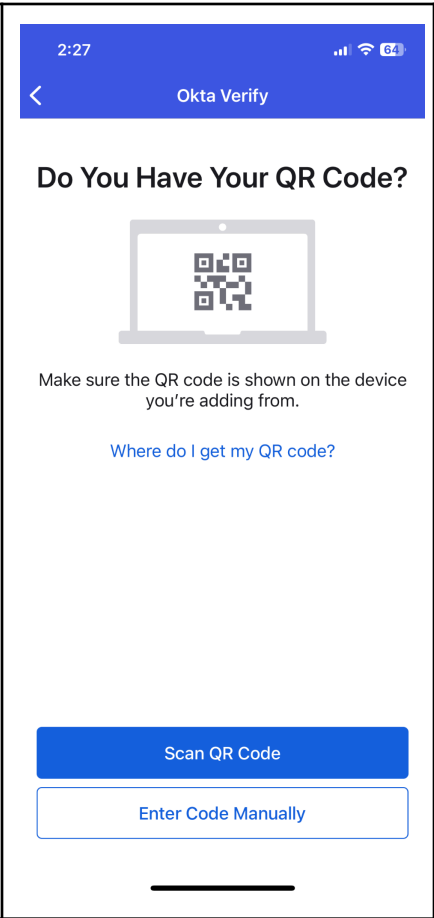
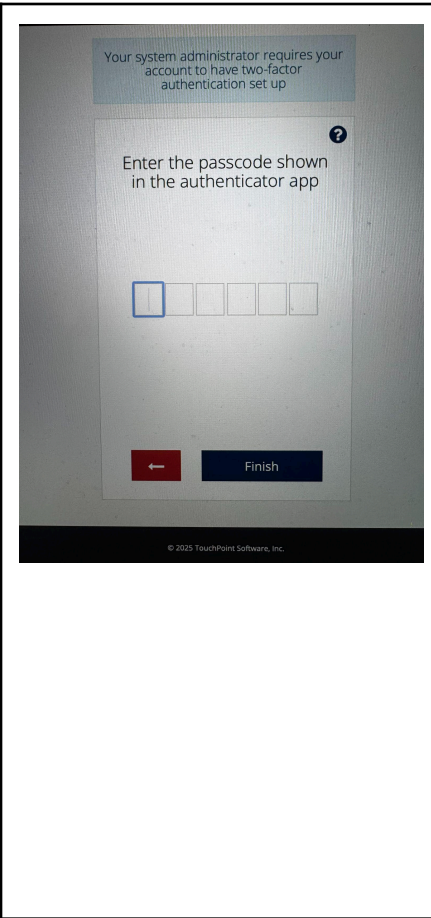
**5. You will then see a QR code.**

**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.**



**8. Click the “+” sign.**

 <p>2:27 Close Add Account</p> <h3>Choose Account Type</h3> <p>Choose the type of account you would like to add</p> <ul style="list-style-type: none"> <li>Organization Work, school, company</li> <li>Other Facebook, Google, etc</li> </ul>	 <p>2:27 Add Account</p> <h3>Add Account from Another Device?</h3> <p>If you have an Okta Verify account on another device, you can add it to this device.</p> <p>Skip</p> <p>Add Account from Another Device</p>	 <p>2:27 Okta Verify</p> <h3>Do You Have Your QR Code?</h3> <p>Make sure the QR code is shown on the device you're adding from.</p> <p>Where do I get my QR code?</p> <p>Scan QR Code</p> <p>Enter Code Manually</p>	 <p>Your system administrator requires your account to have two-factor authentication set up</p> <p>Enter the passcode shown in the authenticator app</p> <p>Finish</p> <p>© 2025 Touchpoint Software, Inc.</p>
<p><b>9. Click “organization”</b></p>	<p><b>10. Click “Add Account from Another Device”</b></p>	<p><b>11. Click “Scan QR Code”</b></p>	<p><b>12. Go back to the Touchpoint desktop website and enter the passcode shown in the Okta Verify authenticator app</b></p>

# TouchPoint Desktop Site | Use Features



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"



**Fpc Communications**

communications@fpchouston.org

Primary Adult No Campus

Personal Involvement Profile Giving Communications Resources

Privacy Settings Edit

**General**

Title	First Name Fpc	Middle Name	Suffix	Last Name Communications
Goes By	Alt Name	Former Name	Gender Unknown	
Marital Status Unknown	Birthday	Wedding Date	Deceased Date	

**Communication**

Primary Email communications@fpchouston.org	Alt Email	
Home Phone	Work Phone	Cell Phone

**Employment / School**

Occupation	Employer	School	Grade
------------	----------	--------	-------

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.

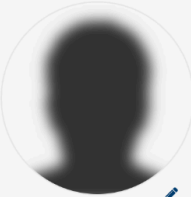
Set Global Privacy Settings

Personal	Contact Info	Birthday	Family	
<input checked="" type="checkbox"/> Photo	<input checked="" type="checkbox"/> Address <input checked="" type="checkbox"/> Phone (cell) <input checked="" type="checkbox"/> Email	<input type="checkbox"/> Age <input type="checkbox"/> Year <input checked="" type="checkbox"/> Day/Month	<input type="checkbox"/> Family Members <input type="checkbox"/> Related Families	
<b>Do Not</b>	<input type="checkbox"/> Call	<input type="checkbox"/> Mail	<input type="checkbox"/> Visit	<input type="checkbox"/> Publish Phones

---

### 3. While on the “Personal” tab, click “Edit”





## Fpc Communications

[communications@fpchouston.org](#)  
Primary Adult No Campus

**Personal** Involvement Profile Giving Communications Resources

Privacy Settings **Edit**

### General

Title	First Name <b>Fpc</b>	Middle Name	Suffix	Last Name <b>Communications</b>	
Goes By	Alt Name		Former Name	Gender <b>Unknown</b>	
Marital Status <b>Unknown</b>	Birthday	Wedding Date	Deceased Date		

### Communication

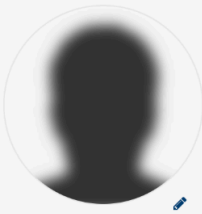
Primary Email <b>communications@fpchouston.org</b>	Alt Email	
Home Phone	Work Phone	Cell Phone

### Employment / School

Occupation	Employer	School	Grade
------------	----------	--------	-------

4. Type within the fields to remove, edit, or add information, then click “Save Changes”.





## Fpc Communications

communications@fpchouston.org

Primary Adult No Campus

Personal Involvement Profile Giving Communications Resources

Privacy Settings Cancel **Save Changes**

### General

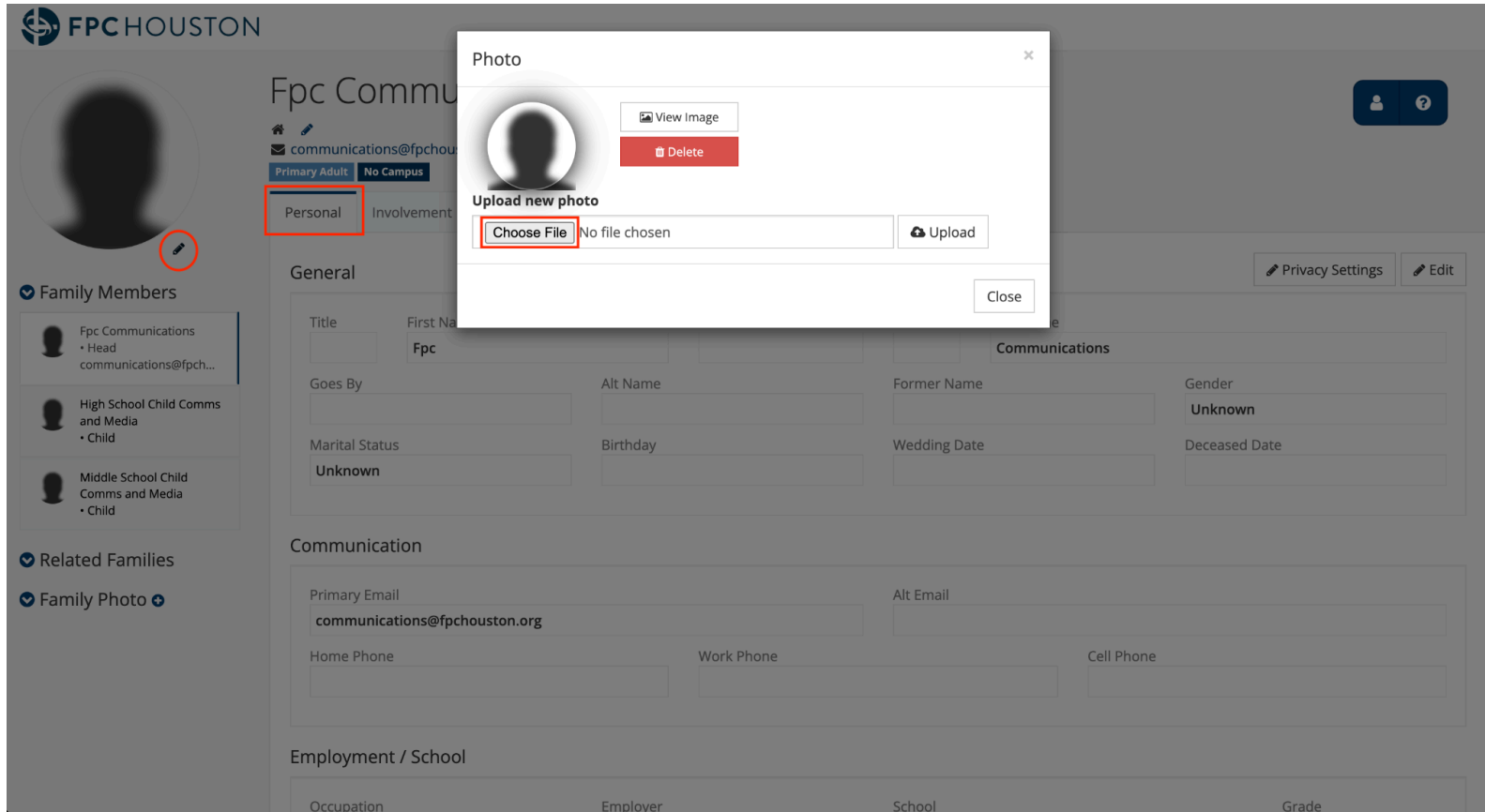
<b>Title</b>	<b>FirstName *</b>	<b>Middle Name</b>	<b>Last Name *</b>
<input type="text"/>	<input type="text" value="Fpc"/>	<input type="text"/>	<input type="text" value="Communications"/>
<b>Suffix Code</b>	<b>Goes By</b>	<b>Alt Name</b>	<b>Former Name</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Gender</b>	<b>Marital Status</b>	<b>Birthday</b>	<b>Wedding Date</b>
<input type="text" value="Unknown"/>	<input type="text" value="Unknown"/>	<input type="text"/>	<input type="text"/>
<b>Deceased Date</b>			
<input type="text"/>			

### Communication

<b>Primary Email</b> <input checked="" type="checkbox"/> Active email?	<b>Alt Email</b> <input type="checkbox"/> Active email?	
<input type="text" value="communications@fpchouston.org"/>	<input type="text"/>	
<b>Home Phone</b>	<b>Work Phone</b>	<b>Cell Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

https://fpchouston.tpsdb.com/Person2/PersonalUpdate/36656

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.

The screenshot shows a member profile for 'Fpc Communications' on the TouchPoint system. The user's email is 'communications@fpchouston.org'. The 'Involvement' tab is highlighted with a red box. Below the tabs, there are filters for 'Current', 'Previous', 'Pending', 'Attendance', and 'Registrations'. A table header is visible with columns: Involvement, Leader, Enroll Date, MemberType, and AmountPaid. The table currently shows 0 records. The footer includes contact information for the First Presbyterian Church of Houston and the TouchPoint logo.

**FPC HOUSTON**

Fpc Communications

communications@fpchouston.org

Primary Adult No Campus

Personal **Involvement** Profile Giving Communications Resources

Current Previous Pending Attendance Registrations

Show 10 rows

Manage Serve Availability Refresh

Involvement	Leader	Enroll Date	MemberType	AmountPaid
Showing 0 of 0 records				

First Presbyterian Church of Houston (713) 620-6500 mytouchpoint@fpchouston.org

POWERED BY TouchPoint

© 2025 TouchPoint Software, Inc.

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

**FPC HOUSTON**

Fpc Communications

communications@fpchouston.org

Primary Adult No Campus

Personal Involvement **Profile** Giving Communications Resources

Member Extra Values

### Member Profile

#### Church Membership

Member Status	How Joined	Join Date
Just Added	Unknown	
Prev Church		

#### Decision

Type	Date
Unknown	

#### Letter Status

Letter Status	Letter Requested	Letter Received
---------------	------------------	-----------------

Statement/Envelope Options

**Electronic Only**  
[True](#)

**Statement Type**  
[\(not specified\)](#)

**Envelope Option**  
[\(not specified\)](#)

Family Members

- Fpc Communications • Head communications@fpch...
- High School Child Comms and Media • Child
- Middle School Child Comms and Media • Child

Related Families

Family Photo

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



**Fpc Communications** communications@fpchouston.org

Primary Adult No Campus

Personal Involvement Profile **Giving** Communications Resources

Contributions Pledges Statements

Filter by year: Year To Date  Show check images

Manage Your Recurring Giving Make a One Time Gift Make a Pledge

### Giving Summary

Fund	Contributed
------	-------------

### Giving Detail

Show 10 rows

Date	Amount	Fund	Type	CheckNo
------	--------	------	------	---------

Showing 0 of 0 records

First Presbyterian Church of Houston (713) 620-6500 mytouchpoint@fpchouston.org

9. Go to the “Communications” tab to view communications.



Fpc Communications

communications@fpchouston.org

Primary Adult No Campus

Personal Involvement Profile Giving **Communications** Resources

Received Transactional SMS Subscriptions Failed PBT Direct Chat

Show 10 rows 1 2 3 Next

Sent	From	Subject
11/11/2024 1:22 PM	FPC Youth youth@fpchouston.org	FPC Middle School Weekly Update
11/6/2024 9:11 AM	FPC Youth youth@fpchouston.org	FPC Middle School Weekly Update
11/5/2024 11:07 AM	FPC Youth youth@fpchouston.org	FPC High School Weekly Update
10/29/2024 1:01 PM	FPC Youth youth@fpchouston.org	FPC Middle School Weekly Update
10/28/2024 2:22 PM	FPC Youth youth@fpchouston.org	FPC High School Weekly Update
10/21/2024 3:26 PM	FPC Youth youth@fpchouston.org	FPC Middle School Weekly Update
10/21/2024 3:01 PM	FPC Youth youth@fpchouston.org	FPC High School Weekly Update
10/14/2024 4:25 PM	FPC Youth	FPC High School Weekly Update

Family Members

- Fpc Communications • Head  
communications@fpch...
- High School Child Comms and Media • Child
- Middle School Child Comms and Media • Child

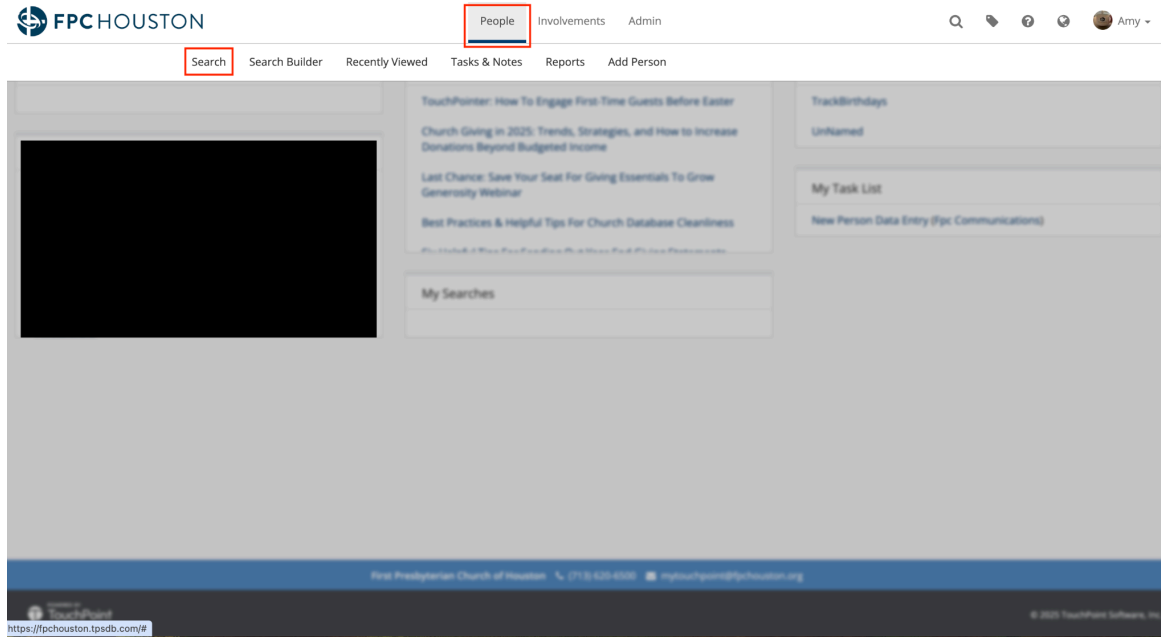
Related Families

Family Photo

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

The screenshot shows the Fpc Houston website interface. At the top left is the logo for FPC HOUSTON. The main header area displays 'Fpc Communications' with a home icon, a pencil icon, and the email address 'communications@fpchouston.org'. Below this are two status buttons: 'Primary Adult' and 'No Campus'. A navigation menu includes 'Personal', 'Involvement', 'Profile', 'Giving', 'Communications', and 'Resources', with 'Resources' highlighted by a red box. Under the 'Resources' tab, there are sub-tabs for 'Sermons' and 'Sermon Guides', both also highlighted with red boxes. The 'Sermons' sub-tab is active, showing a dropdown menu with 'One Another' selected. The main content area displays the sermon title 'Confess to One Another', the date '- February 9th, 2025', and the speaker information 'One Another | Week 6 Speaker: Curtis A. Bronzan Scripture: James 5:13-20'. Below the text is a video player with a red background and white text that reads 'GREET ENCOURAGE LI', 'CARRY ONE FORGIVE C', 'ACCEPT ANOTHER SERV', 'LIVE IN HARMONY WI', and 'CONFESS TO CARRY G'. A play button is centered over the video player.

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”.

**Name / ID#**  **Email / Phone**  **Address**  **Date of Birth**  **Campus**

**Member Status**  **Gender**  **Marital Status**  **Status Flags**  **Record Type**  **Record Status**

**Total Count** 1