Instructions for Using the Cornerstone Online Software

- Go to the following website: https://www.holybytes.com/cop/cornerstone

- Click on "Workers"

- Title Screen – click the "Next" button to go to the Instructions page

- **Read the entire Instructions Screen. Please note that this site has been developed to work with a personal computer, not a tablet or phone, using Google Chrome, Apple Safari, Microsoft Edge, and Mozilla Firefox.** To avoid problems, please use one of these browsers. Other browsers may work, but are not supported.

  NOTE: Internet Explorer does not work and therefore should not be used!!

  Once you have read the instructions, click the "Next" button.

- **Login Screen**

  - Enter your unique username and password (procured from your District President's Office). Please note that they are case sensitive, which means they need to be entered exactly as you received them.

  - Click the "I approve" checkbox to accept that your data will be shared with calling congregations and other District Presidents, then click the "Login" button.

  - Please note that the Username, Password and "I Approve" items are required fields.

- **Main Menu**

  - The first time you log in, you will be required to change your password. Note the requirements for your password. Your new password will be valid for 365 days. When your password is due to expire, upon login you will be reminded to change your password.

  - **Please save your username and new password for accessing the Cornerstone Online software in the future.** Storing your password(s) in a secure password manager such as KeePass (https://keepass.info) is recommended. KeePass is a free password manager.

  - If you forget your password, you will need to contact your District President's Administrative Assistant to have your password reset.

  - Once you have changed your password, click the Main Menu button

  - On the Main Menu, click the SET button

- **SET Menu**

  Depending on where you are at in the SET process, you will see one of the following three options:

1) **Create SET**. This means that you do not have an existing SET submitted. You will be presented with a blank SET form.

2) **Update SET**. This means that you have an existing SET which has been submitted. You will be presented with your previous submission.

3) **Complete SET**. This means you have started to create or update your SET, but have not submitted it yet. You will be presented with your unfinished SET for completion and submission.
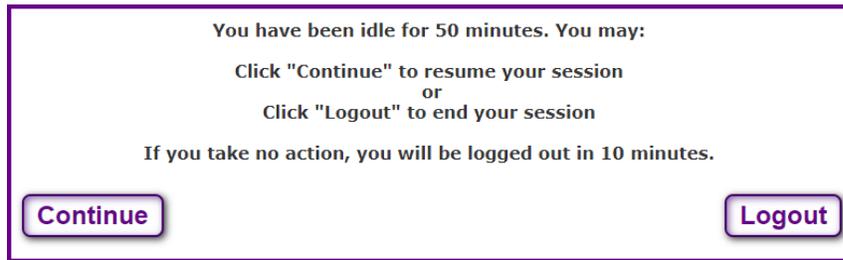
The Cornerstone Online software will save the last five (5) SETs you have **submitted**. If you want to review them, go to the Main Menu and click the "Submitted SETs" button. A screen will appear listing the previous SETs on file for you. To view a particular SET, click the appropriate "View" button on the right-hand side of the screen.

If you want to update the most recent SET you submitted to your District President, go to the Main Menu, click the "Update SET" button, make whatever changes you want to the SET, and then click the "Submit" button.

➢ Starting at the top of the page, enter your "Title," "Roster Status," and the "District" where you are a member. The first, middle, and last name fields should be populated automatically. If a correction needs to be made to your first, middle or last name, contact your District President's Administrative Assistant. If you are not yet a member of a District (seminary student, colloquy applicant, etc.), select TBD (To Be Determined) and your District ID No. will be assigned at a later date.)

➢ Respond to each of the 37 questions in the SET. **Please note that there is a character limit assigned to each of the questions**. You will not be able to type beyond this limit. If necessary, revise your answers to fit in the allotted space.

➢ **SAVING YOUR WORK**

    ➢ Your data is **NOT** saved automatically.

    ➢ Save your data **frequently** as you work through the form by clicking the "Save" button. When you click the "Save" button, the time you "Last Saved" your work will appear in the top right corner of the screen. All time stamps will be from the Central Time Zone.

    ➢ If you are unable to complete the form in one sitting, click the "Save" button at the top of the page to save your data, click the SET Menu, then the Main Menu and then Logout.

    ➢ **Please note that if you navigate away from the Cornerstone Online software or close the form without clicking the "Save" button first, you will lose all of your unsaved data.**

    ➢ If your computer is idle for 50 minutes, the following message will appear on your screen:

You have been idle for 50 minutes. You may:

Click "Continue" to resume your session
or
Click "Logout" to end your session

If you take no action, you will be logged out in 10 minutes.

Continue   **Logout**

➢ If you want a copy of your SET for your records, click the "Print" button.

➢ Once you have completed your SET and want to submit it to your District President, click the "Submit" button at the top of the page. Your SET will be routed to your District President.

➢ To log off of the Cornerstone Online site, go to the Main Menu and click the "Logout" button, and then close your web browser.

➢ For technical support, go to: https://www.holybytes.com/cop