**Error: "You do not have a valid Power Apps plan. To access Power Apps you must have a Power Apps plan assigned to you by your organization or the organization in which you're a guest."**

Step 1

If you see this error message, "You do not have a valid Power Apps plan. To access Power Apps you must have a Power Apps plan assigned to you by your organization or the organization in which you're a guest," go to www.microsoft.com.
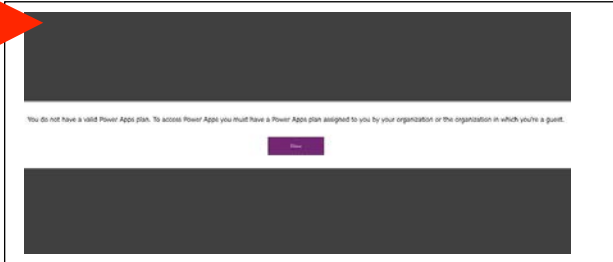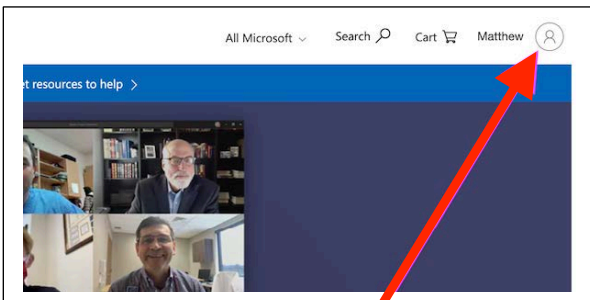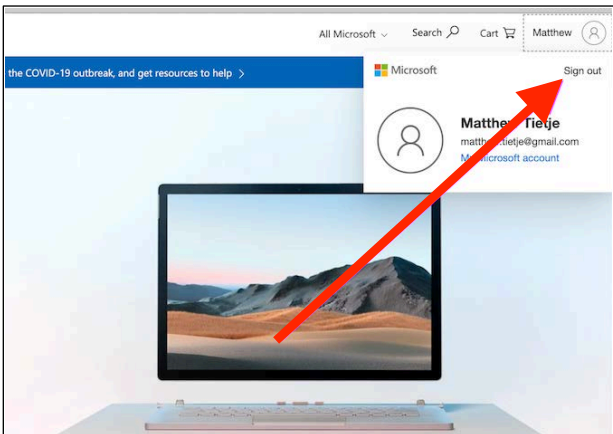
Step 2

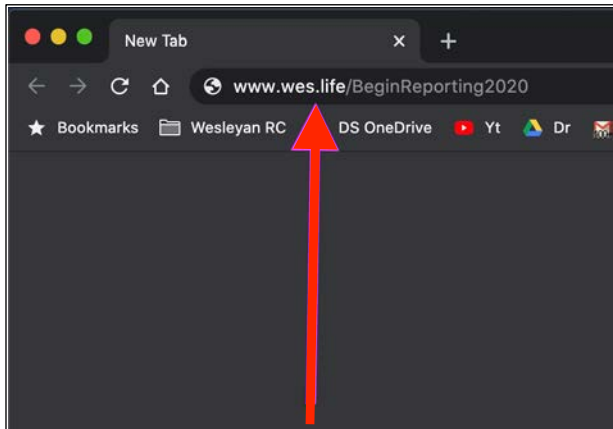Go to the upper right-hand corner and click the "person" icon.
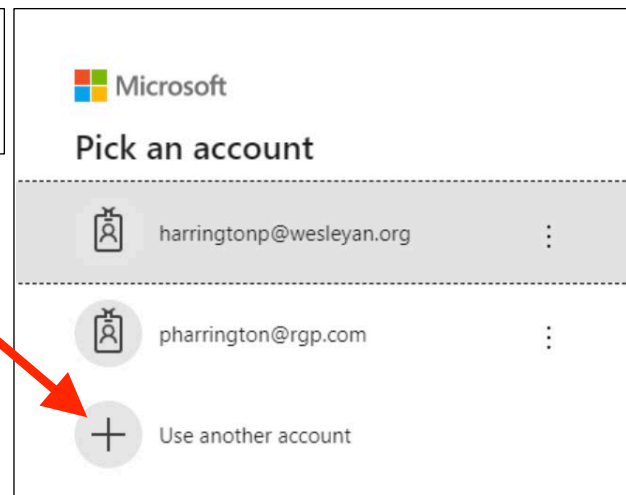
Step 3

Click "Sign Out."

Step 4

Type www.wes.life/BeginReporting2020 in a new browser window.
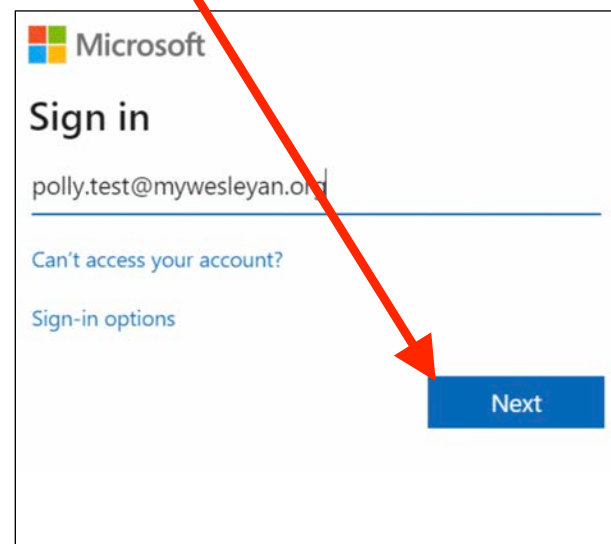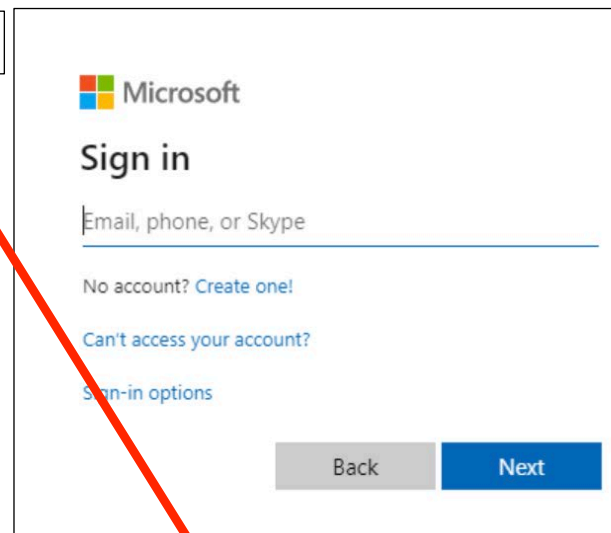
Step 5

A window will appear showing all user accounts you have used on your chosen browser. Click on **Use another account**.

Step 6

Sign in with your **user ID** and click **Next**.

Step 7

Enter your password here. Click **Sign In.**

Microsoft

← polly.test@mywesleyan.org

Enter password

••••••••

Forgot my password

Sign in

Step 8

If you are a returning user, you will see a screen that is consistent with **Step 16** or **Step 17**. Go to the step that applies to you and proceed accordingly.

If you are a new user, you are now prompted to set a password of your own choosing. First, enter your temporary password in the line marked Current password.

Next, enter a new password of your own choosing. Passwords chosen _must_:

- Be a minimum of eight (8) characters in length
- Contain at least one (1) character from three (3) of the following categories:
    - o Uppercase letter (A-Z)
    - o Lowercase letter (a-z)
    - o Digit (0-9)
    - o Special character (~`!@#$%^&*()+=)

Passwords chosen _must not_:
- Contain a common proper name, login ID, email address, initials, first, middle or last name.

Once you have confirmed your new password Click **Sign in.** Then click **Next**.

Microsoft

polly.test@mywesleyan.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Microsoft

polly.test@mywesleyan.org

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

Step 9

Select at least one of the three authentication methods and follow the instructions to complete.

If you select **Authentication Phone**, follow steps 8-11.
If you select **Authentication Email**, follow steps 11-13.
If you select **Security Questions**, follow steps 13-15.

Here is an example of completing the **Authentication Phone**.

Click **Set it up now**.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we c
secure.

🛑 Authentication Phone is not configured. Set it up now

🛑 Authentication Email is not configured. Set it up now

🛑 Security Questions are not configured. Set them up now

finish   cancel

Step 10

Select your country from the drop-down box under the words, authentication phone. Enter your phone number. Click on either **text me** or **call me** to receive your verification code.

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

123-456-7890

text me   call me

back

Step 11

Enter the code you receive. Click **verify.**

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

3173454898

text me   call me

We've sent a text message containing a verification code to your phone.

123456   verify   try again

back

Step 12

You may enter another authentication type or simply click **finish** and go to **Step 16.**

If you want to do **Authentication Email**, click **Set it up now**, and proceed to the next step.

If you want to do **Security Questions**, click **Set it up now**, and proceed to **Step 14**.

■ Microsoft

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your pa

✓ Authentication Phone is set to +1 3173454898. Change

❗ Authentication Email is not configured. Set it up now

❗ Security Questions are not configured. Set them up now

finish   cancel

Step 13

Enter the email address you wish to use for authentication.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

Enter yout authentication email address

email me

back

If you see the following screen with the message, "Don't use your work or school email address, because you won't have access to it if you forget your password," enter a different email address.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

harringtonp@wesleyan.org

email me

Don't use your work or school email address, because you won't have access to it if you forget your password

back

Click **email me.**

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

harringtonp@wesleyan.org

email me

back

A verification code will be sent to your authentication email. Open the email and type the six-digit code into the verification code box. Then, click **verify.**

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school

Authentication Email

polly.harrington@gmail.com

email me

We've ___ ___ email message containing a verification code to your inbox.

146511   verify   try again

back

Step 14

You may select Security Questions or click **finish** and go to **Step 16.**

If you want to do **Security Question**, click **Set it up now** and proceed to the next step.

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget yo

✅ Authentication Phone is set to +1 3173454898. Change

✅ Authentication Email is set to polly.harrington@gmail.com. Change

🔴 Security Questions are not configured. Set them up now

finish   cancel

Step 15

Important Note: You must select and complete answers to all five questions.

Click on the
drop-down arrow
beside each question.

don't lose access to your account!

Please select questions to answer below.

Security question 1

Security question 2

Security question 3

Security question 4

Security question 5

When you have completed all five security questions and responses, click **save answers.**

Security question 3
What is your father's middle name?
Eugene

Security question 4
In what city was your first job?
travel agent

Security question 5
What is the last name of your favorite teacher in high school?
hayden

save answers

Step 16

Click **finish.**

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page

✅ Authentication Phone is set to +1 3173454898. Change

✅ Authentication Email is set to polly.harrington@gmail.com. Change

✅ 5 Security Questions are configured. Change

finish   cancel

Important Note: If you receive a message informing you that your sign in timed out, simply enter your password, (If you are a new user, it is the password you just setup for yourself), and click **Sign in**.

■■ Microsoft
■■

← polly.test@mywesleyan.org

Enter password

Sorry, your sign-in timed out. Please sign in again.

Password

Forgot my password

Sign in

Step 17

Click on the **check box** next to the words, **Don't show this again**, then click **Yes.**

■■ Microsoft
■■

polly.test@mywesleyan.org

Stay signed in?

Do this to reduce the number of times you are asked to sign in.
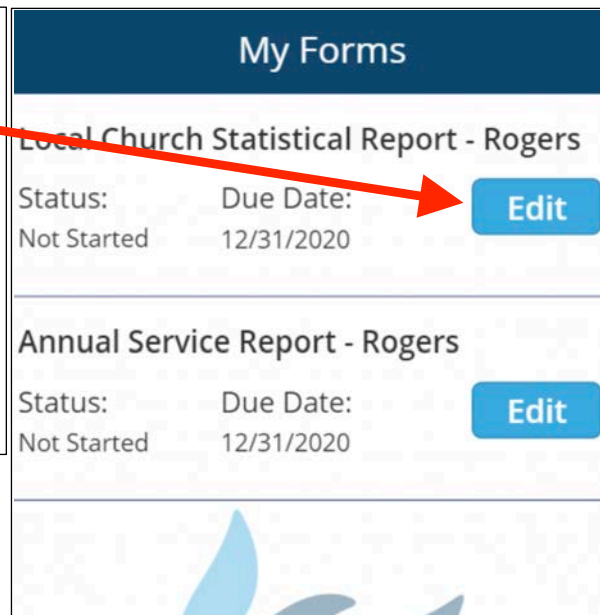
☐ Don't show this again

No   **Yes**

Step 18

You are in! You may see one or both reports under My Forms. Click **Edit** in the box with the report you wish to edit for 2020.

Important Note: You will see your district's ASR and/or LCSR reports when opened by your district. Note that the ASR and LCSR reports may open on different dates. If you need your open date, contact the district office.

My Forms

Local Church Statistical Report - Rogers
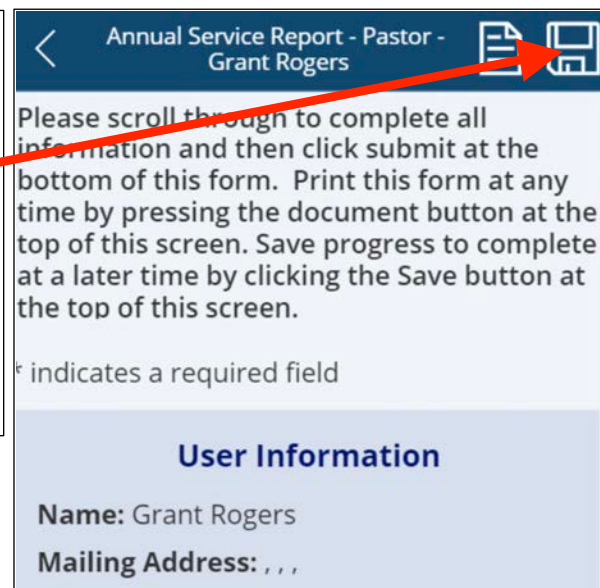
Status: Due Date: **Edit**
Not Started   12/31/2020

Annual Service Report - Rogers

Status: Due Date: **Edit**
Not Started   12/31/2020

Step 19

It may take a few seconds for your report to load. Once the report loads, complete your responses to the questions.

Helpful Hint: As you complete your report, click the **save** button often. Saved information will be available if you need to complete your report in more than one session. Unsaved information will be lost.

Annual Service Report - Pastor - Grant Rogers

Please scroll through to complete all information and then click submit at the bottom of this form. Print this form at any time by pressing the document button at the top of this screen. Save progress to complete at a later time by clicking the Save button at the top of this screen.

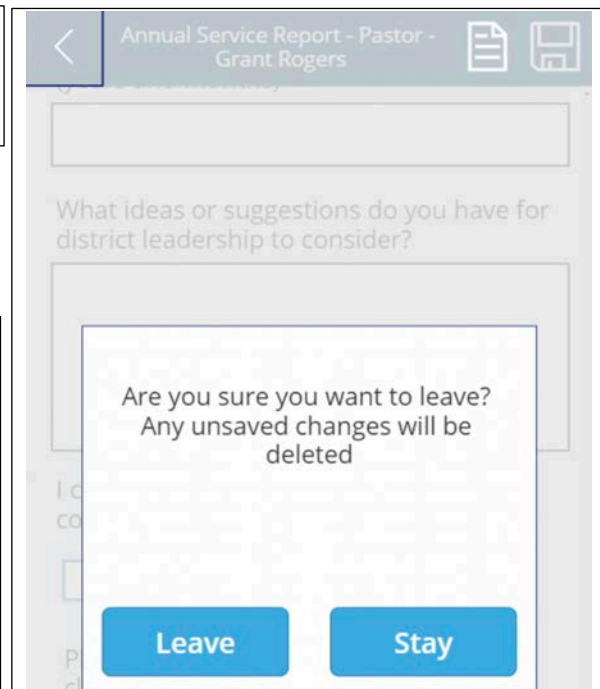* indicates a required field

User Information

Name: Grant Rogers

Mailing Address: , , ,

Step 20

Important Note: If you click the back arrow at any time while you are completing your report, you will see the following message:	
Important Reminder: Before you leave the report, be sure to save your responses (see step 22). Saved information will be available if you need to complete your report in more than one session. Unsaved information will be lost. Click **Leave** if you want to exit the report and complete it later. Click **Stay** if you want to keep working on your report now.	
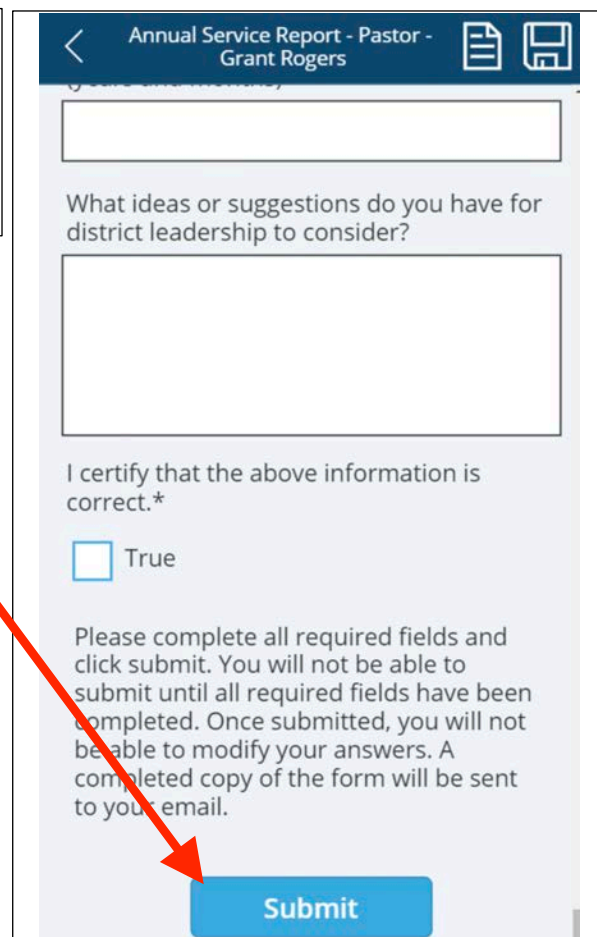
Step 21

When you have completed all required fields, click **Submit**. **Important Note:** The report will not submit if any required fields are not completed.	

Step 22
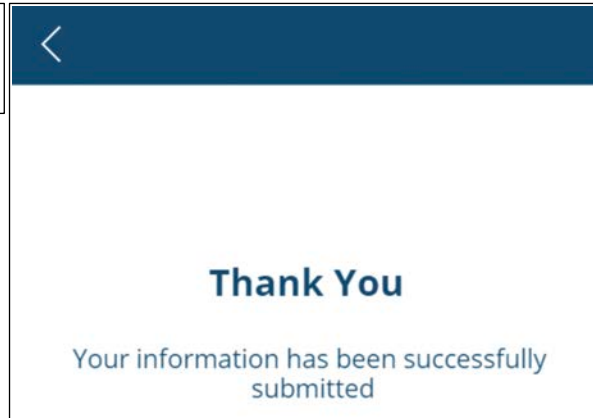
After your report submits successfully, you will receive this message.	< **Thank You** Your information has been successfully submitted
Once you submit your report, you will receive an email confirmation with your responses. **Important Note:** Print and/or save the email, so you have it for reference. You **will not** have another opportunity to print later.	**Annual Service Report - Pastor - Grant Rogers** **User Information** Name: Grant Rogers Mailing Address: , , , Home Address: , , , Home Phone: Cell Phone: Work Phone: Fax: Email: Gender: Birthdate: 2/21/1975 If any changes need to be made to the information above, please provide them here **Labors** Have you sought faithfully by your personal dealings and by your public ministry to lead sinners to a saving knowledge of Jesus Ch To lead believers into the experience of entire sanctification?*