MHC Directory Login Creation

Upon your first entry, you must follow a onetime procedure to establish a logon and password. To do this, you need to click on "Register" at the lower left portion of the blue box on the screen. At the register screen, you will need to fill in the boxes for:

- Your Name
- Your User ID
- Your email address (This **MUST** be the email address that MHC has on file for you)
- Your Password (Twice to reduce spelling errors)
- Then enter the image verification letters in the box at the bottom.

After filling out this information, click on "Register". The system will verify your email address and, if valid, will establish a logon for you with the user ID and password you requested. If the User ID is already in use by another member, you will be notified during the registration process and must choose another. You will be notified on screen that your registration for this system is complete. You may immediately login and begin to look for your friends.

We will typically update the online directory within a week of receiving a new member or a change to an existing member so you will receive the latest information we have on a member here.

Once you have your logon credentials, you can access the directory. When you logon, you will first go to the Welcome Screen where you will see "Select an option from the menu on the left". That menu on the left is common to multiple pages and is:

Home (This takes you to this Welcome Screen if you are on another page)

Change Password (This takes you to a screen where you can change your password)

Directory Search (This takes you to the Directory Application where you can search for your friend(s) or neighbors)

Logout (This takes you to the Home page of the MHC website.)

You may look up as many of your friends as you wish in a single session by entering a name, a zip code or a combination of these for your search argument.

Search by name - At least the first two letters of the last name must be entered to search. The first name may be empty or any letter or contiguous letters in the first name. It does not have to be the first letters of the first name.

Search by Zip Code - You may look for other members living in your neighborhood by entering only the 5 digit zip code.

Combination Search - The zip code search can be narrowed down by entering the first letter or more of the last name and the zip code.

Please feel free to contact Glenn Ewan or Frank Coe if you have problems accessing this system.   You may contact them by emailing newsletter@cra-metrohouston.org