



Picture Directory Signup Instructions

When you schedule your photography appointment online, visit the Universal website, www.ucdir.com.

- Click on the box on the right side of the homepage entitled “Photography appointment scheduling login”
- Enter your church code **MN314**
- Enter your church password **photos**
- Click on the Enter button
- Click on the desired photography date
- Click on the Reserve Time button beside the desired photography appointment time
- Enter the appropriate information in all required fields (indicated by the asterisk)
- Click on the Schedule Appointment button at the bottom of the screen to reserve the photography appointment time in your family’s name
- If you have more than six family members being photographed, please reserve two appointments consecutively (such as 6:00 and 6:10)
- Print the next screen to use as a reminder of your family’s photography appointment
- **Contact your church’s online scheduling administrator to change or cancel your photography appointment**