

## Notice

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Date 22 August 2005

THE CHURCH OF  
**JESUS CHRIST**  
OF LATTER-DAY SAINTS

To The following priesthood leaders in the North America Northeast, North America East, North America Southwest, North America Northwest, and Idaho Areas: General Authorities, Area Seventies, Stake Presidents

From Missionary Department (801-240-3359)

Subject Online Missionary Recommendation System

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A secure, Internet-based program has been developed to allow missionary recommendations to be filled out and submitted online. This program will replace the existing recommendation forms and diskettes currently sent to Church headquarters.

On the back of this notice are instructions for implementing this program; additional help is available online. Stakes should begin using this program immediately. Any paper recommendation forms that have already been started may be submitted as in the past. These candidates will not need to start over with the online program.

This system is designed to be a self-serve Internet system. Because some meetinghouses do not yet have Internet access, the users of the system (stake presidents, bishops, stake and ward clerks, and the missionaries) need to have access to the Internet either in their homes or with a clerk with Internet access. Priesthood leaders who do not have Internet access can delegate responsibilities to clerks who do have Internet access.

The person designated to implement the system, usually a stake technology specialist or clerk, should be given a copy of this notice and the instructions. This person should become familiar with the system and train others.

Questions should be addressed to the Global Help Desk at 801-240-4357 or 1-800-453-3860 extension 2-4357.

# Online Missionary Recommendation System

## *Quick-Start Guide for Stake Presidents, Bishops, and Clerks*

**Implementing the System.** Stake presidents should designate someone, such as the stake technology specialist or a clerk, to become familiar with this system and teach priesthood leaders how to use it. Those who have been designated may be asked to assist by performing most of the data entry tasks.

For a stake or ward clerk to begin using the system, stake presidents or bishops must log onto the system and add clerks by entering their user names. When authorized by the bishop or stake president, clerks can perform all tasks except granting access to another clerk.

**Getting Started.** For an introduction to the system, view the online site tour at [www.lds.org/mss/start](http://www.lds.org/mss/start). A user name and password are not required to view this tour. This brief tour will familiarize you with the system and show you many of the key features, including instructions for prospective missionaries.

**Setting up an Account.** If you do not already have an account for the Church website (for example, to access a ward or stake website, Church Directory of Organizations and Leaders, or the Perpetual Education Fund system), you will need to complete the following steps to set up an account:

1. Obtain your membership number and your confirmation date from your ward clerk.
2. Log on to the Online Recommendation System at [www.lds.org/mss](http://www.lds.org/mss).
3. Click on “Obtain an Account,” which is to the right of the “Sign In” button.
4. Fill out the online “Obtain an Account” form. As part of this process, you will also create a user name and password, which you should keep in a safe place.
5. Once the account has been created, you will be returned to the “Sign In” page, where you will use your user name and password to sign in.

**Navigation.** A system of menus and checklists allows quick and easy navigation throughout the system.

**Getting Help.** The individual designated by the stake president as the specialist in the use of the system should be the first resource to answer any questions. This person should become very familiar with the following additional resources:

*Online Help System.* At the top of each page is a link to a complete online help system, which explains every feature and function of the system.

*Online Data-field Information.* A small information icon appears next to many data fields on the form. Clicking on the icon will display a box with additional information about the data field.

*Online Site Tours.* The first time you sign in, the site tour will automatically begin. This tour will demonstrate the steps of each process in detail. The tour can be accessed anytime from the Online Help System.

*Global Service Desk.* The help desk can be contacted at 1-800-453-3860, ext. 2-4357, or 801-240-4357. It is staffed 24 hours a day, except for Saturday at 10:00 P.M. (Mountain Daylight time) to Sunday at 3:30 P.M. (Mountain Daylight time) The help desk will accept calls only from stake personnel. All other users should contact the stake specialist.

**Security.** This system operates over a secure connection. If you leave your browser signed into the system without activity for more than 20 minutes, you will automatically be signed out. The system will then prompt you to sign in again.

All users should keep passwords confidential so that no one else has access to specific missionary recommendation forms.

**Prospective Missionaries.** Access to the system for a prospective missionary is given by the bishop or branch president. The introduction at [www.lds.org/mss/start](http://www.lds.org/mss/start) includes instructions on how to initiate a new recommend and to print out instructions for prospective missionaries and their parents.