

## MISSIONARY PLANNING AND LEADERSHIP



## BECOME A MISSIONINSITE USER!

Here is the information you need to become a registered user of MissionInsite.

When you go to the MissionInsite webpage and complete the on-line registration, the Office of Missionary Planning and Leadership receives an activation notice from ACS Technologies, the owner of MissionInsite. We will contact your Pastor for his approval and complete your registration, giving you access to the tool. Once we complete the registration process in MissionInsite, you will have access to tutorials and videos on our web pages. It's that simple!

## **Become a MissionInsite User:**

- 1. Visit https://maps.missioninsite.com/Registration.aspx
- 2. Enter the Archdiocese of Milwaukee Agency Account ID #: tX8F6
- 3. Select your city, and your church or school
- 4. Create your unique User Name and Password
- 5. Review terms, click Accept and click Register. You will receive an email titled, "Confirm your email." Activate your account through this link (which will be valid for 24 hours).
- 6. Check your spam/junk folder if the email does not appear in your inbox.
- 7. Only one user name and password can be created per user.

If you have any questions about the registration process, contact Rosalita Villa at villar@archmil.org.