

MissionInsite First Time User Guide

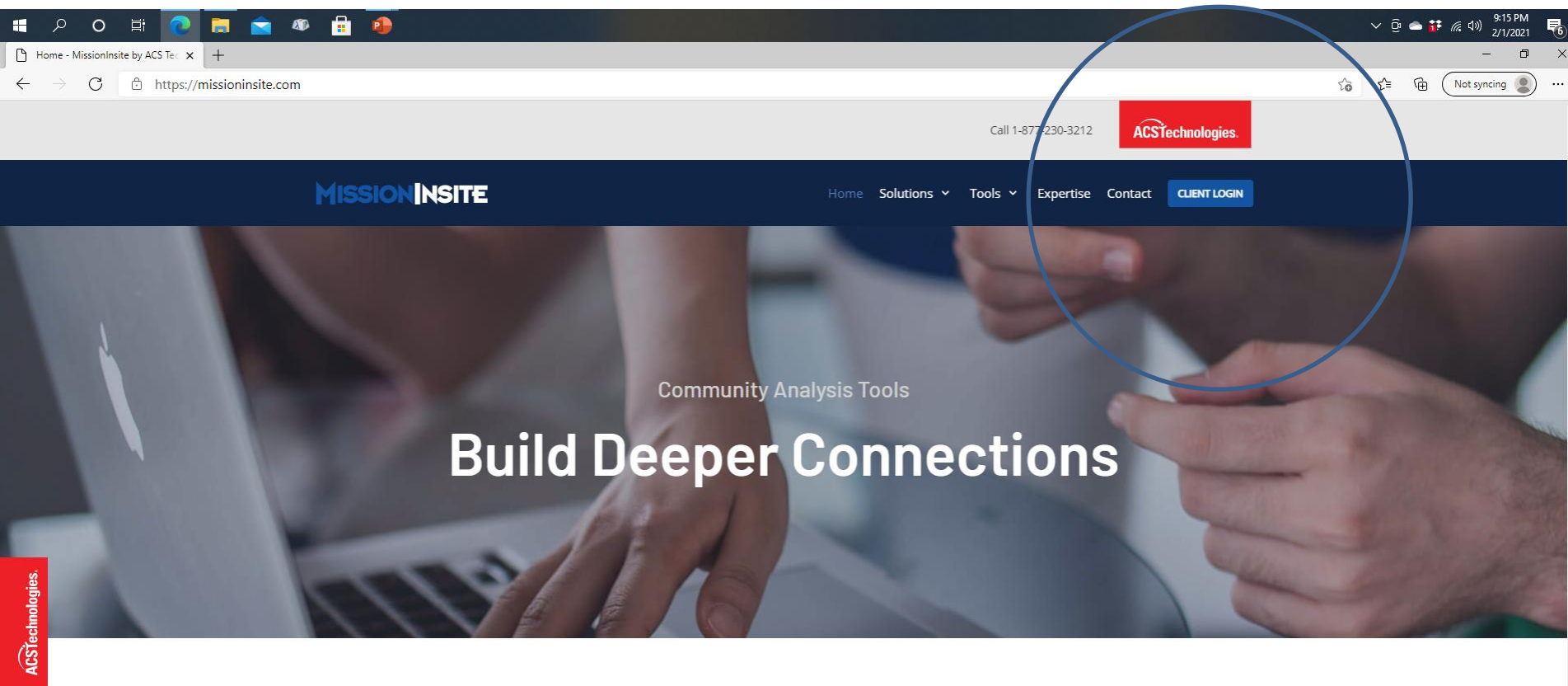
For Councils and Call Committees of
Congregations in Transition

Step 1

- Direct your browser to www.missioninsite.com

Step 2

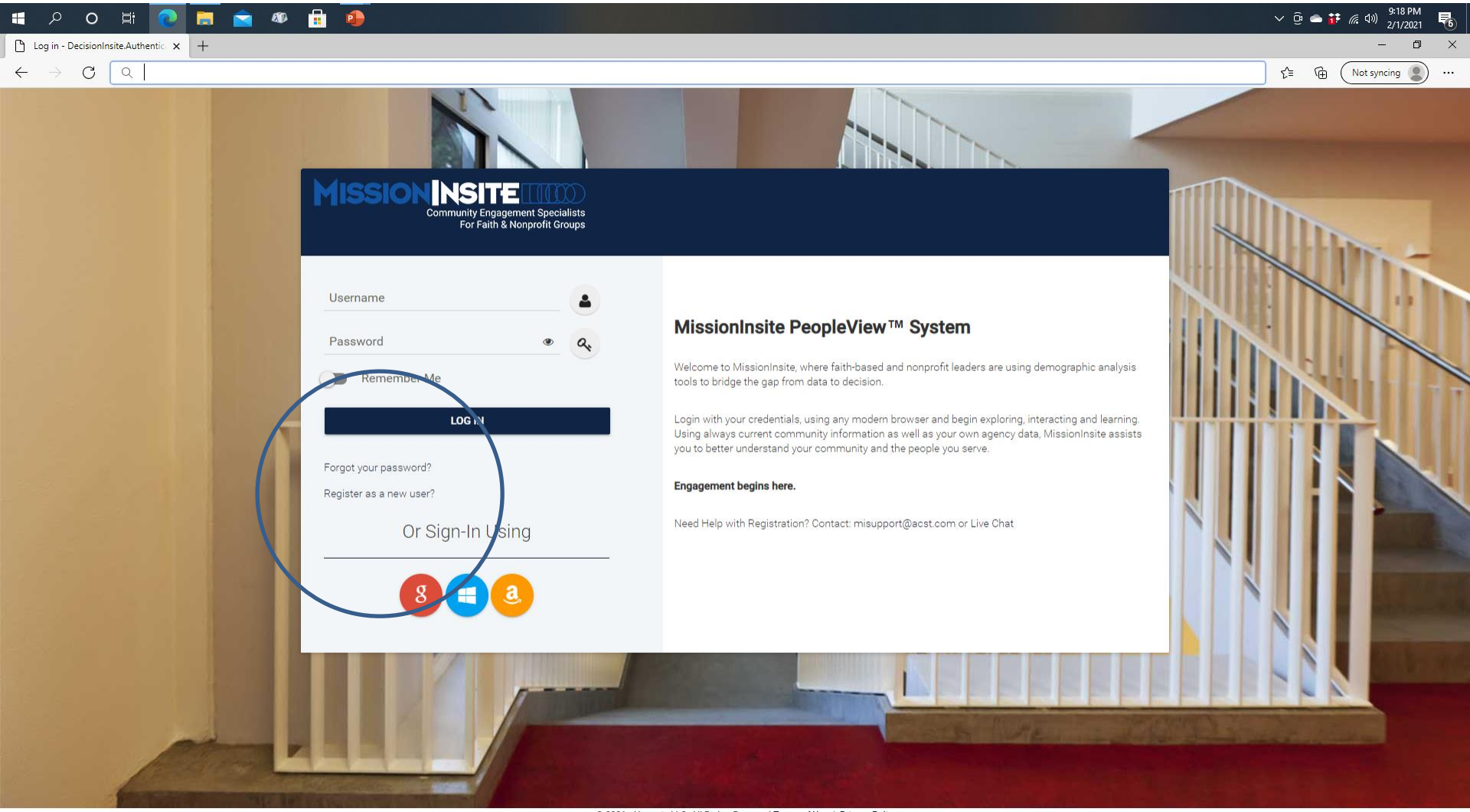
Click on the Client Login button in the upper right corner of the screen:



To love your neighbor,
you must know your neighbor.

Step 3

Click on the phrase “Register as new user?” on the left side of the center window.



Step 4

Enter the agency code for the Florida-Bahamas Synod:
ynef3

Then click on the “SUBMIT” button

Index - DecisionSite.Authenticat... x +

https://accounts.missioninsite.com/Registration

MISSION INSITE
Community Engagement Specialists
For Faith & Nonprofit Groups

PeopleView™ Registration

Instructions: Your regional agency has been provided an account number. Please type that account number in the 'Agency Account Number' field. Click submit and the name of your agency will appear. Next, select your city from the 'Select your city' menu. Finally, select your organization from the 'Select your organization' menu.

District/Agency Account Number

SUBMIT

PeopleView™ Registration

Instructions: Your regional agency has been provided an account number. Please type that account number in the 'Agency Account Number' field. Click submit and the name of your agency will appear. Next, select your city from the 'Select your city' menu. Finally, select your organization from the 'Select your organization' menu.

District/Agency Account Number

ynef3]

SUBMIT



Step 5

This is what it looks like at first. Select your city, and then select your congregation:

MISSIONINSITE
Community Engagement Specialists
For Faith & Nonprofit Groups

PeopleView™ Registration

Organization Details

First, we need a bit more information about your Agency. You can use the selection boxes below to select the city and organization you work with.

Select your city
APOLLO BEACH

Select your organization
CALVARY LUTHERAN Ch

Login Setup

You can create a MissionInsite account using your email address.

Email

Password

Confirm password

OR

Use an external provider to create your account.
After clicking the provider option below, you will be redirected to that providers login. Once you've logged in, we'll return here to complete your registration.

REGISTER WITH GOOGLE

REGISTER WITH MICROSOFT

REGISTER WITH AMAZON

General Information

Now, let's collect some additional information about you.

First Name

Last Name

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PeopleView™ Registration

Organization Details

First, we need a bit more information about your Agency. You can use the selection boxes below to select the city and organization you work with.

Select your city

APOLLO BEACH

APOLLO BEACH
AVON PARK
BIC PINE KEY
BISCAYNE PARK
BOCA RATON
BOYNTON BEACH
BRADENTON
BRANDON
BROOKSVILLE
CAPE CORAL
CITRUS SPRINGS
CLEARWATER
CLERMONT
COCOA
COCOA BEACH
CORAL GABLES
CORAL SPRINGS
CRYSTAL RIVER
DADE CITY
DAYTONA BEACH

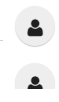


General Information

Now, let's collect some additional information about you.

First Name

Last Name



PeopleView™ Registration

Organization Details

First, we need a bit more information about your Agency. You can use the selection boxes below to select the city and organization you work with.

Select your city

CLEARWATER

Select your organization

ST MATTHIAS LUTHERAN Ch

ST MATTHIAS LUTHERAN Ch

GRACE LUTHERAN Ch

ST PAUL'S LUTHERAN Ch

You can create a MissionInsite account using your email address.

Email

Password

Confirm password



OR

Use an external provider to create your account.

After clicking the provider option below, you will be redirected to that providers login. Once you've logged in, we'll return here to complete your registration.

REGISTER WITH GOOGLE

REGISTER WITH MICROSOFT

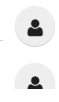
REGISTER WITH AMAZON

General Information

Now, let's collect some additional information about you.

First Name

Last Name





PeopleView™ Registration

Organization Details

First, we need a bit more information about your Agency. You can use the selection boxes below to select the city and organization you work with.

Select your city

CLEARWATER

Select your organization

GRACE LUTHERAN Ch

Login Setup

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OR

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REGISTER WITH GOOGLE

REGISTER WITH MICROSOFT

REGISTER WITH AMAZON

General Information

Now, let's collect some additional information about you.

First Name

Last Name

Step 5B

Enter your login information – email address and a password (you make a new password, not your email password). Your password must be between 6 and 100 characters, and contain at least one uppercase letter, one digit, and one non-alphanumeric symbol (such as ! \$ *, etc.)



Select your organization
GRACE LUTHERAN Ch

Login Setup

You can create a MissionInsite account using your email address.

Email

mluther@ogwittenburg.edu



Password

.....



Confirm password

KatieRocks1525!



OR

Use an external provider to create your account.

After clicking the provider option below, you will be redirected to that providers login. Once you've logged in, we'll return here to complete your registration.

 REGISTER WITH GOOGLE

 REGISTER WITH MICROSOFT

 REGISTER WITH AMAZON

Step 5C

Or you can use an already established Google, Microsoft, or Amazon account to create a MissionInsite account.



Select your organization
GRACE LUTHERAN Ch




Login Setup

You can create a MissionInsite account using your email address.

Email
mluther@ogwittenburg.edu

Password
.....

Confirm password
KatieRocks1525!



OR

Use an external provider to create your account.

After clicking the provider option below, you will be redirected to that providers login. Once you've logged in, we'll return here to complete your registration.

 REGISTER WITH GOOGLE

 REGISTER WITH MICROSOFT

 REGISTER WITH AMAZON

Step 5D

Then enter your first name, last name, and your role/position in your congregation.

General Information

Now, let's collect some additional information about you.

First Name

Marty

Last Name

Luther

Role/Position

Reformer



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Organization Location Advisory The first step after completing the registration process is to login to your local organization. The current location was provided by your agency and in some cases the address information is incomplete and does not allow an accurate placement of your organization. (This is more likely to happen for locations in rural areas.) There is no cause for alarm. It is an easy process to move your organization's geographic location on the map once we receive additional information from you. Normally, this change can be made within 48 hours. Simply send an email to your Agency Administrator or to MissionInsite at misupport@acst.com with

Step 5E

Then enter your first name, last name, and your role/position in your congregation.

General Information

Now, let's collect some additional information about you.

First Name

Marty

Last Name

Luther

Role/Position

Reformer



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Step 5F

Read the licensing agreement *carefully*. Click “Accept Terms,” decide if you want emails from MissionInsite, and then click “REGISTER”.

General Information

Now, let's collect some additional information about you.

First Name

Marty

Last Name

Luther

Role/Position

Reformer



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Accept Terms

Authorize to Send Emails: From time to time, MissionInsite adds new features, updates the system or introduces new resources to support you in ministry. Our primary mode of communication is your email address. However, by law, we must give you the option to not receive such correspondence. If you do not want to receive these updates, check the box below. **Remember, if you choose to check the box opting out of future emails, we will not be able to inform you of changes.**

I do not want to receive any email correspondence about system enhancements and special feature opportunities.

REGISTER

Step 6

An email will be sent to the address you provided. Go to that email and activate your account. An Agency Administrator will then approve your account.



PeopleView™ Registration

Registration Complete

Thank you for registering for PeopleView™, Marty Luther! An email has been sent to mluther@ogwittenburg.edu with details on how to activate your account.

Once you've confirmed your email address and activated your account, an Agency Administrator will need to approve your account. MissionInsite does not control this process and are unable to provide status information or timing about when or if an account is approved.

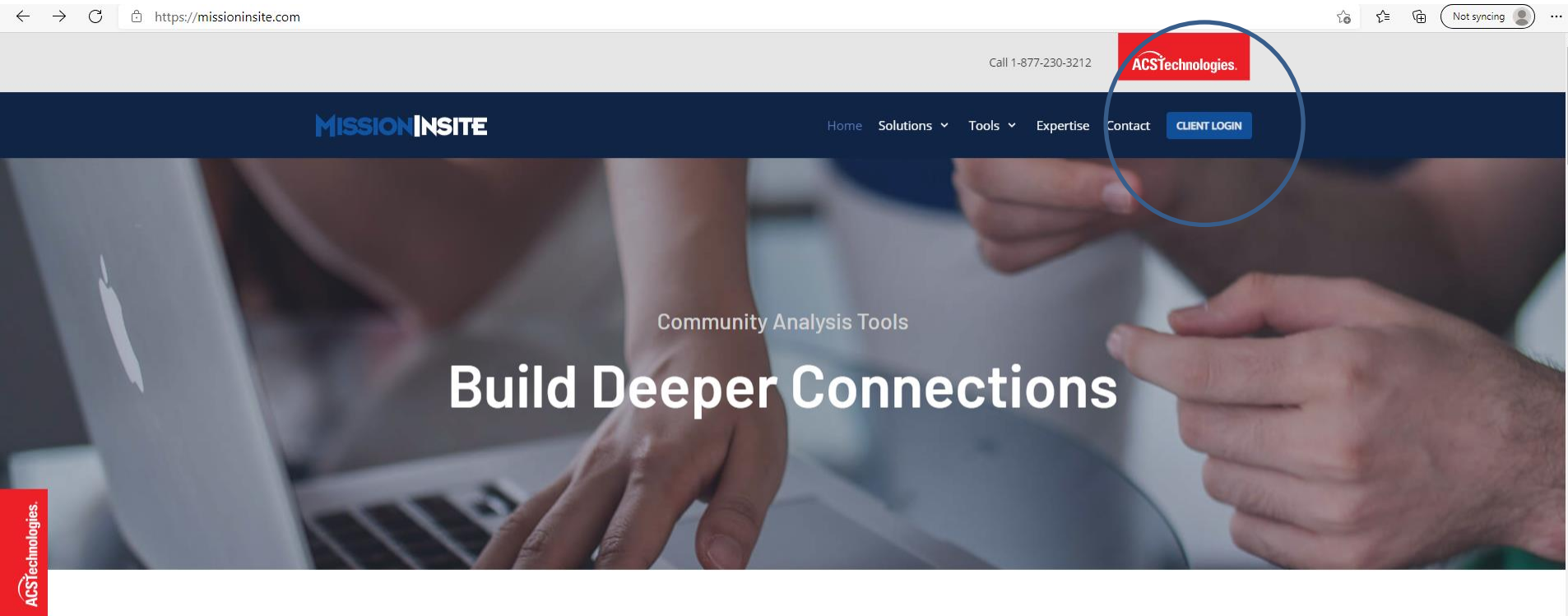
Once approved or denied, you will be notified by email.

Thank you for your interest in MissionInsite PeopleView™!

[Manage My Account](#)

Step 7

Go back to www.MissionInsite.com and click on Client Login once again.



The screenshot shows the MissionInsite.com website. The browser address bar displays <https://missioninsite.com>. The page header includes the ACS Technologies logo, a phone number (Call 1-877-230-3212), and a navigation menu with links for Home, Solutions, Tools, Expertise, and Contact. The Client Login button is highlighted with a blue circle. The main content area features the text "Community Analysis Tools" and "Build Deeper Connections" over a background image of people working on laptops. The ACS Technologies logo is also visible in the bottom left corner.

To love your neighbor,
you must know your neighbor.

Step 8

Enter your email address as your username and the password you created.

Log in - DecisionInsite.Authentic x +

9:18 PM 2/1/2021

Not syncing

MISSIONINSITE
Community Engagement Specialists
For Faith & Nonprofit Groups

Username

Password

Remember Me

LOG IN

Forgot your password?

Register as a new user?

Or Sign-In Using

MissionInsite PeopleView™ System

Welcome to MissionInsite, where faith-based and nonprofit leaders are using demographic analysis tools to bridge the gap from data to decision.

Login with your credentials, using any modern browser and begin exploring, interacting and learning. Using always current community information as well as your own agency data, MissionInsite assists you to better understand your community and the people you serve.

Engagement begins here.


Need Help with Registration? Contact: misupport@acst.com or Live Chat

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Step 9

If you've never used MissionInsite before or you're familiar with the new interface, select the top button. If you're only familiar with the old interface and don't have time to learn the new one, select the middle button. Then click "Go."

Welcome to PeopleView



Next Generation PeopleView

New features of The Next Generation PeopleView interface include:

- Enhanced Performance
- Greater Ease of Use
- 2017 ReligiousInsite and MinistryInsite Reports
- Digital Assistants

Select

No thanks, I'll use the Legacy PeopleView interface

No thanks, I need Agency Admin Functions

Go

Next Steps

Congratulations on registering with MissionInsite! Using MI can be overwhelming at first. If you have any questions, you can click on the “Help” button on the bottom of the screen or call 1-877-230-3212 to speak to MI customer service. Or you can contact me (Pastor Jefferson Cox) at revjcox@gmail.com or 407-414-5261, especially if you have questions on using MI for a specific congregational task (such as filling out an Ministry Site Profile).