

HOW STAKE PRESIDENTS DELEGATE TASKS IN SMMS

1. Go to **SMMS** at: servicemissionary.churchofjesuschrist.org. *Sign in*.
2. Click on the **Settings** header. Click on the "*Unit User Management*" option in the menu.
3. In the **Text Box** enter the *Stake Name* or *Number*.
4. From the listed stake leaders, choose the leader(s) you would like to have a delegated role.
5. From the **drop-down menu**, select "*Role*" that you would like to give the stake leader.

Note:

- a. *Support* role is **view only**.
 - b. *Delegated Assigner* role allows the leader to view and **assign missionaries to operations** only. No approvals will be allowed on your behalf.
 - c. *Assigner/Approver* will allow the leader to **complete any/all needed tasks for you**.
6. A confirmation message will be displayed indicating that "*Settings have been updated successfully*".
 7. You may also **delegate** those leaders who you would like to **receive email messages** from SMMS regarding pending tasks. To delegate *Email Permissions*, **click the box** next to the leader's name.


Note: The **SMM System** is designed to work well on a **smartphone** or other device with internet access. The user will be required to log on using their church username and personal password.


Unit User Management


[User Profile](#)
[Users](#)
[Unit User Management](#)

Todd Durand Haynie

Stake/District/Mission President

 The following users will have permissions delegated under your authority.

Calling	Role 	
Stake Presidency First Counselor	Stake/District/Mission Delegated Assigner/Approver ▾	<input checked="" type="checkbox"/> Receive Email Notifications
Stake Presidency Second Counselor	Stake/District/Mission Unit Support - Delegated Assigner ▾	<input checked="" type="checkbox"/> Receive Email Notifications
Stake Executive Secretary	Stake/District/Mission Unit Support ▾	<input checked="" type="checkbox"/> Receive Email Notifications
Stake Assistant Executive Secretary	▾	<input type="checkbox"/> Receive Email Notifications
Stake Clerk	Stake/District/Mission Unit Support ▾	<input type="checkbox"/> Receive Email Notifications
Stake Assistant Clerk	▾	<input type="checkbox"/> Receive Email Notifications
Stake High Councilor	Stake/District/Mission Unit Support ▾	<input type="checkbox"/> Receive Email Notifications