

INSTRUCTIONS FOR JW.ORG LOCAL DOMAIN ADMINISTRATORS

Table of Contents	
	Paragraphs
Selecting Local Domain Administrators	1
Adding and Removing Users.....	2
Assigning Roles.....	3
Linking Users to Branch Person Records.....	4
Providing Assistance	5-6
Viewing Supplier Arrangements	7

1. Selecting Local Domain Administrators: Two elders, preferably the coordinator of the body of elders and another member of the Congregation Service Committee, should serve as local domain administrators. Only local domain administrators should have the “Manage Users” role, allowing them to add or remove roles of users. Ministerial servants are not allowed to serve as local domain administrators and thus should not have the “Manage Users” role.

2. Adding and Removing Users: Each elder who has access to a computer and the Internet should create an account on jw.org and be added to the congregation’s domain. If such an elder moves into the congregation with a favorable letter of recommendation, he should be added without waiting for his reappointment. Ministerial servants may be added to the congregation’s domain as needed. To keep the site secure, users who are deleted as elders or ministerial servants or who move to other congregations should be removed from the congregation’s domain immediately.

3. Assigning Roles: Selected roles are automatically assigned by the branch office to elders and ministerial servants who have been added to the congregation’s domain. Additional roles may be assigned by one of the local domain administrations in harmony with the following chart. One of the local domain administrators should regularly verify that no ministerial servants have roles that should be assigned to elders only.

Role	Assign to
Administration	
Manage Users	Local domain administrators
Congregation Reporting and Requests	
Enter Member Information	At least two elders
Request Literature Request Periodicals	Any ministerial servants assigned by the Congregation Service Committee
Transfer Funds	
Transfer Congregation Funds	Any ministerial servants assigned by the Congregation Service Committee

4. Linking Users to Branch Person Records: Local domain administrators should regularly use the Link User to Branch Person Record feature on the “Administration” tab to make sure that all users are linked to a person record on file at the branch office. This assists the branch office in managing jw.org accounts, and it is necessary in order for some features to work properly.

5. Providing Assistance: When a new user is added to the congregation’s domain, one of the local domain administrators should arrange for training on the use of jw.org, as needed. All users should be reminded that passwords should be kept confidential. Brothers should not share their log-in name or password with anyone else. If anyone has reason to believe that his password has become known, it should be changed immediately. Users should not post or write down a password anywhere that would be visible to others. Elders should be reminded to check for updated documents on jw.org at least once each week.

6. All users should be encouraged to consult the online help text or an experienced local user for assistance. If an elder has questions that cannot be answered by a local brother, he may call the branch office. When logged in, the phone number for the jw.org Help Desk can be found by clicking on the “Contact Us” link.

7. **Viewing Supplier Arrangements:** If users are approved to view supplier arrangements, the local domain administrator should remind them that the details of such arrangements are confidential. The pricing from these suppliers should not be used to pressure other suppliers for a better discount. All purchases should have sufficient prior approvals and should be submitted only by a brother authorized by the body of elders. Suppliers should be paid promptly for the goods and services they provide according to the terms outlined on jw.org. These arrangements are not for personal use.