

Momentive MIP | System School User Account Setup Policy

This document outlines the policy and procedure for setting up user accounts within the Momentive MIP Fund Accounting software used by the System Schools of the Diocese of La Crosse.

1. Policy statement

The purpose of this policy is to ensure that all Momentive MIP Fund Accounting user accounts are created and managed in a secure and consistent manner by the Finance Coordinator of the Office for Catholic Schools or another authorized person from the Office for Temporalities. This includes establishing accounts, assigning appropriate access rights, deleting accounts, and adhering to best practices for data security.

2. Scope

This policy applies to all individuals responsible for performing accounting and HR functions using MIP Fund Accounting software at a System School.

3. Account setup procedure

3.1. Request and approval

- All new MIP user accounts and account deletions must be requested in writing and verified by a phone call from an authorized personnel member at the System School.
- Requests should specify the user's role, required access levels (e.g., system and organization menus, specific modules, account level security), and include the new user's name, email address, and title.

3.2. User creation

- New users will be created by the Finance Coordinator of the Office for Catholic Schools per approved setup request.
- Security will be assigned to match the request and user's role at the school
- The new user will establish their password and MFA upon receiving their "welcome" email as part of the new user setup process.

Note: MIP Fund Accounting cannot create users directly; they must be created in the MIP User Portal by the authorized diocesan representative.

