

Kairos Prison Ministry Australia



Changing Hearts, Transforming Lives, Impacting the World

WEBSITE PROJECT

Welcome to the new Kairos Prison Ministry Australia (KPMA) website. Launched in December 2022, it will be a great support to the Volunteers and Supporters of KPMA.

One of the new features of the website is the area called My Kairos Oz. This page will hold all the documents and information found in the Members area of the previous website. At launch, there are over 50 documents that can be viewed by anyone who wishes to access them. In order to keep documents that are required by Kairos Volunteers protected, we have added a level of security. If you have a "Kairos.org.au" email address, you already have the ability to log in and view these documents.

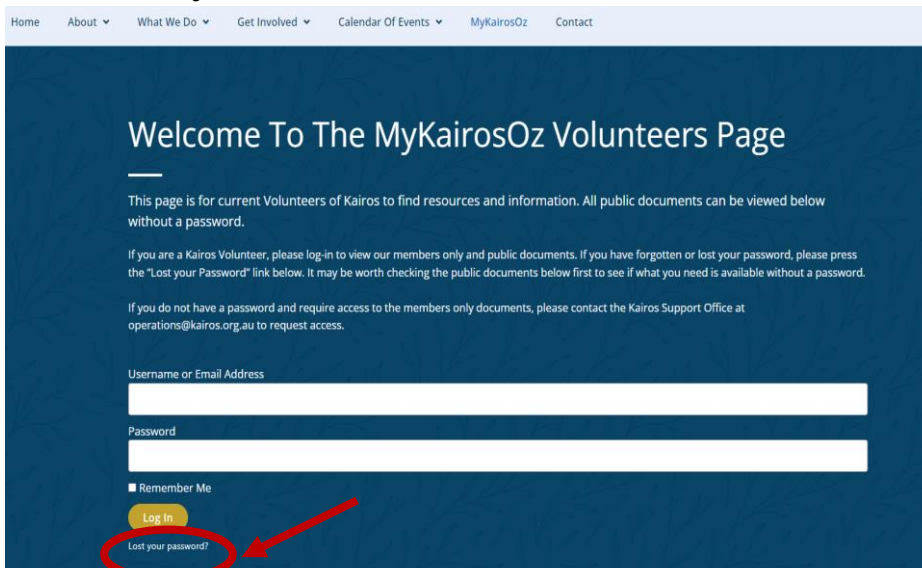
If you do not have a Kairos.org.au email address and the document you require is in the list of documents that are protected, please contact the Kairos Support Office at: projects@kairos.org.au with your details and your request will be sent for consideration.

Here are step by step instructions for your first time set up. If at any time you get lost, close the window and start from the beginning. If you would like to see video instructions you can [click here](#). To get started:

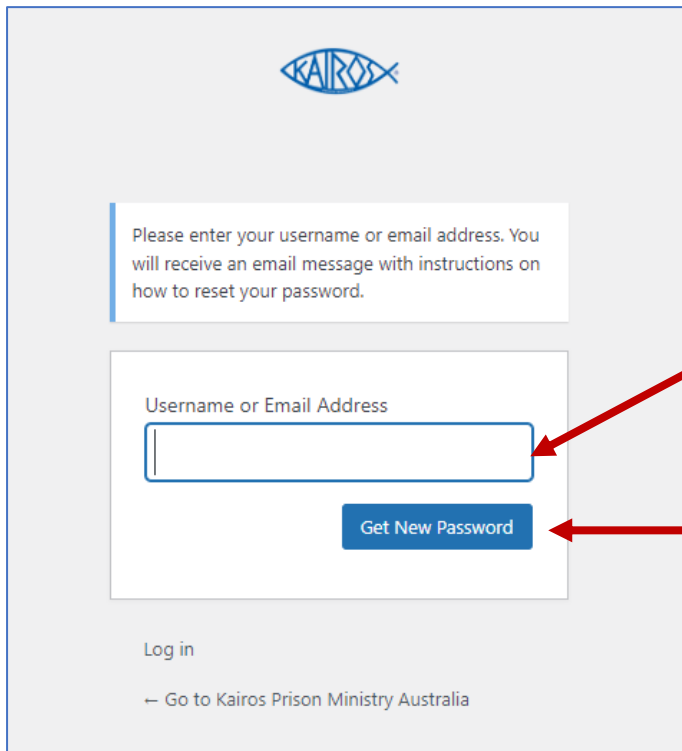
Go to: <https://kairos.org.au/> Or use your phone camera to scan this QR code:
Navigate to the **MyKairosOz** page;



Click on **"Lost your Password"**;

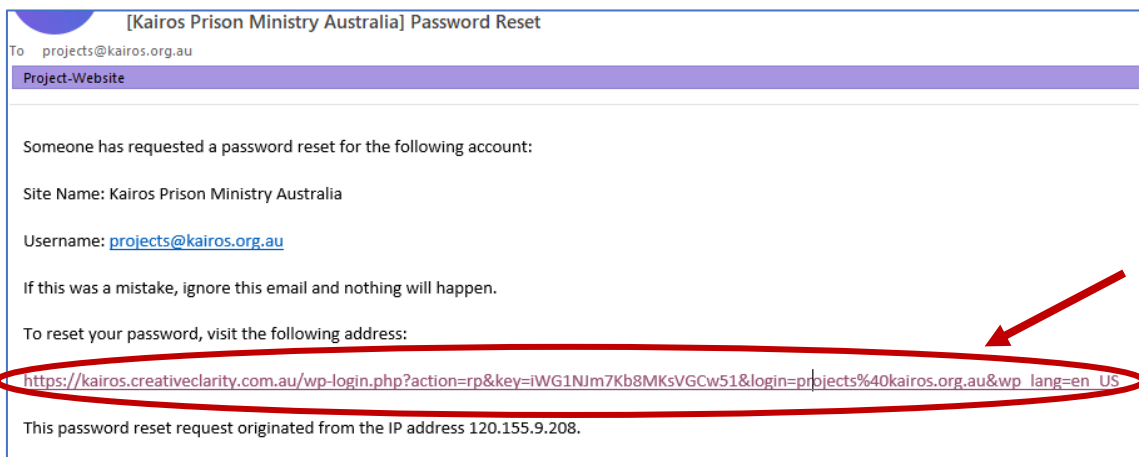


The below box will pop up. Enter your **Kairos.org.au** email address and click on **“Get New Password”**



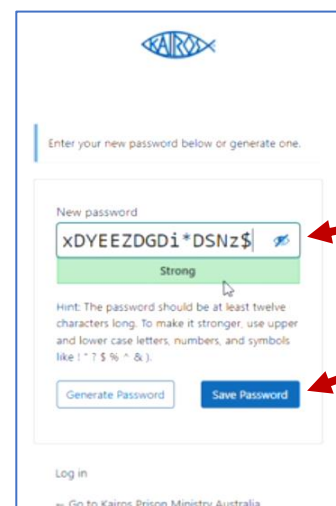
The screenshot shows a web form for password reset. At the top is the Kairos logo. Below it is a text box with the instruction: "Please enter your username or email address. You will receive an email message with instructions on how to reset your password." Underneath is a text input field labeled "Username or Email Address". To the right of the input field is a blue button labeled "Get New Password". Below the form are links for "Log in" and "Go to Kairos Prison Ministry Australia". Two red arrows point to the input field and the "Get New Password" button.

Check your email. You should have an email from Projects@kairos.org.au or Operations@kairos.org.au. The email looks like the image below. Click on the link circled in red in your email. (At the end of your test, you can delete this email).



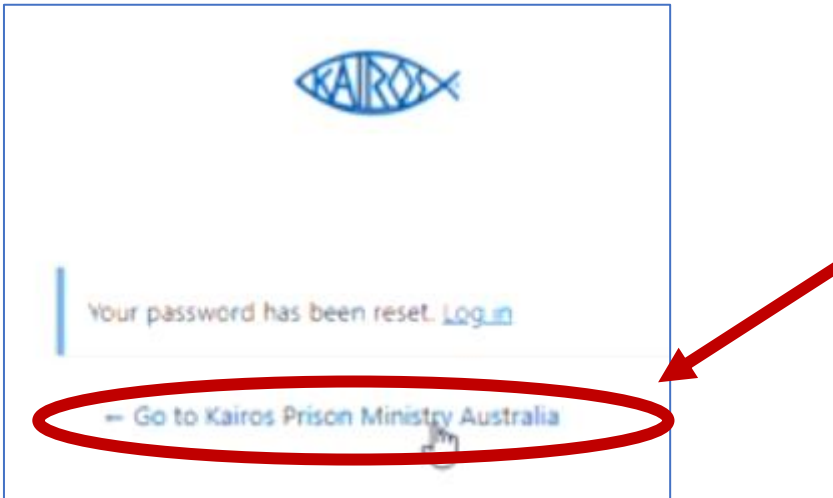
The box that pops up will have a randomly generated password. You can keep it or change it to something that is more familiar to you.

Click on the little eye in the password box to see the text of your password or to hide it. Once you have chosen your password, click on **“Save Password”**



The screenshot shows a password generation interface. At the top is the Kairos logo. Below it is a text box with the instruction: "Enter your new password below or generate one." Underneath is a text input field labeled "New password" containing the generated password "xDYEEZDGD1*DSNz\$". To the right of the input field is a blue button labeled "Save Password". Below the input field is a green box labeled "Strong". Below the "Strong" box is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! * ? \$ % ^ & ;". Below the hint are two buttons: "Generate Password" and "Save Password". Below the form are links for "Log in" and "Go to Kairos Prison Ministry Australia". Two red arrows point to the "Save Password" button and the "Strong" indicator.

The next screen that comes up you need to click on **“Go To Kairos Prison Ministry Australia”**. Or just close the screen and navigate back to: www.kairos.org.au



You will now be back on the home page. Click on **“My Kairos Oz”** in the menu bar. You can then enter **your email address** and the **new password** you just set up in the boxes on the screen and click on **“Log In”**. You will now see that the number of documents has increased to 100 and you can see documents that are classified as **“Members Only”**.



Welcome To The MyKairosOz Volunteers Page

This page is for current Volunteers of Kairos to find resources and information. All public documents can be viewed below without a password.

If you are a Kairos Volunteer, please log-in to view our members only and public documents. If you have forgotten or lost your password, please press the “Lost your Password” link below. It may be worth checking the public documents below first to see if what you need is available without a password.

If you do not have a password and require access to the members only documents, please contact the Kairos Support Office at operations@kairos.org.au to request access.

Username or Email Address

projects@kairos.org.au

Enter your email here

Password

.....

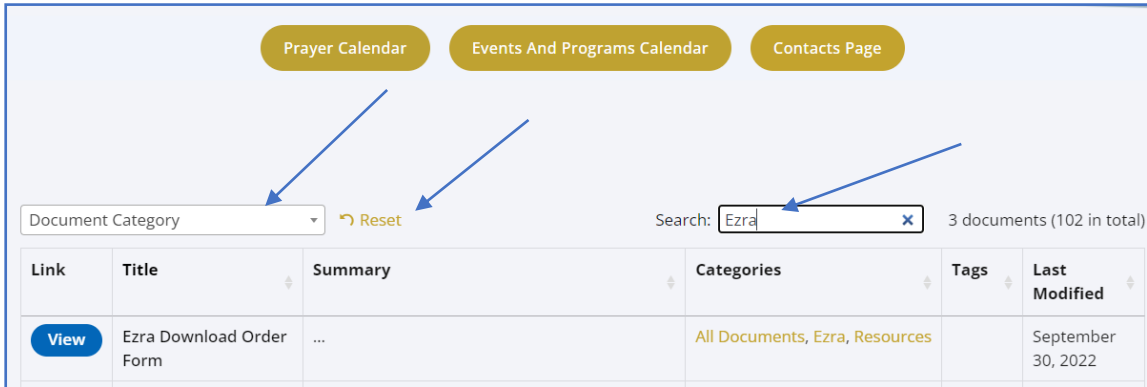
The new password you just set up.

Remember Me

Log In

[Lost your password?](#)

You can view and download documents. You can also search for documents using the search box on the right or narrow down the range of documents using the category box on the left. Click on "Reset" to show all documents.



Please note that there is more work to be done on the website even after it goes live and feedback will be sought into the future to continue to improve it.

If you have any comments, feedback or need any assistance, please contact the Kairos Support Office by email: projects@kairos.org.au