Welcome to this guide to using my.kcionline.org! (Also known as my.kci for short).
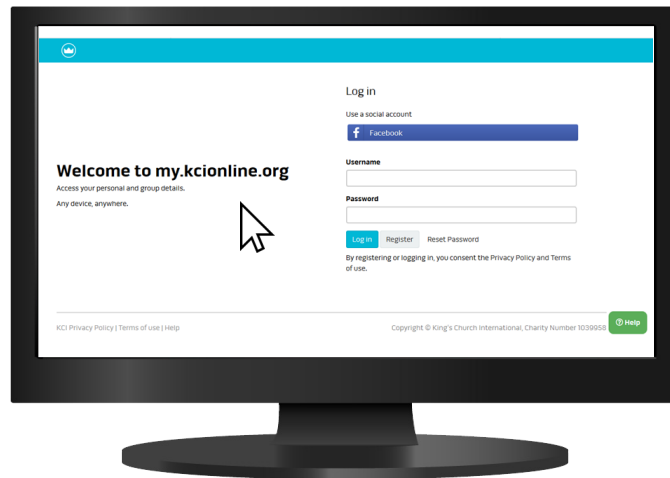
my.kci is the online database system that we use at KCI.

It helps with many things such as making sure that all our church members receive the weekly email updates and get information about events. It also helps to facilitate connecting new members into a small group and putting them in touch with a leader who can help them in their walk of faith.

Anyone in the church can log in and update their details and communication preferences and see information about their small group.

Small group leaders in the church can use it to access the details of people in their small groups, record attendances and manage their contact with new church members.

In this guide we will show you how you can get logged in for the first time and how you can use my.kci to keep all your personal information up-to-date.

1. Getting logged in

If this is your first time using my.kci, you need to register.

To do this click the Register button.

Fill in your name, email and date of birth and press 'Submit'.

Account Registration

You can manage details submitted in the past by registering for an account. To do so, please enter the exact firstname, lastname and email address we use to communicate with you.

For example, if you like to use a short version of your name but gave us the long version, then you should use the long version when registering.

Firstname *

Lastname *

Email *

We use your date of birth to connect you in the most appropriate way, and to ensure you are eligible to create an account.

Date of Birth *

Submit   Cancel

⑦ Help

Your information has been submitted successfully.

. Details may take up to 10 minutes to arrive at the email address you provided.

Please use the exact first name, last name and email address we use to communicate with you. For example, if you use the short version of your name but gave us the long version, then you should use the long version when registering. Also Depending on your settings 'date of birth' might be displayed in US format (mmm-dd-yyyy) or in UK format (dd-mmm-yyyy)

⑦ Help

How Can We Help?

Complete the form below and we'll forward your inquiry to the appropriate team member. Please allow 2-3 business days for a response. If you need assistance right away, please call **01753 832444** to speak with someone.

First Name *

Joe

Last Name *

Test

Email Address *

joetest@example.com

Phone (optional)

What type of help do you need? *

Login / Username / Password Assistance

Enquiry *

I can't seem to register using the above details and DOB 1/1/1980.

Submit

TIP: If you have any issues registering, it may mean that the details that you have typed out do not match the details we have on the database for you. In this case, press the   button.

Fill in the details and then press 'Submit'.

Someone from the office will get in touch and try and help resolve the issue,

If you have filled in your details correctly, within 10 minutes you will receive an email that looks like the one below. Click on the link in the email (which will take you back to my.kci and log in using the details given to you.

Welcome to your account at my.kcionline.org!

TesterIgnore, welcome to my.kcionline.org, the system to keep all of your personal, family, and group details up to date. Thank you for registering.

Your account is now ready at my.kcionline.org.Here are the details we've created for you:

Username: ttestignore
Password: !LCD@*un+

You will be required to change your password the first time you log in, and you will also have the chance to review our privacy policy (also available here). Use your new details to log in here

Log in

Use a social account

f Facebook

Username

jtest

Password

••••••••••••••

Log in   Register   Reset Password

By registering or logging in, you consent the Privacy Policy and Terms of use.

Once you have logged on, you will be asked to change your password.

Choose a password that can't be easily guessed. Make it at least 8 characters long, with upper and lower case letters and numbers. (or use a free password manager like lastpass.com) .

Please change your password before continuing.

Change Password

Old Password *

New Password *

Confirm Password *

Change Password

Make a note of your username and password so you don't forget! But please DO NOT share your log-in details with anyone or save your password in your browser. This helps to keep your account secure.

2. Updating your personal details and preferences

You will then be taken to a page with your details. Click on 'Edit My Details' to edit them.

My Account

Joe Test
Age: 40 yrs(01/01/1980)
Gender: Male
Marital Status:
Mobile: 7000 111222
Email: joetest@example.com

Key Dates
Baptism Date:
Group Privacy Preferences
These preferences apply to all groups you belong to
Share Email Address: No
Share Home Address: No
Share Home Phone Number: No
Share Mobile Phone: No
Share Work Phone: No

Edit My Details

My Account

Photo
Title
Mr
First Name *
Joe
Nick Name
Joe
Last Name *
Test
Birthday
1 / Jan / 1980

Group Privacy Preferences
Share Email Address   Share Home Address
No   No
Share Home Phone Number   Share Mobile Phone
No   No
Share Work Phone
No

Here you can edit your details. Let us know if your phone number, address etc. has changed by updating it here. You can even add a nice photo of yourself!

The only things you can't change are your name and birthday as we use these to verify who you are.

If there is anything wrong with any of the details you can't change yourself, click on the Request Additional Changes button and detail your request.

Request
Complete the form below to request a change to you or your family's profile.

Request *

My birth date is incorrect and should be 1/1/1990.

Submit

Someone in the office will then be notified and will be able to help you out.