

KINDOO Missionary Access Guidelines

Facilities Managers & Local Leaders

Administration of access to meetinghouses

- Administration of meetinghouse keys is under the direction of the stake president with support from the facilities manager (FM). The stake presidency assigns a member of the high council to be the stake building representative (SBR). The SBR assists the stake presidency in distributing and managing building keys (*General Handbook of Instructions, Care and Use of Meetinghouses, 35.2.2, 35.2.4 & 35.2.5*)
- Under the direction of the stake president, the responsibility for managing the keys for meetinghouses may be given to another stake official, such a secretary or a clerk.
- Currently missionaries are given fobs or physical keys to access meetinghouses
- In some areas, stake presidents may prefer to grant access for missionaries to have access to only one building in the stake, usually with the baptismal font. In other areas, missionaries may be granted access to multiple buildings within the stake, or multiple stakes and buildings within a teaching area. Building use access is always under the direction of the stake president.
- KINDOO access is provided to members based on their church callings through a mobile device and requires authentication using the member's Church account for validation.

Missionaries' KINDOO access to meetinghouses

- Missionaries have access to a Managed Play Store authorized by the Missionary Department.
- Access to the KINDOO application has been approved by the Missionary Department for use by missionaries
- Missionaries can now be provisioned with a KINDOO license under the direction of local leaders using a method similar to the provisioning of members with authorized callings
- KINDOO Access is granted per Stake – a *Site* in KINDOO. Access has to be requested and granted per each door (KIN) in the stake where access by the missionaries is needed.
- Only one license is needed per missionary companionship. Only use the teaching area email to provide the license. The teaching area email has a format **123456789@missionary.org** where **123465789** corresponds to the teaching area number. Missionaries needing building access will provide local leaders with the teaching area email. No personal emails with names or other domains should be accepted
- If you set up the license with any other email for the missionaries, you will need to manually maintain and change the owner of the license every time that there is a transfer (potentially every six weeks) or if the junior companion needs access during an exchange. If you set up the license with the teaching area email, the missionaries will be able to self-serve transfers and split scenarios.
- When provisioning the license, provide the missionaries with the attached ***KINDOO User Guide for Missionaries v3.0***. These instructions are similar to the user guide you provide for members (Guest in KINDOO) but are written specifically for the missionary use case. It includes instructions for transfers and splits

Managing Transfers and Exchanges

- Missionaries will be able to self-serve the transfer of the KINDOO license keys to another missionary by using the teaching area email
- When a missionary is transferred into a new area, the previous teaching area email is removed from the association to the missionary's Church account and the new area teaching email is then associated to the new missionary's Church account
- Missionaries will only be able to access the KINDOO account for their current teaching area email so they will not be able to access the building(s) that they were assigned to in your stake after the transfer
- Once the new missionaries access the KINDOO account using the teaching area email, the previous missionary user will no longer have access to the building(s) associated with that account
- If as part of the transfer the teaching area is closed for teaching – missionaries will no longer serve in that area – the KINDOO key can be removed by the local leader managing meetinghouse keys