WELCOME TO KIN (KIRKWOOD INFORMATION NETWORK)

Initial steps to set up KIN on your computer.

After launching KIN, there are 4 steps that must be done on your computer to allow single sign on.

- Add KIN website to your local intranet and internet. (Note: If you have access to reports in Reporting Services, also called SSRS Reports, you will need to add this website to the local intranet.)
- Set up credentials for your email.
- Set up credentials for Colleague, if you have access to Colleague.
- Create your personal site.

Note: Internet Explorer is the recommended browser to use for the Kirkwood Information Network.

Launch KIN

1. In your browser, type: https://kin.kirkwood.edu (Don’t forget the “s” after “http”.)
2. The first time you open KIN, you will need to log in. Your user name is kirkwood\k_______ (your k number). Your password is your domain password (the password you use when logging onto your computer).
3. If you get any security prompts, click on Yes to display the items. This may happen when you switch between screens.
4. You will see Kirkwood Information Network in the blue banner at the top of the screen. The first time you connect to KIN you will see a yellow bar requesting to run Active X Control. Click on the yellow bar. Then click on Active X Control. Then click on Run.

Set KIN as your Internet Explorer Homepage or Add to Favorites

It may be convenient to have KIN appear whenever you launch Internet Explorer; in other words, make it the home page for this browser.

1. Make sure KIN is displayed on your screen.
2. Click the arrow to the right of the Home button (the house icon) and choose Add or Change Home Page. (You could also click “Tools”, Internet Options, General tab, Use Current button.)
3. In the dialog box that appears, choose **Use this webpage as your only home page**. Click **Yes**. 
   (You could choose the second option if you would like more than one home page tab to appear when you open your browser.)

4. Close out your Internet Explorer browser program and open it again. KIN should automatically load.

   **If you do not wish to make KIN your Home Page, you could also save the web address by adding it to your Favorites:**

   1. Make sure KIN is displayed on your screen.
   2. Click the **Add to Favorites** icon on the toolbar and choose **Add to Favorites**. 
      (You could also click “Favorites” on the toolbar, then Add to Favorites.)

3. In the Add a Favorite dialog box, feel free to change the name (perhaps to KIN), then click **Add**.

4. To access the link to KIN, click the **Favorites** icon (gold star icon next to Add to Favorites icon). You can also click “Favorites” again, and view the listing.
Add to Local Intranet and Internet

1. In Internet Explorer, go to Tools, Internet Options.
2. Click on Security tab.
3. Select Local intranet and then click the Sites button.
4. Click on the Advanced button.
5. In the “Add this website to the zone:” field, type: https://kin.kirkwood.edu. Make sure the box is NOT checked for “Require server verification (https:) for all sites in this zone”.
6. Click on Add.
7. Next, type http://kin.kirkwood.edu (without the “s” after “http”) in the same field textbox and click on Add.
8. Finally, type https://odsware.kirkwood.edu in the field textbox. This time, be sure the box is checked for “Require server verification (https:) for all sites in this zone.” Click Add.

![Local Intranet dialog box]

9. Click on Close.
10. Click on OK to close the Local intranet window.
11. Click the Custom level… button.
12. Under the Miscellaneous section, change Display mixed content to Enable.
13. Click on OK to close the Security Settings – Local Intranet Zone window.
14. You will get a warning box to change the settings for this zone, as shown below. Choose Yes.

![Warning dialog box]

15. Click on the Internet icon.
16. Click on the Custom level… button.
17. Under the Miscellaneous section, change Display mixed content to Enable.
18. Click on OK to close the Security Settings – Internet Zone window.
19. Click on Yes to change the settings for this zone.
20. Click on OK to close the Internet Options window.

Set your Credentials for Email
Note: You will only need to set your credentials for email when first setting up KIN and in the future when you change your domain password.

1. Click on Enter your credentials.

2. On the “Provide E-mail Account Information” screen, enter for the Username: kirkwood\k______ (your k number).
3. Enter your domain password. Leave the box checked for “Sign in automatically”.
4. Click on OK.

5. When you return to the KIN page, you may need to refresh your screen by clicking the F5 key on your keyboard.
6. To update your calendar, click on the Refresh icon (the circle with arrows) at the top of the My Week web part.

7. To update your tasks, click on the Refresh icon (circle with arrows) at the top of the My To Do web part.
**Set your Credentials for Colleague (if you have access to Colleague)**

**Note:** You will only need to set your credentials for Colleague when first setting up KIN and in the future when you change your Colleague password.

1. Click on Colleague Web in the Applications web part.
2. Click on “Modify your Single Sign-on Credentials”.

3. On the “Provide UI Web Account Information” screen, type your Colleague username (not your k number) and Colleague password. Leave the box checked for “Sign in automatically”.
4. Click on OK.
5. To start Colleague Web, click on “Launch the application” link.

**Note:** Colleague in KIN requires Java. You may have to install Java on your computer. Go to [www.java.com](http://www.java.com) to get the free download. You can only access Production_R18 in Colleague. Use the Colleague UI to access other databases.

**Create your Personal Site**

1. Click on My Site in the upper right hand corner.
2. Wait for your site to be created. You may get the prompt below to Configure My Site for Microsoft Office. Choose Yes.

3. Complete as much information as you wish to describe about yourself, under My Profile in the Details link. At this time no information is required.
4. Click on the breadcrumb trail to return to the KIN page. The breadcrumb trail is located in the upper left corner of your browser under the tabs and states: Kirkwood Information Network>(your name). Click on Kirkwood Information Network to return to the home page.

Optional Step: Open in Tabs and Not a New Browser

If you want My Team Sites (or other websites) to open in a new tab, instead of a new browser, in Internet Explorer 7, make this setting change:

a. Click on **Tools, Internet Options**.
b. On the **General tab**, under **Tabs**, click on **Settings** (not Settings under Search).
c. Under **When a pop-up is encountered**, change to **Always open pop-ups in a new tab**.