

# Welcome to Kisi!

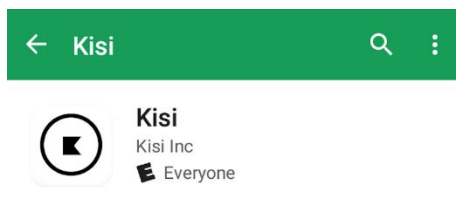
Here, you will find everything you need to know about how to use Kisi as one of our new users.

## Step 1 – Create Kisi Account for New Users

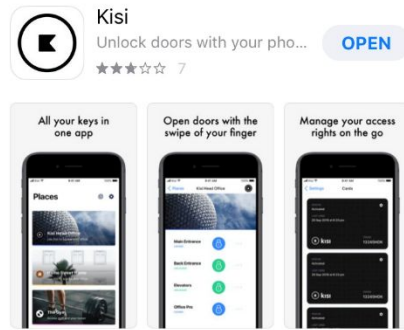
If you've recently had Kisi access shared with you but do not already have a Kisi account, here's what you need to do

1. Open the email invite that granted you access with Kisi. It should read "Access to CapeSpace granted".
2. Click on the button which says "Sign Up."
3. The button will take you to the profile creation page. Put in your first and last name, and create a password for your account.
4. Once you've created your profile, you will need to confirm your email. Kisi will send you an email asking to confirm your email. Click the "Confirm Email Address" button.
5. Once that is done, download the Kisi app on your mobile device.

For Android users: go to the Google Play store and search for 'Kisi'. You should see an icon of a black circle with a black "K" in the middle.



For iPhones users: go to the App Store and search for 'Kisi'. You should see an icon of a black circle with a black "K" in the middle.



Download the application and open.

6. Sign into the Kisi app with your new credentials and you should be prompted to enable your settings. Follow the prompts and you place(s) will appear when you're done. **You will need to make sure that Location Services is set to ALWAYS on both in the app and in your phone settings.**

## Step 2 – Unlocking your Door with Kisi

### iOS Devices

When you open the app, you should see a list of place(s) where you have been shared access. Select the desired place and your locks will appear with a blue lock icon. Slide the lock icon to the right and it will unlock the door.

### Android Devices

When you open the app, you should see one or more sliders available on the screen. These sliders will be labeled with the name of each door you have access to. Slide the button from left to right until the slider turns green and gives you an unlocked message.

### Kisi Cards

If you are not using a smartphone and have been issued a Kisi card by your place admin, you will need to activate your card before you can use it. There are three ways to activate your Kisi card:

Option 1 - Activate your card by simply clicking Activate in the email notification you were sent when we issued your card.

Option 2 - Login to your profile, then select Cards from the dashboard. Then click the three little dots to the right of the card token assigned to you and select Activate.

Option 3 - Log into your mobile app and select the Settings wheel, then select Cards. From there, you will see the card that has been assigned to you. In the top right corner of the card, the member will see a Settings wheel. Tap the wheel and it will ask to Activate the card.

Once your card is activated, you then need to hold the card up to the Kisi Reader Pro. When the reader flashes green, the door is unlocked!