KupunaU
Kupuna**U**

KupunaU User Guide

Welcome To KupunaU

Dear Kupuna,

Welcome to the KupunaU user guide, which is designed to help seniors navigate the platform. KupunaU is the gateway to senior enrichment where seniors can sign up for online classes hosted by various organizations state-wide and access age-appropriate resources. This guide includes easy-to-follow, step-by-step instructions on how to register and navigate the KupunaU platform. Congratulations on taking an important step in staying connected virtually.

Always,

KupunaU

KupunaU

User Guide Sections

Kupuna U

Computer Basics

KupunaU

Computer Basics Section

In this section of the manual, we provide instructions about the following:

- **Start and shut down a computer system**

- **Opening an internet browser**

- **Accessing preferred email software program**

- -

Frequently Used Terms For This Section

Email: A way of exchanging messages using the internet. "Email" is short for "electronic mail."

Internet: An electronic network that connects computers all over the world. You use the internet to access information.

Password: A secret word or phrase that is used to prove to the computer that you are whom you claim to be.

*Power Button:* A switch that can be used to turn the computer on or off.

Username: It is an identifier that tells the computer who you are.

Starting Your Computer

Turn on your computer using the "Power" button/switch.

Depending on what type of computer you are using, you may need to turn on both the computer tower and monitor.

Hint: Oftentimes, the "Power" button/switch symbol is similar to the one displayed below.
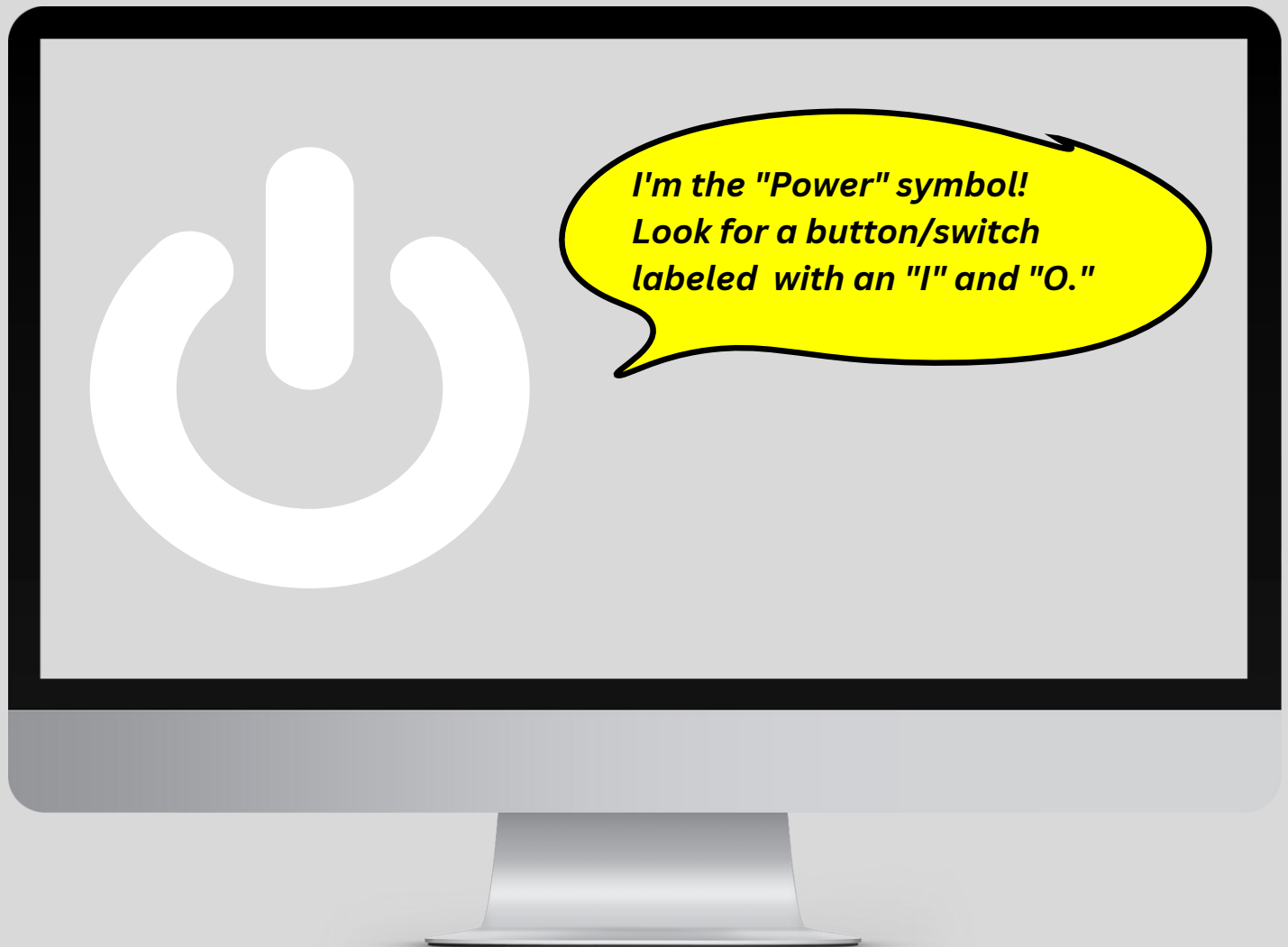
Log Into Computer

Great!

You turned on your computer, but you may need to log into it with your username and password if you've enabled this security feature for your computer. Type your username and password into the appropriate fields.

If you are not asked to do this step, don't worry about this!
Proceed to the next step.

Open Internet Browser & Navigate To Your Email Program

You will need to access the internet and your email software.
Open your preferred internet browser.

Hint: Do any of these symbols look familiar to you?

Then, open your preferred email program to access messages from KupunaU, located in your email program's inbox.
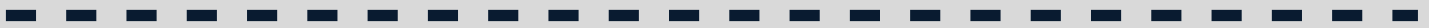
Kupuna U

Accepting Your KupunaU Invitation

Kupuna U

Accepting Your KupunaU Invitation

In this section of the manual, we provide instructions on how to:

- **Locate your KupunaU invitation email message**

- **Create a Microsoft Account for the KupunaU platform**

- -

Frequently Used Terms For This Section

CAPTCHA*- A type of puzzle that computer users need to solve for security purposes.*

Email: *A way of exchanging messages using the internet. "Email" is short for "electronic mail."*

KupunaU*-An online platform where seniors can browse the activity calendar, sign up for classes that are hosted virtually, and locate resources all in one place.*

Password*: A secret word or phrase that is used to prove to the computer that you are whom you claim to be.*

KupunaU Invitation

In your email inbox, locate the email messages as seen in the image below.

One message is from Mr. Darren Lee, IT Manager at Lanakia Pacific. You will **not need** to open this message.
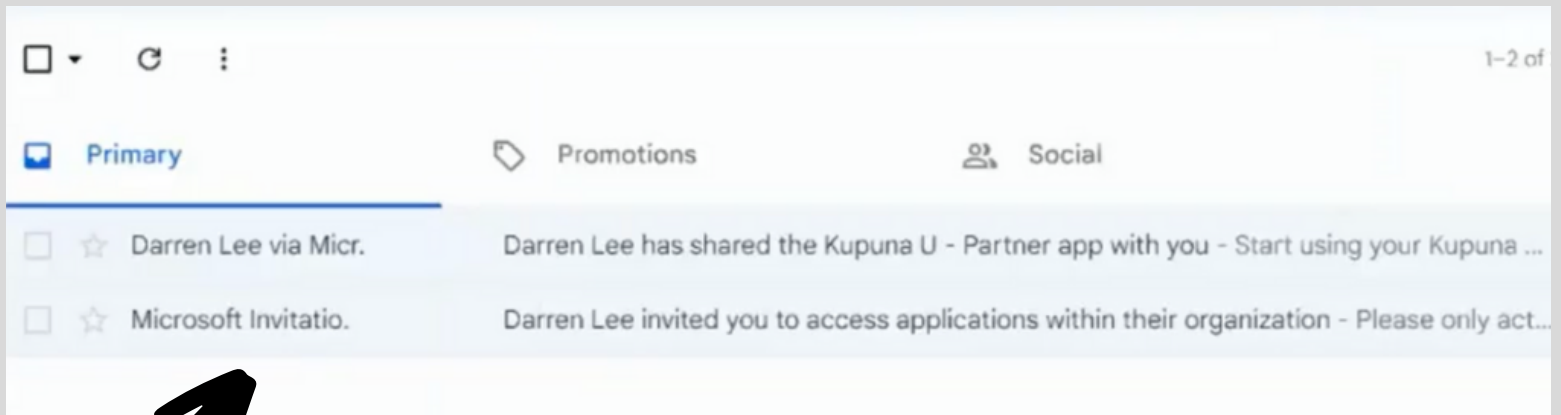

The second message is from the email sender "Microsoft Invitation on behalf of Lanakila Pacific." **Open** (select) this email to review the contents of this message.

The following steps will require you to access the information included in this email message.

KupunaU Invitation

In the email, you will be asked if you'd like to accept an invitation from KupunaU.

You will need to **click on** (tap) "Accept Invitation" located at the bottom of the message.
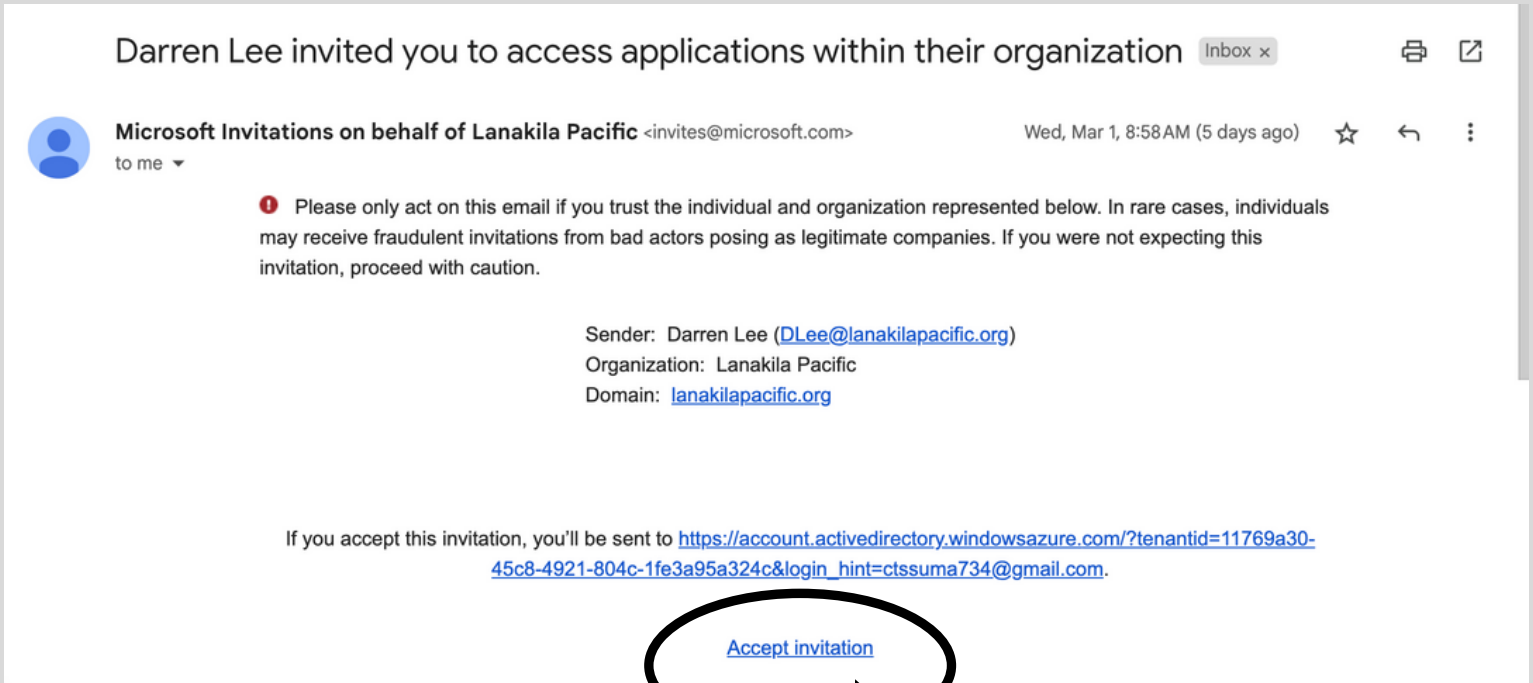
Click (tap) on "Accept Invitation"

Create Microsoft Account For KupunaU

For security purposes, a verification code will be sent to the email address where you received your KupunaU invitation.

Look for an email titled "Verify your email address." In the email, you will be provided a four-digit verification code. Remember this code or write it down on a sticky note.

[EXTERNAL] Verify your email address   Inbox ×

Microsoft account team <account-security-noreply@accountprotection.microsoft.com>   2:00 PM (0 minutes ago)
to me

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **6048**   ← Security Code
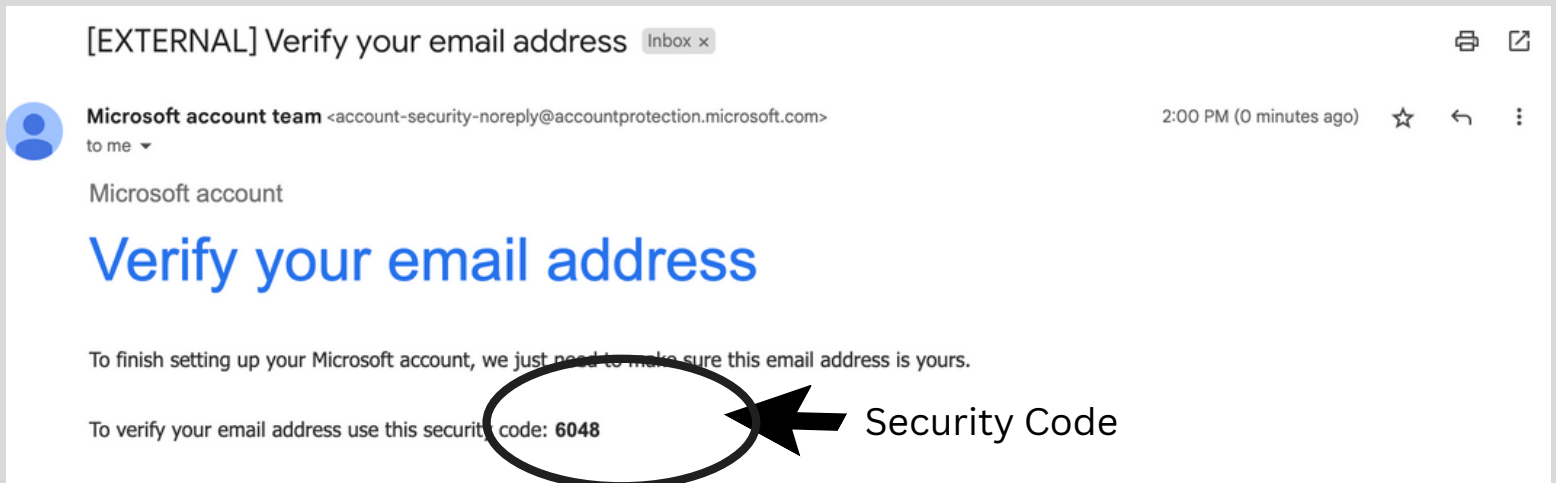
Next, type the four-digit code into the "Enter Code" section. You will see a message similar to the one shown below.

Microsoft

← **Your Email Address Will Appear Here**

Verify email

Enter the code we sent to Your Email Address Will Appear Here . If you didn't get the email, check your junk folder or try again.

Enter code

☑ I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the Microsoft Services Agreement and privacy and cookies statement.

Next

Click (tap) on "Next" to proceed after your code is entered.

Create Microsoft Account For KupunaU

Then, you will be prompted to create a Microsoft account, which is a required step in this registration process.

Click (tap) on "Next."

Microsoft

Create account

Looks like you don't have an account with us. We'll create one for you using

Your Email Address Will Appear Here

Next

Click (tap) on "Next"
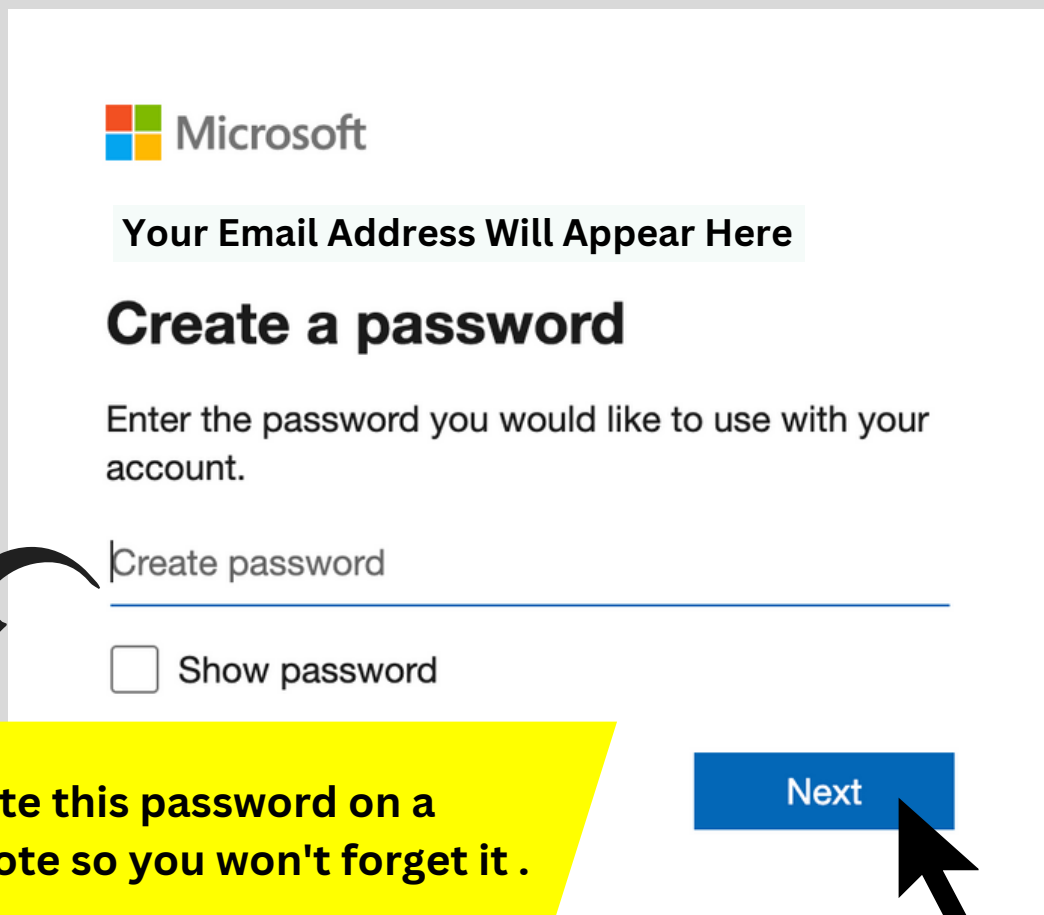
Kupuna U

Similar to other online websites, you will be prompted to create a password for your account.

Create and type a self-created password in the section that says "Create Password."

Then**, click** (tap) on "Next."

Hint: When creating a password, choose something that you will remember easily.

Microsoft

Your Email Address Will Appear Here

Create a password

Enter the password you would like to use with your account.

Create password

☐ Show password

Tip: Write this password on a sticky note so you won't forget it .

Next

Click (tap) on "Next"

Kupuna U

Create Microsoft Account For KupunaU

You will be required to enter your birthdate as part of the verification process.

The birthdate you enter must reflect someone who is at least 60 years of age.

Click (tap) on "Next."

Microsoft

← **Your Email Address Will Appear Here**

Create account

If a child uses this device, select their date of birth to create a child account.

Country/region

United States

Birthdate

Month   Day   Year

A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at https://aka.ms/family-safety-app
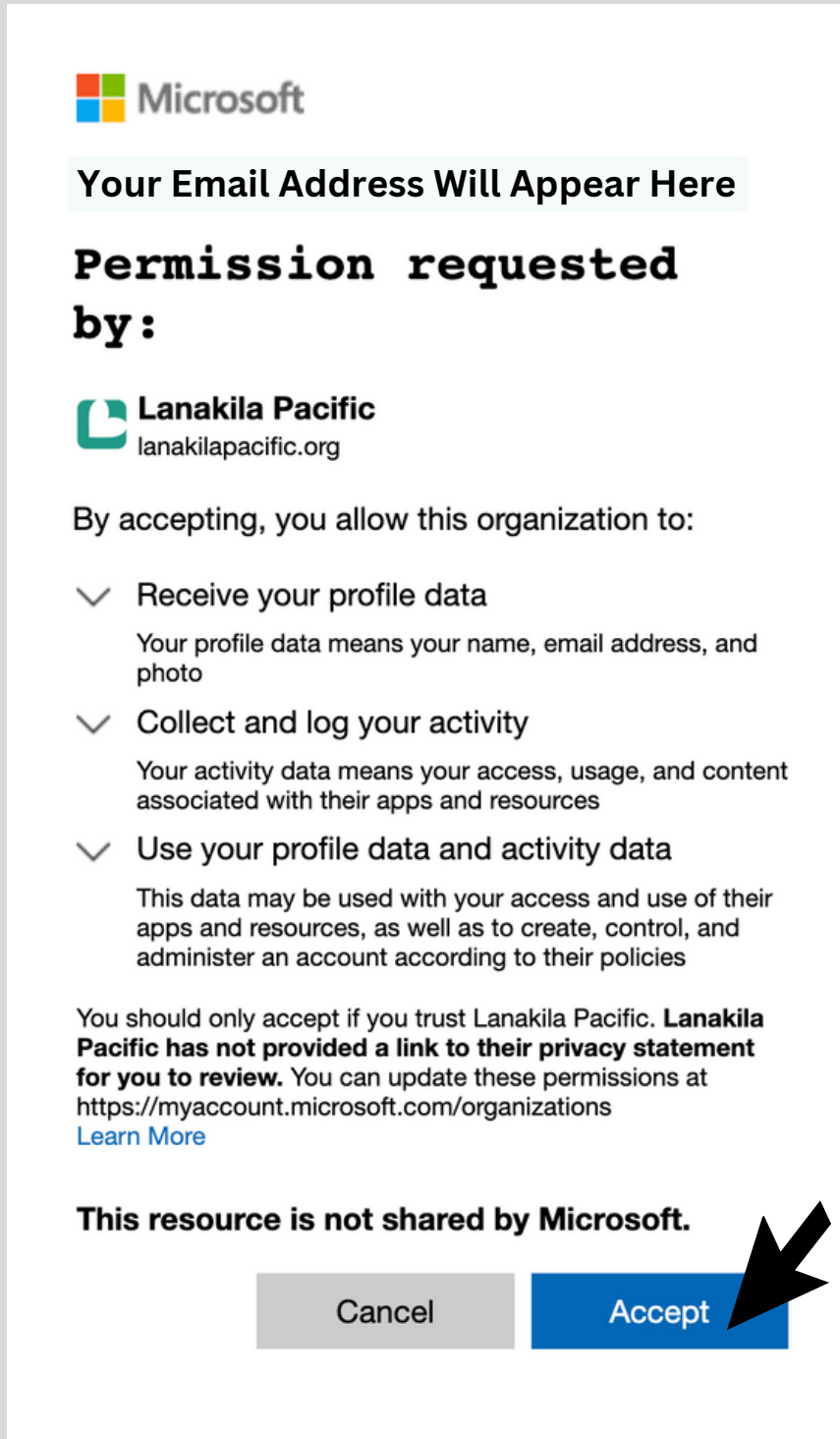
Next

Note: Your information will be kept confidential.

Click (tap) on "Next"

Create Microsoft Account For KupunaU

Next, a "Permission Requested By Lanakila Pacific" message will appear.

After reviewing this information, **click** (tap) on "Accept" to move to the next step.

Microsoft

Your Email Address Will Appear Here

Permission requested by:

Lanakila Pacific
lanakilapacific.org

By accepting, you allow this organization to:

⌄ Receive your profile data

Your profile data means your name, email address, and photo

⌄ Collect and log your activity

Your activity data means your access, usage, and content associated with their apps and resources

⌄ Use your profile data and activity data

This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies

You should only accept if you trust Lanakila Pacific. **Lanakila Pacific has not provided a link to their privacy statement for you to review.** You can update these permissions at https://myaccount.microsoft.com/organizations
Learn More

This resource is not shared by Microsoft.

Cancel | Accept

Click (tap) on "Accept" to proceed.

Kupuna U

For security purposes, you will be required to solve a CAPTCHA puzzle.

Solve the puzzle by following the directions on your screen to proceed to the next step. If the answer to the puzzle is incorrect, you will be shown a different puzzle to solve.

Microsoft

Your Email Address Will Appear Here

Create account

Pick one square that shows two identical objects.

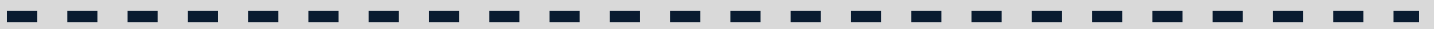Audio   Restart

Note: This is a sample CAPTCHA puzzle

KupunaU Registration

KupunaU Registration

In this section of the manual, we provide instructions on how to navigate the multi-step registration process. Although this process may take some time to complete, you will only need to do these steps once.

- -

Frequently Used Terms For This Section

KupunaU: *The website provides Kupuna access to online classes, activities, and resources. The website address of KupunaU is www.kupunau.com*

KupunaU Registration

In a website address bar located at the top of a webpage, type **WWW.KUPUNAU.COM** and then push the "Return/Enter" key on your computer to be redirected to the KupunaU login page.

Then, **click** (tap) on "Kupuna User Login"

Website Address Bar

WWW.KUPUNAU.COM

LANAKILA PACIFIC
BUILDING
INDEPENDENCE

About Us

Senior Services

Disability Services

Food Services

Printing Services

Maintenance Services

Careers

Volunteer

Blog

Kupuna U

Welcome to KupunaU, the gateway to senior enrichment! Using our platform, seniors can browse the activity calendar, sign up for classes that are held around the island, and find resources all in one place.

Kupuna User Login

Partner Portal

Remember Kupuna, select this option because you are considered a "Kupuna User."

KupunaU

For one time only, you will be asked to grant permission to various applications.

You must **click** (tap) on "Allow" to proceed to the next step.

Almost there ...

Kupuna U needs your permission to use the following. Please allow the permissions to proceed.

SharePoint
live.com#kupunaUdemo5@gmail.com
Signed in View permissions
Switch account

SharePoint
live.com#kupunaUdemo5@gmail.com
Signed in View permissions
Switch account

Office 365 Users
live.com#kupunaUdemo5@gmail.com
Signed in View permissions
Switch account

SharePoint
live.com#kupunaUdemo5@gmail.com
Signed in View permissions
Switch account

Click (tap) on "Accept" to proceed.

Allow   Don't Allow

KupunaU Registration

When you log into the KupunaU portal for the first time, you will be greeted with a message welcoming you.

Power Apps | Kupuna U

Kupuna U   ((My Calendar))

Looks like you're new here! Before you can access Kupuna U resources, please take a moment to complete the registration process. Click the button to proceed.

Go to Registration

Click (tap) on "Go to Registration" to continue with the login process.

KupunaU Registration

Every KupunaU user is required to provide various demographic information.

Please complete all the required sections.

Once you've inputted all of the required information, **click** (tap) "Register."

Important!
For the "Birthday" section, the birthdate entered must indicate a person who is 60 years or older.

KupunaU Survey

KupunaU Survey

In this section of the manual, we provide instructions on completing this one-time survey. Completion of this survey will help KupunaU administrators learn more about the needs of our seniors. Even though the survey may appear lengthy, we appreciate your honesty when answering these questions. Your responses will help to continuously improve this platform.

- -

Frequently Used Terms For This Section

KupunaU: The website provides seniors access to online classes, activities, and resources. The website address of KupunaU is www.kupunau.com

KupunaU Survey: A series of questions to learn more about the needs of KupunaU users in order to create opportunities that best match their interests.

KupunaU Survey

Just a few more steps left then you will be all set!
You will be prompted to complete a multi-part survey.

When you're ready, **click** (tap) on "Take me to the survey."

Click (tap) "Take me to the survey."
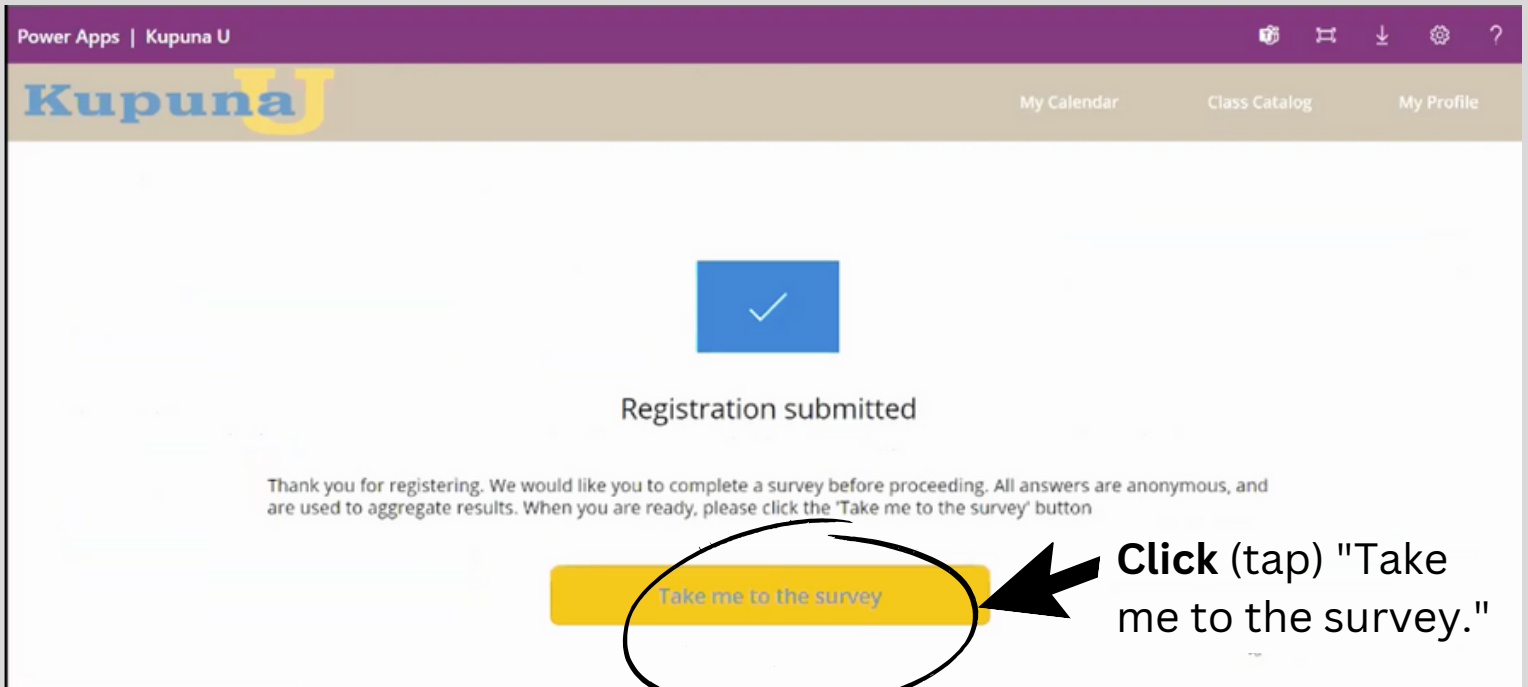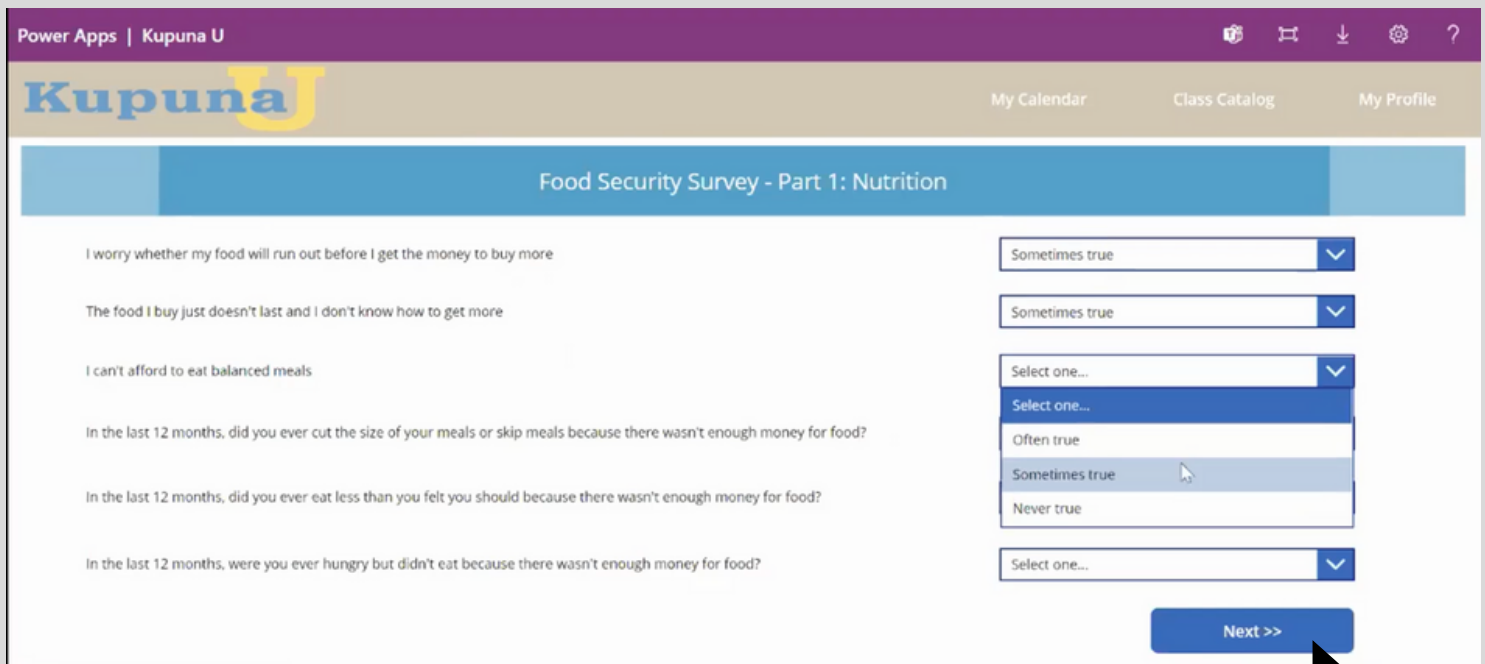
KupunaU Survey

This survey is a one-time ask.

Please answer all questions as truthfully as possible.

After you answer the questions in each section of the survey, don't forget to **click** (tap) on "Next" to proceed to the following section of the survey.

The first section of the survey is titled "Food Security Survey-Part 1: Nutrition."

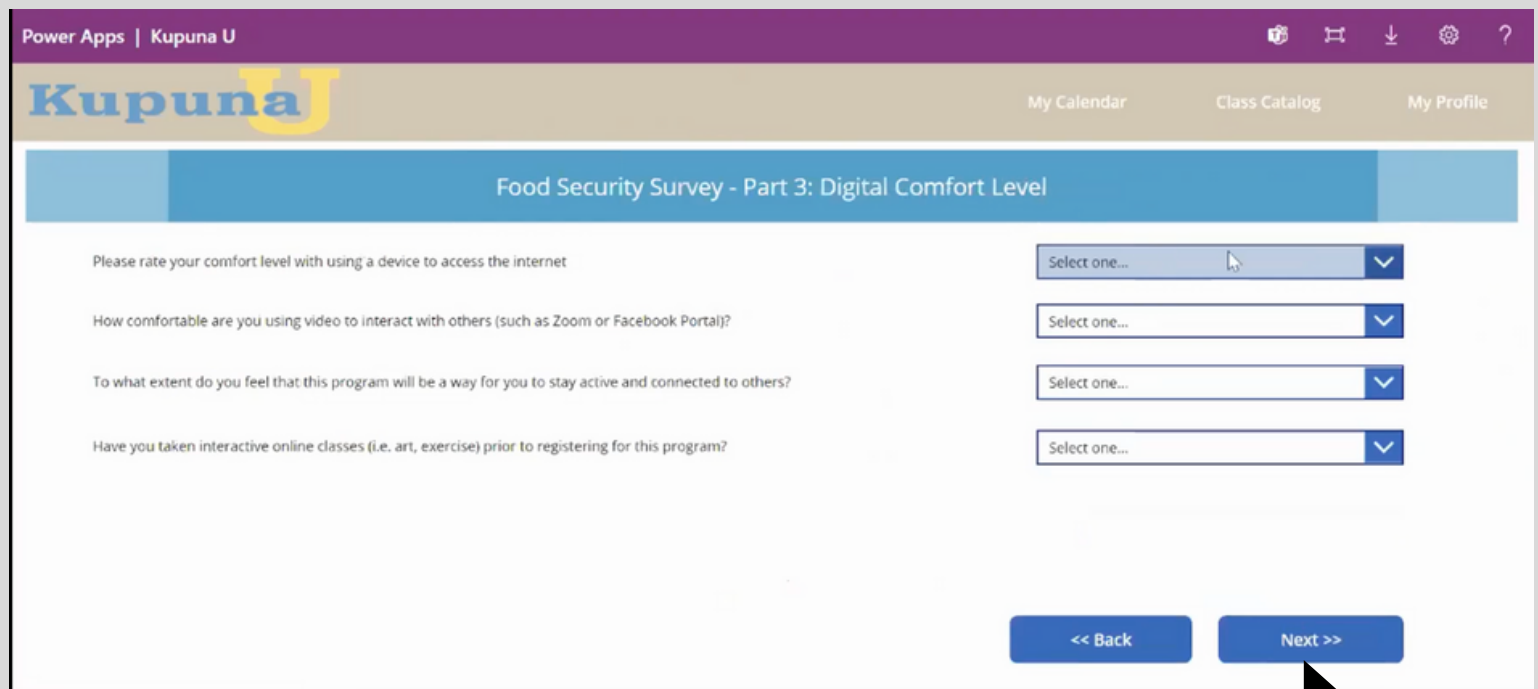**Click** (tap) on "Next" to proceed to the next section of the survey.

The second section of the survey is titled "Food Security Survey- Part 2: Socialization and Health."

Again, please answer the questions truthfully.

Don't forget to **click** (tap) on "Next" to proceed to next section of the survey.

Click (tap) on "Next" to proceed to the next section of the survey.

The third section of the survey is titled "Food Security Survey-Part 3: Digital Comfort Level."

Just a reminder! Don't forget to **click** (tap) on "Next" to proceed to next section of the survey.

Click (tap) on "Next" to proceed to the next section of the survey.

KupunaU Survey

This portion of the survey focuses on our seniors' interests so we are able to provide classes and learning opportunities that meet your needs.

Don't forget to read the instructions because you are able to select more than one answer for these questions.

As you did before, don't forget to **click** (tap) on "Next" to proceed to next section of the survey.

Click (tap) on "Next" to proceed to the next section of the survey.

KupunaU Survey

This section of the survey is titled "Class/Activities Interest Survey-Part 2." This is also the last section of the one-time survey.

Don't forget to read the instructions because you are able to select more than one answer.

This time, don't forget to **click** (tap) on "Submit" to indicate completion of the survey.

Kupuna, don't forget to click (tap) "Submit" at the end of the survey.

Kupuna U

Navigating KupunaU

My Calendar, Class Catalog
Add/Join/Drop Classes

Kupuna**U**

Navigating KupunaU

In this section of the manual, we provide instructions on how to navigate the KupunaU platform. We show you how to view all of the events offered on KupunaU, how to view the classes you've added to your personal KupunaU calendar, as well as, how to add, drop, and join a virtual class.

- -

Frequently Used Terms For This Section

Add Class: *The action of saving a virtual class to My Calendar.*

Class Catalog: *A month-view calendar that displays all of the virtual classes offered throughout a specific month.*

Drop Class: *The action of removing a virtual class from My Calendar.*

Join Class: *The act of logging into a virtual class on the specific date and time the class is offered on KupunaU.*

KupunaU: *The website provides Kupuna access to online classes, activities, and resources. The website address of KupunaU is www.kupunau.com*

My Calendar: *A month-view calendar that displays only the virtual classes you have indicated you'd like to join.*
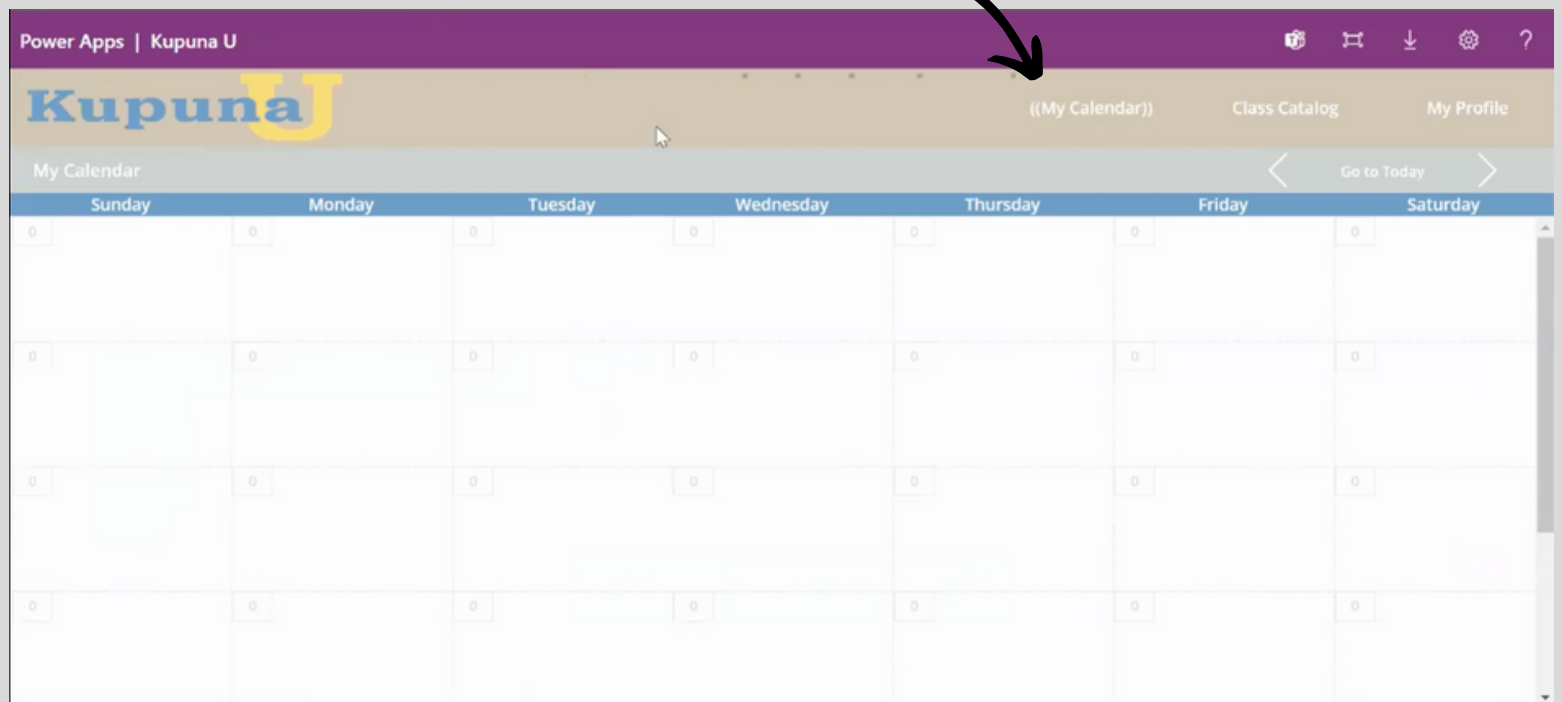
Navigating KupunaU-Calendar Views

After logging into KupunaU, you will see what appears to be a monthly calendar.

Warning! There are actually two calendar-view options that display KupunaU events.

The first calendar-view option is your personal calendar, also known as "My Calendar." This calendar view shows only the classes you selected to attend.

In the image below, this senior's calendar appears blank because he/she have not added any classes to their personal calendar.

Click on "My Calendar" to view any events you have selected to attend.
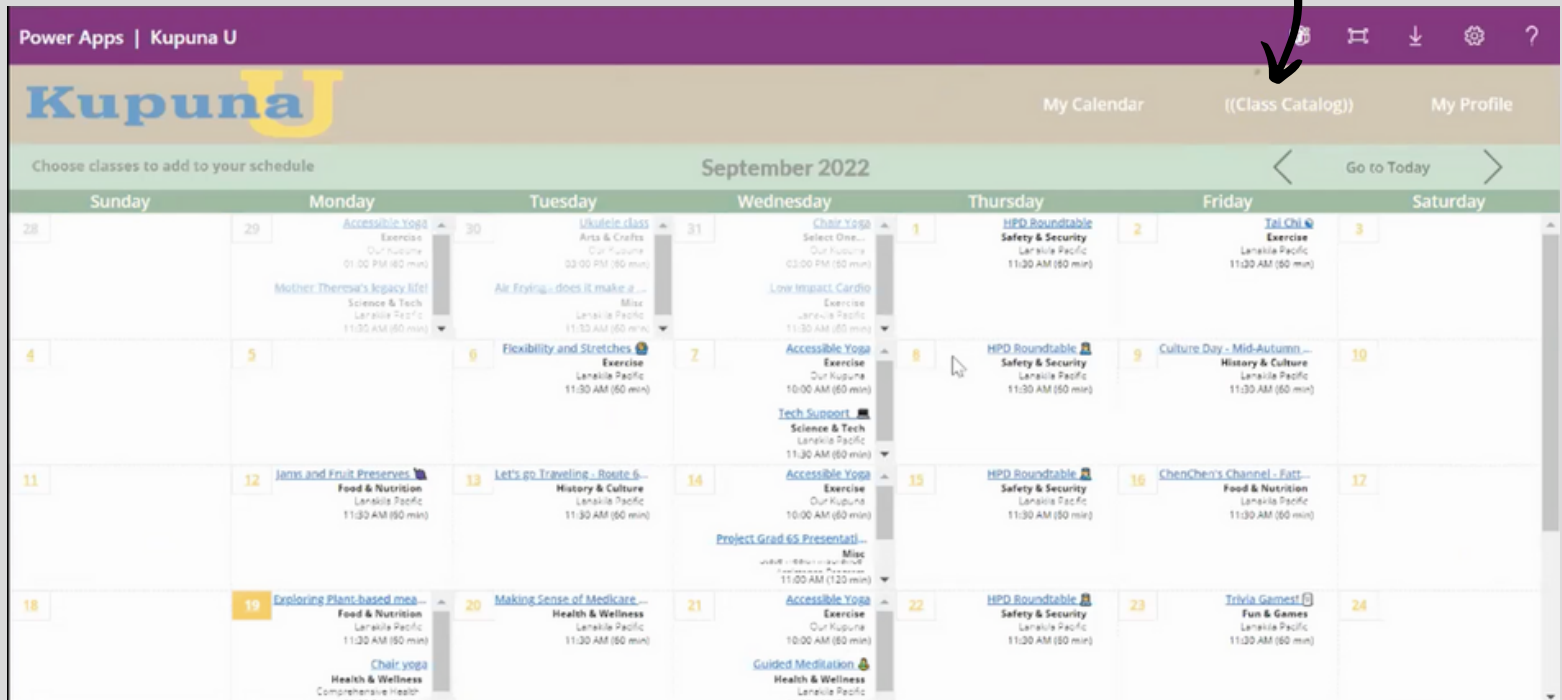
Navigating KupunaU-Calendar Views

The second calendar-view option displays <u>ALL</u> classes KupunaU offers its seniors.

In order to view all of the events offered during the month, you will need to **click** on the phrase "Class Catalog."

Seniors, have fun playing around with the different calendar views so that you begin to feel more comfortable with this feature.

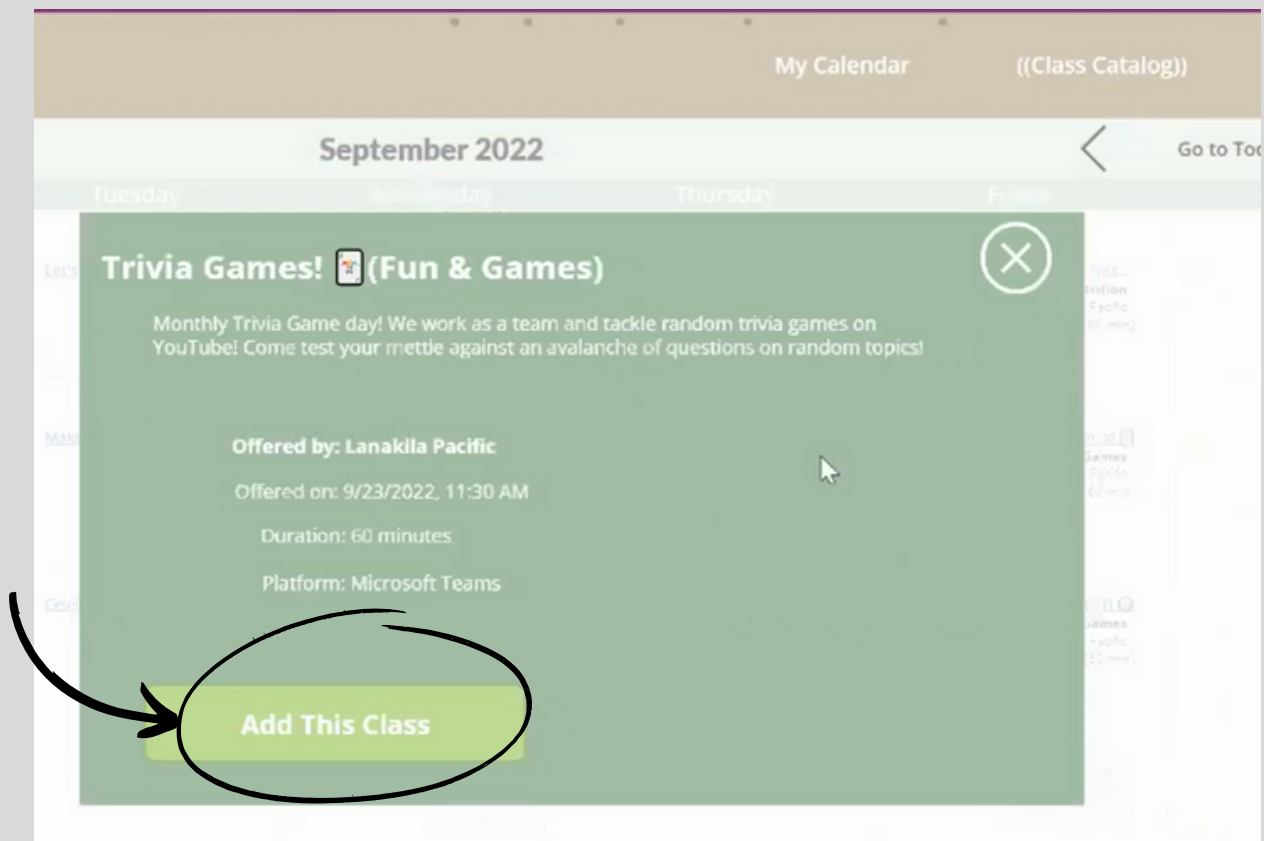**Click** on "Class Catalog" to view <u>ALL</u> KupunaU events.

Let's say you want to view a class' details, such as the date, time, and host organization.

First, **click** (tap) on "Class Catalog" to return back to the view where all online classes are displayed.

Then, **click** (tap) on the class name that you're interested in attending, which is written in **blue.**

A pop-up message will appear with information about the class, similar to the one shown above. Information such as the host, date, time, and duration will be displayed.

If this class is something you'd like to attend, then add it to your "My Calendar" by **clicking** (tapping) "Add This Class."

If this event is something you do not wish to attend, **click** (tap) on the "X" in the top-right corner of the message. You will automatically return to the "Class Catalog" calendar view to locate another option that better suits your interest.

KupunaU

Once you **click** (tap) "Add This Class" it will appear on your "My Calendar."

You may add as many classes to your "My Calendar" as you wish. There's no limit.
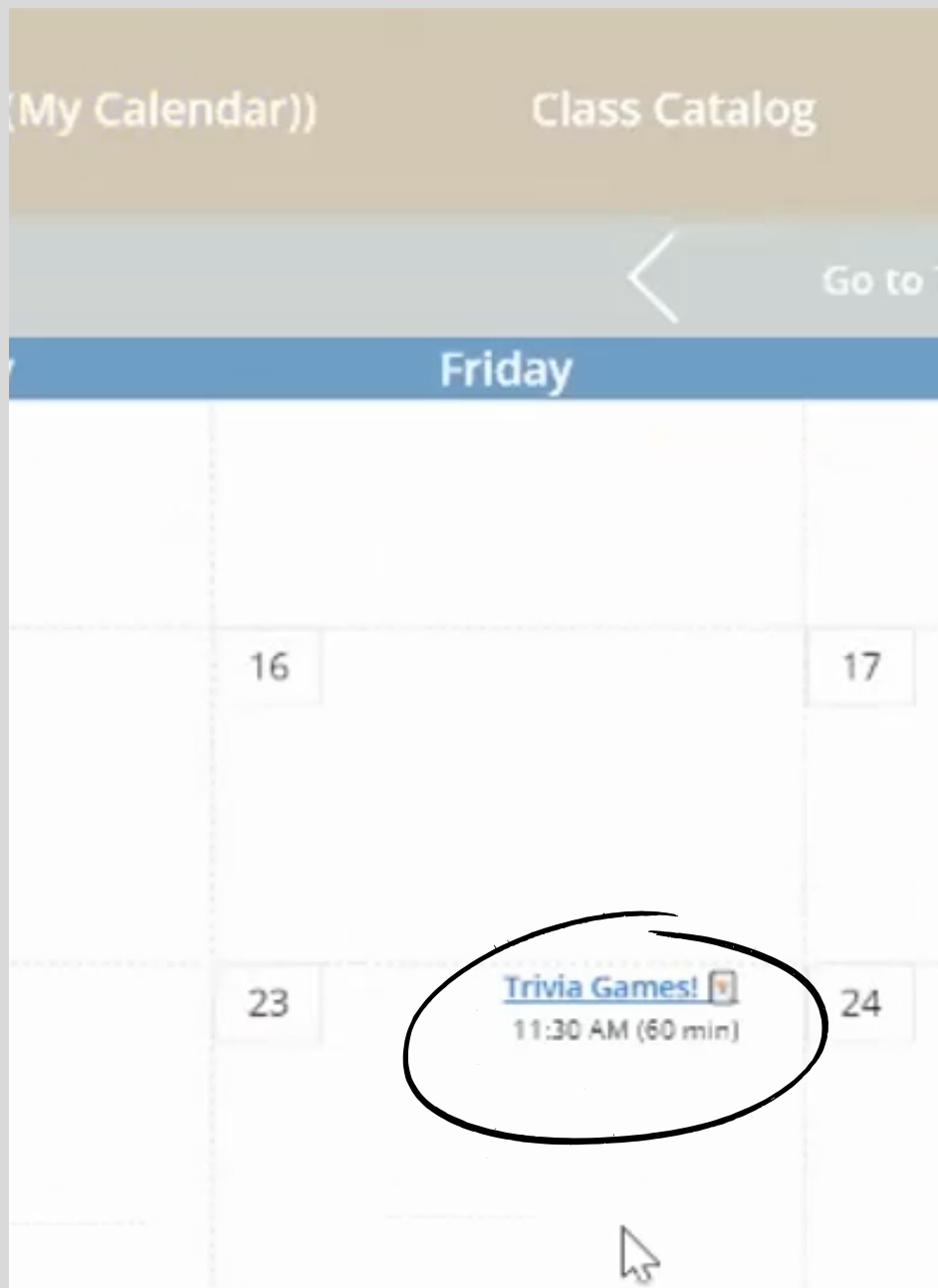
In this picture, "Trivia Games" was successfully added to "My Calendar."
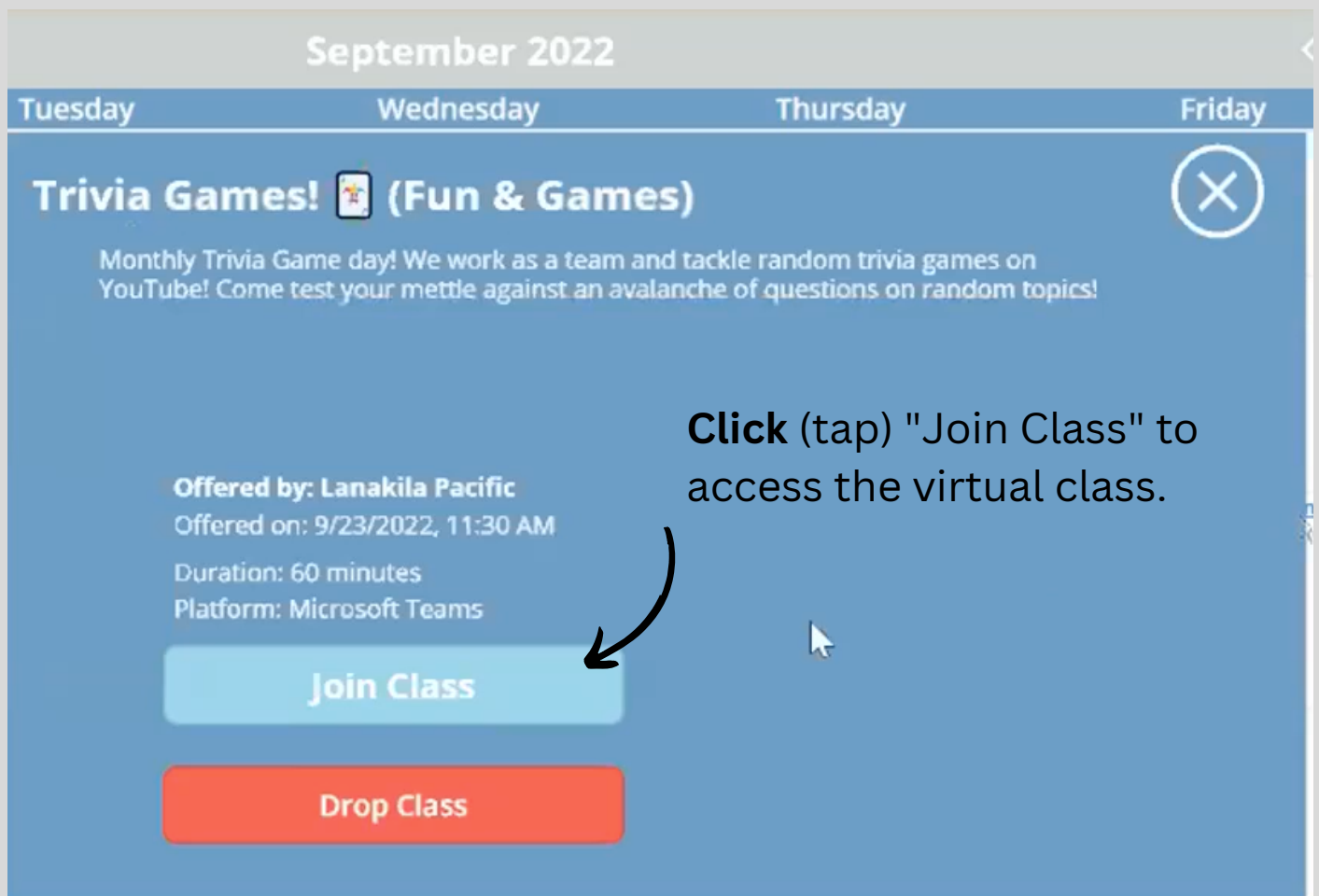
When the date and time arrive of the class you were interested in attending, you will need to join the virtual class.

Log into your KupunaU account and look for the specific event on your "My Calendar."

Click (tap) the event name and a **blue** pop-up message will appear.

Click (tap) on "Join Class" and be ready to have fun.

Click (tap) "Join Class" to access the virtual class.

Let's say you are no longer interested in joining the class when the date and time arrive.

Log into your KupunaU account and look for the specific event on the "My Calendar" view option.

Click (tap) the event name and a blue pop-up message will appear.

Instead of selecting "Join Class," select "Drop Class" in **red**.

The class information will be removed from your "My Calendar."

Click (tap) the red "Drop Class" button to remove the class from your "My Calendar."