



User Guide: Registering and Making Account Changes

KIAS - Kansas Integrated Accountability System for Discipline Data Collection users

- ♦ Adding KIAS to an existing Authenticated Application account
- ♦ Registering for a new Authenticated Application account

All registrations and changes to user accounts will be reviewed and approved by the superintendent. Users will receive an email when access is granted.

Access/User Levels*		
Level	My Access Level	Defined Roles and Responsibilities
District	District Admin	May enter, edit, view, and submit discipline data for all buildings in the district.
Building	Building User	May enter, edit, view, and submit discipline data for only the building for which the user is registered.
District User access level		Discipline Data Collection users do NOT register for this access; this level CANNOT enter, edit, view, or submit discipline data.

TIPS for Registering:

- User Name cannot contain spaces.
- Password must contain at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters &, #, <, or >.
- KSDE does not store passwords or security question information. To retrieve a password access this URL: <https://apps.ksde.org/authentication/requestPassword.aspx>

For assistance in determining whether you already have an account, call Karen at 785-291-0599.

Adding KIAS to an Existing Authenticated Application Account:

1. Login at <https://apps.ksde.org/authentication/login.aspx>
2. Click **Manage My Account**
3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
4. Select **Building User** or **District Admin** (see Access/User Levels table above to decide which access level you need) as the Application Access Level (must click on the words "Building User" OR "District Admin" so they appear in dark blue).
5. Enter **birthdate** and **answer** the security question.
6. Click **Submit** when the form is completed.

The screenshot shows the 'KSDE User Registration Form' with the following sections:

- Back to Login Page**
- * Indicates required field.
- Please enter your business contact information:**
 - First Name: [text box]
 - Last Name: [text box]
 - Phone #: [text box]
 - Email Address: [text box]
- Please select the organization and building that you belong to:**
 - Organization: [dropdown menu showing 'USD']
 - Building: [dropdown menu showing 'Elementary']
- Please select the applications that you would like to access:**

Application Name	Application Access Level
<input type="checkbox"/> AMOSS - Academic Measures of Student Success	Building
<input type="checkbox"/> Kan-Sense	School User School Read Only
<input checked="" type="checkbox"/> Kansas Integrated Accountability System (KIAS)	Building User
<input type="checkbox"/> Student Record Exchange	School Send Receive Records School Receive Records Only
<input type="checkbox"/> Teacher Access to Student Performance (TASP)	School Update School Approve

Registering for a New Authenticated Application Account:

<https://apps.ksde.org/authentication/login.aspx>

1. Click **Register** (located at the bottom of the screen).
2. Complete the online registration form:
 - a. Select your district as the **Organization**
 - b. Select your building, if you are registering for Building User as your Application Access Level, **OR All Buildings**, if you are registering for District Admin as your Application Access Level, as the **Building**
3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
4. Select **Building User or District Admin** (see Access/User Levels table above to decide which access level you need) as the Application Access Level (must click on the words "Building User" OR "District Admin" so they appear in dark blue).
5. Enter **birthdate**, a **security question**, and the **answer** to the security question.
6. Click **Submit** when the form is completed.

For assistance with your login, please contact the **KSDE IT Help Desk** at (785) 296-7935.