

# KEEP2 – End of Year Procedures



## KEEP2 Complete & Archive

Complete & Archive all evaluations before June 30 (or before starting evaluations next school year, as it will cause issues). Download and/or print the Evaluation Summary Report if you need to file a hard copy.

## Username and Password (Authenticated Applications)

Have everyone store their Authenticated Applications Username and Password for easy access in August. They will need to reset their password in August due to 90 Day Lock Out.

## 90 Day Lock Out (Authenticated Applications)

After 90 days of non-use, Authenticated Applications will temporarily lock your account for security purposes. Upon your next login, there will be a message informing you of the Locked Account and prompting you to **reset your Password**. Once completed, you will be able to get into your account. (DO NOT RE-REGISTER OR REGISTER FOR A SECOND ACCOUNT)

## KEEP2 Cycles

The Cycles will rollover on July 1.

## KEEP2 Reports (for end of year reports you may need)

- District Reports tab (Superintendent)
- Building Reports tab (Principals)

## Pop Up Blocker (Past Evaluations and/or Reports)

When accessing Reports or Past Evaluations, if the system does nothing, then that is a **Pop-Up Blocker**, which you will need to click **Allow** in the upper right corner of the internet browser you are using (**look for the red x**). Your internet browser thinks the PDF is a Pop-Up Ad and is blocking it, so once you click Allow and click the Report button again, the PDF will generate.

## KEEP2 Resource Materials

[Educator Evaluation page of the KSDE website](#)

KSDE and Authenticated Applications web links

[KSDE website](#)

[Authenticated Applications](#)

## Removing former employees from KEEP2 and Authenticated Applications

1. Send the following information to [helpdesk@ksde.org](mailto:helpdesk@ksde.org) :
  - District\_\_\_\_\_
  - Name\_\_\_\_\_
  - Username\_\_\_\_\_
2. Helpdesk will delete their Authenticated Applications account which disconnects them from the district and removes them from the district list.
3. Helpdesk will send you an email to verify deleted accounts.

### **\*Helpful Hint:**

The only instances for account deletion:

- Employee no longer works for the district.
- Employee has multiple accounts.
- Employee moved from a non-administrator position to an administrator position.
- Administrator moved to a new building (see below)

### **Administrators that change buildings (Authenticated Applications)**

If an administrator moves to a new building, they will need to have their Authenticated Applications account deleted from their former building and will need to Register for a new Authenticated Applications account for the new building. This is due to all the Applications an administrator has access to in Authenticated Applications. (See **Removing former employees** above for directions to delete the Authenticated Applications account from the previous building).

### **KEEP2 Contact or to schedule a KEEP2 Training:**

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