User Guide: Registering and Making Account Changes
KIAS - Kansas Integrated Accountability System

⬧ Registering for a new Authenticated Application account

⬧ Adding KIAS to an existing 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**
LEA Level	District Admin	Each LEA should assign only a small number of people who are in leadership roles (special education, title, and fiscal personnel) to be District Admins. Will **assign** privileges to District Users. This will be done within KIAS. May **enter, edit, view, and submit** KIAS information.
	District User	District Admin will assign specific privileges to a District User. Example: John is the secondary transition coordinator for a LEA. He will register as a District User. His director (who is registered as a District Admin) will assign him privileges to the SPP/APR Indictor 13 (secondary transition indicator) module within KIAS.
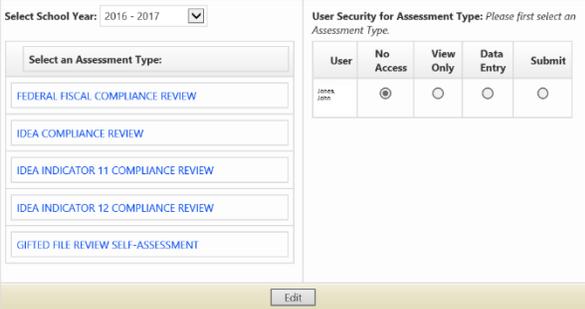
TIPS for Registering:

- o User Name cannot contain spaces.
- o 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 >.
- o 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.

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. Single Districts:
      - Select your district as the **Organization**
      - MUST select *All Buildings** for **Building**
   b. Coops and interlocals –
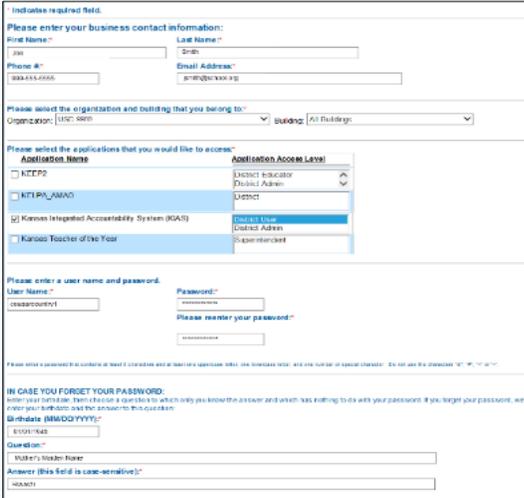
- Select your coop/interlocal as the **Organization** (listed below the districts in the 6-700s)
  - MUST select *All Buildings** for **Building**
3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.

   If you select a building, KIAS will not show as a checkable option in the **Application Name section.*
4. Select an **Access Level**.
5. Enter **birthdate**, a **security question**, and the **answer** to the security question.
6. Click **Submit** when the form is completed.

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 an **Access Level**.
5. Enter **birthdate** and **answer** 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.