



KANSAS TEACHER OF THE YEAR PROGRAM 2026 NOMINATION

Instructions for Accessing the Kansas Teacher of the Year Online Application



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June 6, 2024

KANSAS TEACHER OF THE YEAR PROGRAM 2026 NOMINATION
INSTRUCTIONS FOR ACCESSING THE
KANSAS TEACHER OF THE YEAR ONLINE APPLICATION PROGRAM

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INSTRUCTIONS FOR ACCESSING THE KANSAS TEACHER OF THE YEAR ONLINE APPLICATION PROGRAM

Introduction

Nominees must submit their nomination using the online Kansas Teacher of the Year authenticated application program available through the Kansas State Department of Education (KSDE). The online application program will **open Sept. 6, 2024**, and **close Nov. 8, 2024**.

Nominees, as well as principals and superintendents, will be required to complete a registration process before they can access the online application program. Educators will be able to register starting Sept. 3, 2024.

Listed below are the instructions to request access to the Kansas State Department of Education's Kansas Teacher of the Year authenticated application.

Nominees

If you are a teacher who is registered for another KSDE authenticated application, please follow the instructions noted below to add the Kansas Teacher of the Year program to your approved list of authenticated applications.

1. Go to the KSDE's website at www.ksde.org.
2. Under Popular Resources on the right side of the homepage, click on the button for Authenticated Applications.
3. This will open a page titled, "User Login for KSDE Web Applications."
 - a. Log on to the KSDE Web Applications by entering your registered username and password.
 - b. If you don't remember your username, please email helpdesk@ksde.org and request your username via email. This information can only be provided via email, not via phone.
4. If you haven't used an authenticated application in the past 90 days, your account will be locked. Click on the Forgot Password button, and the KSDE Help Desk will send you a link to reset your password. Resetting your password will unlock your account.
5. Once you are in the KSDE Web Applications, click on "Manage My Account."
6. Under Application Name, click on the box next to the application named "**Kansas Teacher of the Year.**"
7. Under Application Access Level, select "**Nominee.**"
8. Enter your date of birth and answer the security question.
9. Click on the Submit button at the bottom of the page.
10. Next, you will be required to enter your Teacher ID Number and Social Security Number. Follow these steps if you need to look it up.
 - a. Go to the KSDE's website at www.ksde.org.

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- b. Under the Teaching/Learning menu at the top of the page, select "License Lookup."
 - c. Enter your last name and social security number without any dashes, search.
 - d. Return to the registration form for authenticated applications and enter your Teacher ID Number. You cannot copy and paste your number but must manually enter it into the field on the registration form.
11. Only after entering your Teacher ID Number and Social Security Number will your registration be processed.

Nominees will be given immediate approval to access the online application program.

If you are a teacher who is NOT registered for any other KSDE authenticated application, please follow the instructions noted below to register for access to the Kansas Teacher of the Year program.

1. Go to the KSDE's website at www.ksde.org.
2. Under Popular Resources on the right side of the homepage, click on the button for Authenticated Applications.
3. This will open a page titled, "User Login for KSDE Web Applications."
4. Scroll to the New User Registration section at the bottom of the page and click on the Register button.
5. Complete all of the required information on the registration form, paying particular attention to the following areas:
 - a. Under Application Name, click on the box next to the application named "**Kansas Teacher of the Year.**"
 - b. Under Application Access Level, select "**Nominee.**"
 - c. Complete all required fields on the form, remembering that you must create a new username for this application.
6. Click on the Submit button at the bottom of the page.
7. Next, you will be required to enter your Teacher ID Number and Social Security Number. Follow these steps if you need to look it up.
 - a. Go to the KSDE's website at www.ksde.org.
 - b. Under the Teaching/Learning menu at the top of the page, select "License Lookup."
 - c. Enter your last name and social security number without any dashes, search.
 - d. Return to the registration form for authenticated applications and enter your Teacher ID Number. You cannot copy and paste your number but must manually enter it into the field on the registration form.
8. Only after entering your Teacher ID Number and Social Security Number will your registration be processed.

Nominees will be given immediate approval to access the online application program.

Principals and Superintendents

Principals and superintendents will be required to approve and electronically sign the nominee's completed nomination.

If you are a principal or superintendent who needs to add the Kansas Teacher of the Year program to your approved list of authenticated applications, please follow the instructions noted below. *Principals need to choose the building they are in. Superintendents need to choose All Buildings.*

1. Go to the KSDE's website at www.ksde.org.
2. Under Popular Resources on the right side of the homepage, click on the button for Authenticated Applications.
3. This will open a page titled, "**User Login for KSDE Web Applications.**"
4. Log on to the KSDE Web Applications by entering your registered username and password.
 - a. If you don't remember your username, please email helpdesk@ksde.org and request your username via email. This information can only be provided via email, not via phone.
 - b. If you haven't used an authenticated application in the past 90 days, your account will be locked. Click on the Forgot Password button, and the KSDE Help Desk will send you a link to reset your password. Resetting your password will unlock your account.
5. Once you are in the KSDE Web Applications, click on "**Manage My Account.**"
6. Under Application Name, click on the box next to the application named "**Kansas Teacher of the Year.**"
7. Under Application Access Level, select "**Principal**" or "**Superintendent.**"
8. Enter your date of birth and answer the security question.
9. Click on the Submit button at the bottom of the page.

Your registration form will be submitted to the superintendent for approval. Once the superintendent approves your request, the KSDE Help Desk will approve it. Once it has been approved by KSDE, you should receive an automated email indicating that your registration has been approved.

If you have already registered for access to the Kansas Teacher of the Year program but haven't used any of the authenticated applications in the past 90 days, your account will be locked. Click on the Forgot Password button, and the KSDE Help Desk will send you a link to reset your password. Resetting your password will unlock your account.

Assistance

Questions about registering for access to the program can be directed to:

Email: helpdesk@ksde.org

Phone: (785) 296-7935

The various sections of the nomination form include:

- General Information.
- Resume.
- Professional Biography.
- Response Questions.
- Recommendation Letters.
- Photograph, including Copyright Release if applicable.
- Signatures.

More information about each of these can be found in the section titled, "Information Required to Complete the Kansas Teacher of the Year Online Application," in the Kansas Teacher of the Year Program 2026 Nomination Packet.

If you have any questions about the program or the nomination process, please contact Tamla Miller, coordinator for the Kansas Teacher of the Year Program:

Email: tmiller@ksde.org

Phone: (785) 296-4950

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

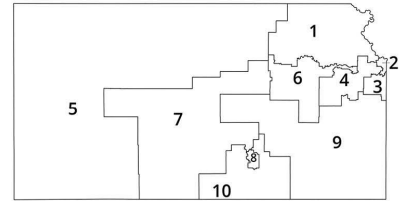
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

Kansas leads the world in the success of each student.

Jan. 25, 2024

For more information, contact:

Tamla Miller

Public Service Administrator - KTOY Program
Communications and Recognition Programs

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