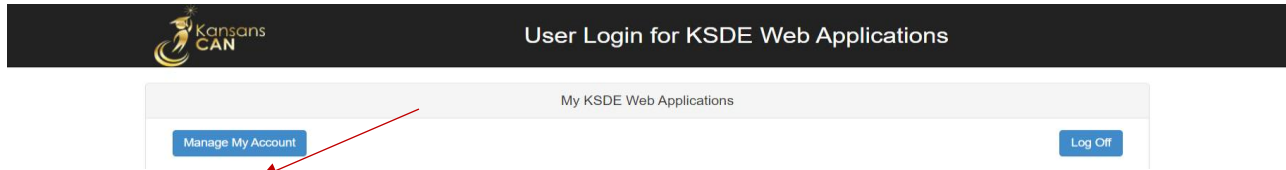
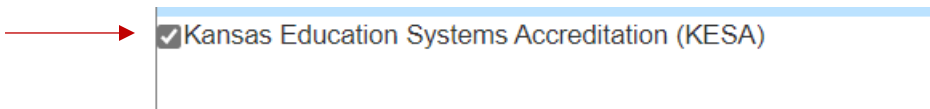


If the individual already has a district-user account (NOT a building-user account):

1. Go to authenticated applications: <https://apps.ksde.org/Authentication/login.aspx> and login.
2. Click on **Manage My Account**.



3. On the KSDE User Account Management page, scroll down to **Kansas Education Systems Accreditation (KESA)**



4. Select the appropriate **access level**
 - a. District approved – for SUPERINTENDENT ONLY
 - b. Update – for KESA coordinator/lead
 - c. DLT – All other District Leadership Team members
5. Scroll down to the bottom of the webpage, enter responses to the password fields, and “Submit”.

Change Your Password (Optional):

New Password:

Please reenter your new password:

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

←

- Once access is requested in authenticated applications an email is sent to the Superintendent who then either approves or denies the request. If the request is approved, the KSDE Helpdesk will grant access. **We will not grant access without Superintendent approval.**

If the individual does not have access to the authenticated applications as a district-user or doesn't have an account at all, an account must be created:

- Go to authenticated applications: <https://apps.ksde.org/Authentication/login.aspx> then click on **Register**.

New User Registration Help'."/>

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

Register

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)

- Complete the KSDE User Registration Form which includes selecting an organization. Select the district from the drop-down menu.

Please select the organization and building that you belong to:*

Organization: **** Please select an organization ****

Please enter

Username: *

- USD 108 Washington Co. Schools
- USD 109 Republic County
- USD 110 Thunder Ridge Schools
- USD 111 Doniphan West Schools
- USD 112 Central Plains

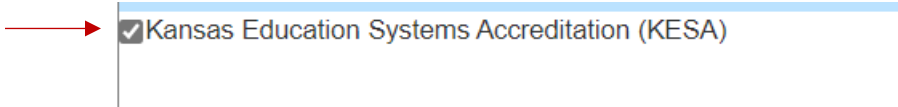
- VERY IMPORTANT:** Select **All Buildings** from the building drop-down menu (if a specific building is chosen, the user will not be able to request access to the Kansas Education Systems Accreditation (KESA) application. It is a district-user application.

Building: **** Please select a building ****

**** Please select a building ****

- All Buildings
- # 0109 - USD 101 - Community-Based Preschool
- # 0110 - USD 101 - K Time Program W/O SPED
- # 0111 - Erie Elementary
- # 0112 - Galesburg Middle School
- # 0113 - Erie High School

- Once the organization and all buildings are chosen from the drop-down menus, the district level applications will populate. Scroll down and check the box next to Kansas Education Systems Accreditation (KESA)



- Select the appropriate **access level**
 - District approved – for SUPERINTENDENT ONLY
 - Update – for KESA coordinator/lead
 - DLT – All other District Leadership Team members

- Scroll down to the bottom of the webpage, enter responses to the username and password fields, then click “Submit”.

Please enter a Username and password.

Username:*

Password:*

Confirm Password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

[System Maintenance Notices](#)

If you have a building level username, the name on this account will need to be different. You may use the same password.

- Once submitted an email is sent to the Superintendent who then either approves or denies the request. If the request is approved, the KSDE Helpdesk will grant access. **We will not grant access without Superintendent approval.**