

Instructions for OVT KESA Chair access to KESA Application KSDE Authenticated Web Application

1. Make sure you have set your browser to allow pop-ups.
2. Log in to the KSDE Authenticated Web Applications account (<https://apps.ksde.org/authentication/login.aspx>) and select Register on the User Login Screen

The screenshot displays the 'User Login for KSDE Web Applications' page. At the top left is the Kansas CAN logo. The main heading is 'User Login for KSDE Web Applications'. Below this is a 'Common Authentication Login' section with 'User Name:' and 'Password:' input fields, a 'Login' button, and a 'Forgot password?' link. A 'Need Assistance?' section follows, containing four contact cards: 'General Help' (helpdesk@ksde.org, 785) 296-7935), 'KN-CLAIM Support' (crwapplications@ksde.org, 785) 296-2276), 'KESA Support' (jnobo@ksde.org - Jeannette Nobo, bbagshaw@ksde.org - Bill Bagshaw, 785) 296-4948 - Jeannette Nobo, 785) 296-2198 - Bill Bagshaw), and 'KEEP Support' (ayates@ksde.org - Ann Yates, bbagshaw@ksde.org - Bill Bagshaw, 785) 296-5140 - Ann Yates, 785) 296-2198 - Bill Bagshaw). At the bottom is a 'New User Registration' section with the text 'If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.' and a green 'Register' button. An arrow points to the 'Register' button.

3. You will be directed to the KSDE User registration Form.



User Login for KSDE Web Applications

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*
Last Name:*
Phone #:*
Email Address:*

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

Organization: **** Please select an organization **** Building: **** Please select a building ****

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:

4. Within the "Please select the organization and building that you belong to". Under the Organization drop down the OVT Chair will select the district they will be working in. Example is for D0259:

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

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

Please enter your contact information:

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 required):

Organization List:

- USD 243 LeBo-waverly
- USD 244 Burlington
- USD 245 LeRoy-Gridley
- USD 246 Northeast
- USD 247 Cherokee
- USD 248 Girard
- USD 249 Frontenac Public Schools
- USD 250 Pittsburg
- USD 251 North Lyon County
- USD 252 Southern Lyon County
- USD 253 Emporia
- USD 254 Barber County North
- USD 255 South Barber
- USD 256 Marmaton Valley
- USD 257 Iola
- USD 258 Humboldt
- USD 259 Wichita
- USD 260 Derby
- USD 261 Haysville
- USD 262 Valley Center Pub Sch
- USD 263 Mulvane
- USD 264 Clearwater
- USD 265 Goddard
- USD 266 Maize
- USD 267 Renwick
- USD 268 Cheney
- USD 269 Palco
- USD 270 Plainville
- USD 271 Stockton
- USD 272 Waconda

5. Then select "All Buildings" under the Building drop down.

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

Organization: Building:

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

- All Buildings
- Adams Elem
- Allen Elem
- Allison Traditional Magnet Middle
- Anderson Elem
- Arkansas Avenue Programs/Gateway
- Beech Elem
- Benton Elem
- Black Traditional Magnet Elem
- Bostic Traditional Magnet Elem
- Brooks Magnet Middle School
- Buckner Performing Arts Magnet Elem
- Caldwell Elem
- Cessna Elem
- Chisholm Life Skills Center
- Chisholm Trail Elem
- Christa McAuliffe Academy
- Clark Elem
- Cleveland Traditional Magnet Elementary
- Cloud Elem
- Coleman Middle School
- College Hill Elem
- Colvin Elem
- Curtis Middle School
- Dodge Literacy Magnet
- Earhart Environ Magnet Elem
- East High
- Enterprise Elem
- Franklin Elem

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

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. 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):*

6. The screen will automatically take the user to the "Please select the applications that you would like to access" screen. Simply scroll down to Kansas Education Systems Accreditation (KESA) – and check the box and highlight OVT Chair.

Kansas Education Systems Accreditation (KESA) District
OVT Chair

7. Then scroll to the bottom and complete the rest of the Registration Form.

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:*

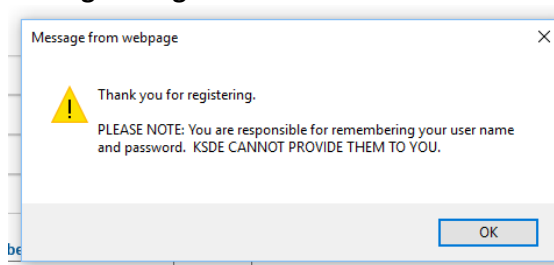
Answer (this field is case-sensitive):*

Submit

[System Maintenance Notices](#)

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8. Once complete you will select Submit – and you will then receive a pop up box – “Thank You for Registering”



9. The application request will automatically, via an email go to the Superintendent of the requested district for approval. Once the Superintendent approves you will have access.