



User Guide: Registering and Making Account Changes

KIAS - Kansas Integrated Accountability System for ESI users

- ♦ Adding KIAS to an existing Authenticated Application account

- ♦ Registering for a new 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
District	District Admin	May enter, edit, view, and submit emergency safety intervention data for all buildings in the district.
Building	Building User	May enter, edit, view, and submit emergency safety intervention data for only the building for which the user is registered.
District User access level		ESI users do NOT register for this access; this level CANNOT enter, edit, view or submit emergency safety intervention data.

TIPS for Registering:

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

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 **Building User or District Admin** (see Access/User Levels table above to decide which access level you need) as the Application Access Level (must click on the words "Building User" OR "District Admin" so they appear in dark blue).
5. Enter **birthdate** and **answer** the security question.
6. Click **Submit** when the form is completed.

Registering for a New Authenticated Application Account:

1. Click **Register** (located at the bottom of the screen).

2. Complete the online registration form:
 - a. Select your district as the **Organization**
 - b. Select your building, if you are registering for Building User as your Application Access Level, **OR All Buildings**, if you are registering for District Admin as your Application Access Level, as the **Building**
3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
4. Select **Building User or District Admin** (see Access/User Levels table above to decide which access level you need) as the Application Access Level (must click on the words “Building User” OR “District Admin” so they appear in dark blue).
5. Enter **birthdate**, a **security question**, and the **answer** to 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.