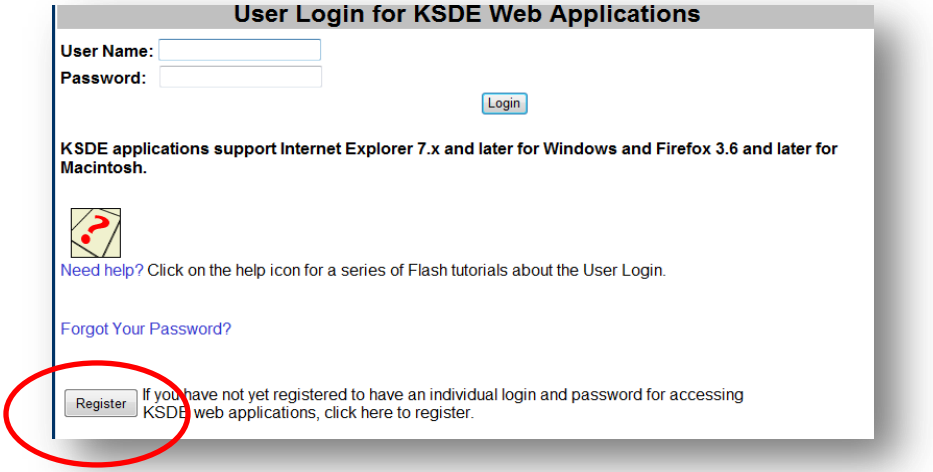
Multi-District Access to KIDS

Introduction:

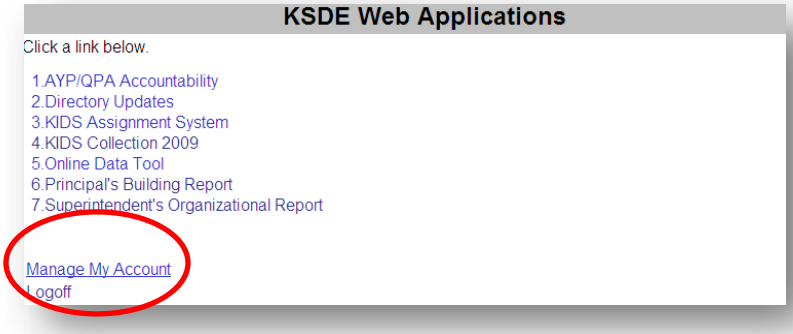
This document explains the process for requesting and granting access to schools in multiple districts within the KIDS Collection System. The superintendent from each district is required to grant approval before access to that district will be allowed in the KIDS Collection System.

Gaining Multi-District Access to KIDS Collection:

Before you can begin using the KIDS Collection system, you first need to register for access to KSDE Web applications. Register via KSDE's Common Authentication System: https://online.ksde.org/authentication/login.aspx. At this website, click on the Register button, as circled below.



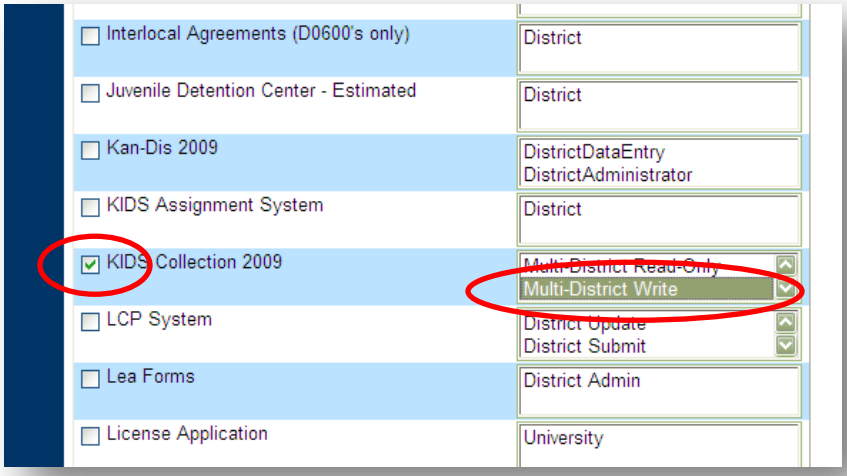
Note: If you already have District-level access to the KIDS Collection System, your existing account can be managed to request access to additional districts by logging into Authentication and clicking on the link to "Manage My Account" link circled below.



Complete the online registration form. Multi-district access is a district-level account only. You must complete the registration process under one district before additional districts may be requested. Select a district from the “Organization” drop down, and then select “All Buildings” from the “Building” drop down menu as circled below.

Once the screen displays the list of available web applications, scroll down to the KIDS Collection System. Place a check in the box to the left of the KIDS Collection name to select the application. Select “Multi-District Write” to be able to upload KIDS records and review reports OR select “Multi-District Read” to only view KIDS reports.

Note: If you already have a district-level account, you will need to change the “Application Access Level” level of KIDS from “District” to “Multi-District” and will need to provide your birthdate and the correct answer to your security question.



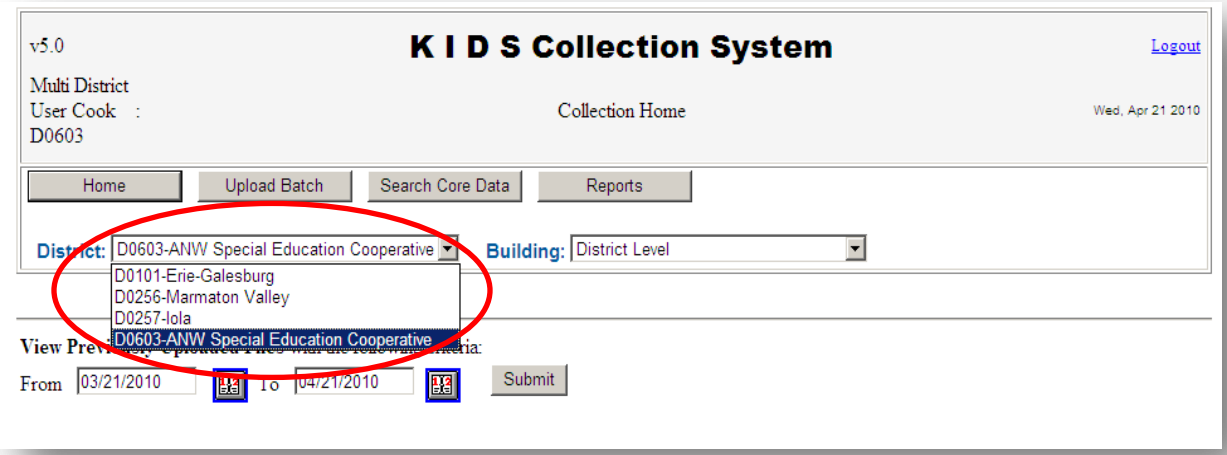
After submitting the online registration, the superintendent of the district will be contacted to grant your access to this district. The Authentication system will only contact one superintendent for approval from the district selected in the registration.

To gain access to additional districts, you will need to ask the superintendents of the other districts in which you are seeking access to send an email to helpdesk@ksde.org granting approval for your access to that district.

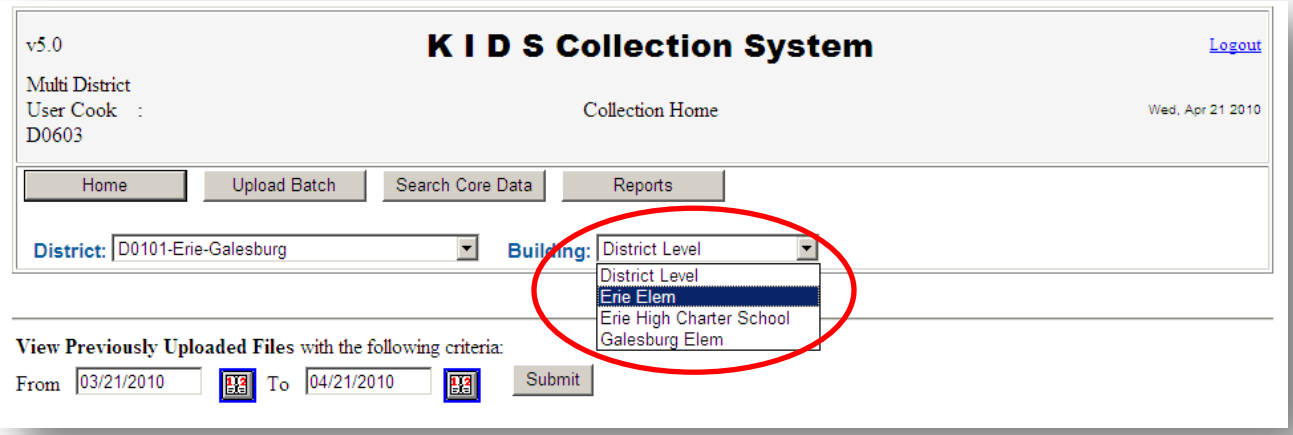
Only those districts whose superintendents send email confirmation granting you access will be manually added to your KSDE account by KSDE Helpdesk staff. Phone calls are not an acceptable means of granting approval. If a superintendent refuses to grant access to a district, KSDE will honor the superintendent's refusal and will not grant access to the denied district.

Using Multi-District Access in KIDS Collection:

Once approval to multi-districts has been granted, you will see additional navigational features in the KIDS Collection System that allow access to multiple districts as shown circled below. Use the District drop down menu to select a district. *(The user level of access demonstrated in the following images is Multi-District Write.)*



Once a district has been selected, you will need to select the building you wish to access, shown circled below. "District Level" allows you to access all approved buildings in that district or you may select a specific building appearing in the "Building" drop down menu.



The options available in the "District" and "Building" navigational drop down menus apply to uploading batch files, accessing the Assignment System, and generating reports within the

KIDS Collection System. Changes the selections in the “District” and “Building” drop down menus will provide access to a different district or school.

Help Resources:

For assistance gaining access to the KIDS Collection System for multi-districts, contact the KSDE Help Desk at 785-296-7935 or by email via helpdesk@ksde.org.

Revision History

Version	Date	Changes
3.00	6.20.12	• Updated for 2012-2013 school year

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KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201