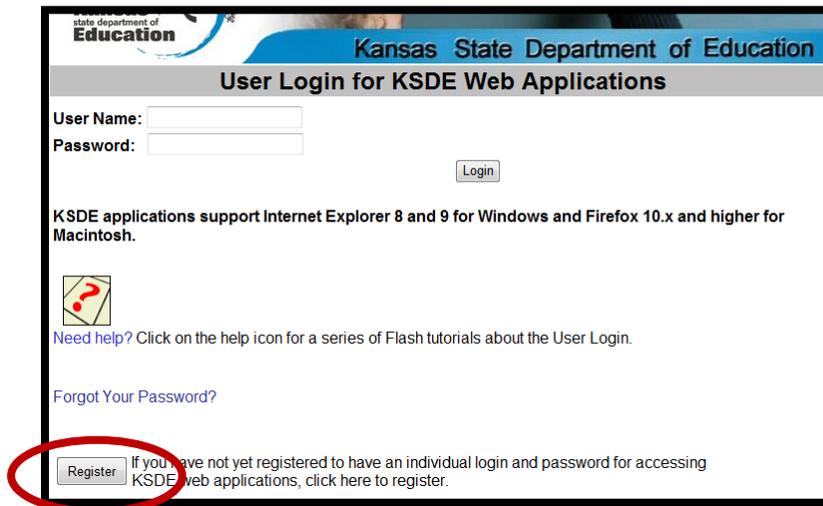




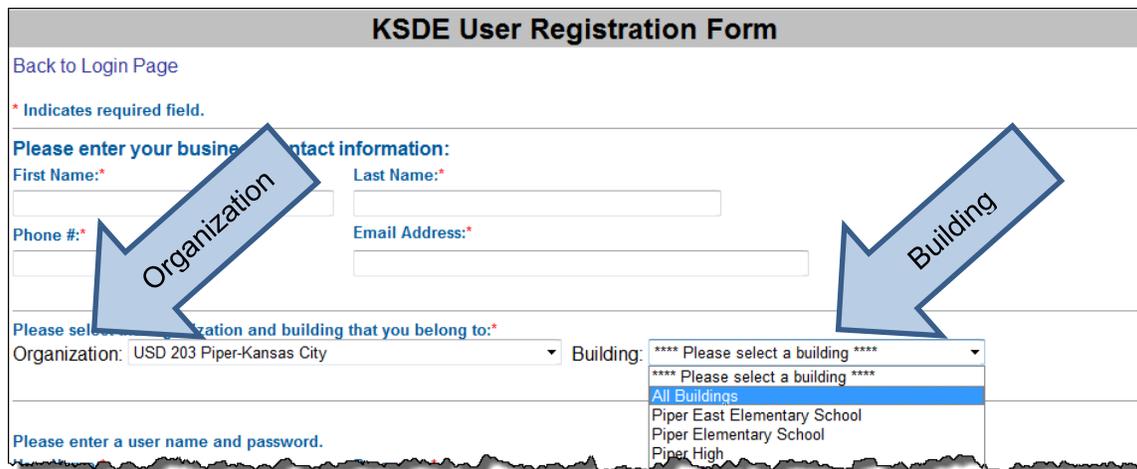
Registering for Access to: Early Childhood Success in School (4-year old At-Risk)

This resource is designed for new users. If you already have access to the Early Childhood Success in School application, you can use that existing login name and password to gain access for the 2012-2013 school year. Follow the guidance provided in the Tip box on page 3 of this document or call the KSDE IT Help Desk at 785-296-7935.

Gaining Access to Early Childhood Success in School as a new login: Individuals who do not already have access to KSDE web applications need to register. Use the following web address: <https://online.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below:



On the Registration page, enter your business contact information (First Name, Last Name, Phone #, and Email Address). Next, select your organization from the “Organization” drop-down list. From the “Building” drop-down list, select “All Buildings” for a district-level user or the specific building for which you will be entering data for a school-level user.



A list of available applications is now displayed. Scroll down to “Early Childhood Success in School” and select the checkbox in the first column to choose that application. From the Application Access Level column, select the level that is appropriate for you (see the “Access Levels” section of this document for specific functions provided to each level. The following example displays district-level options since “All Buildings” was selected from the “Building” drop-down list. **Select “Update” if you will be entering data.**

Application Name	Application Access Level
<input type="checkbox"/> Annual Statistical Report(18E)	District
<input type="checkbox"/> Early Childhood Foundations For School Success	District/Org Read Only District/Org Update
<input checked="" type="checkbox"/> Early Childhood Success In School	District/Org Read Only District/Org Update

Login ID

Enter a user name (login ID) and password. You determine your login ID. Do not use spaces. You will also determine your password, but be sure to follow the password requirements that are shown on the screen.

TIP: You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

Security Questions

When registering for any application, you are required to provide two pieces of security information. These are used to help retrieve your password if you forget it, or to make any subsequent changes to your login once it has been established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.

If all data on the registration form is valid, you will get a message that says “Thank You for Registering.” The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use. Approval may take several business days.

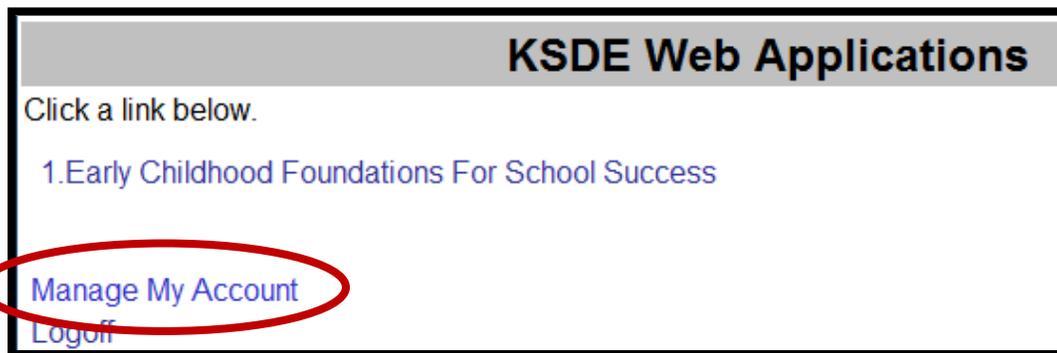
NOTE: If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If not, contact the superintendent for verification that approval was granted. Contact KSDE Help Desk at 785-249-7935 if the superintendent has sent the email reply, but you have not received the confirmation email.

Gaining Access to Early Childhood Success in School using an existing login to other applications:

Individuals who already have access to other KSDE web applications can use the “Manage My Account” option to add Early Childhood Success in School to their list of applications at the user access level they currently use. Please Note: If the existing username is at a different access level than is required for the Early Childhood Success in School application, a new registration will need to be created at that level (see the previous section for guidance on creating a new login). As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add Early Childhood Success in School to your list of available KSDE web applications...

- Login on the KSDE Web Applications page
- Click the “Manage My Account” link
- Check the box in front of Early Childhood Success in School
- Select your access level (district update or read-only)
- Scroll down and enter birthday and answer security question exactly the way you did when you registered
- Click “Submit”



Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access Success in School.

TIP: If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Access Levels

User Types →	School Read Only	School Update	School Approve	District/Org Read Only	District/Org Update	District/Org Approve	Multi-Org Read Only	*Multi-Org Update	*Multi-Org Approve
Functionality: ↓	What this allows the user to do:								
View Student/Classroom Rosters	X	X	X	X	X	X	X	X	X
Survey Data		X	X		X	X		X	X
Generate Total number of students surveyed Report	X	X	X	X	X	X	X	X	X
Generate list of Individual Students Surveyed	X	X	X	X	X	X	X	X	X
View Survey Status for School/District	X	X	X	X	X	X	X	X	X
Exclude Duplicate Students			X			X			X
View Duplicate Students	X	X	X	X	X	X	X	X	X
Submit Surveys to KSDE						X			X
Mark School as Complete			X			X			X
Mark Survey as Complete		X	X		X	X		X	X
Reset Survey Status for Student/Teacher			X			X			X
Select District							X	X	X
Reset Survey Status for School						X			X

*The Multi-org role is for those users that are updating for more than one USD.

An Equal Employment/Educational Opportunity Agency

*The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201*