Building a culture of data quality in Kansas since 2007

Next Steps: Administrators

1. **Review the DQC Policies & Procedures Manual** on the DQC website located under "Documents" and email any questions to kgrillot@ksde.org
2. **Optional: Submit the Baker Registration form** on the DQC Resource Center.
   - Mail forms and payment information to:
     - Sam Linder • c/o KSDE-I.T. • 120 SE 10th Ave. • Topeka, KS 66612
   - If paying by check, make checks payable to Baker University ***not*** KSDE.
3. **Review your DQC Registration Confirmation Email** sent to you at the time you registered.
   - Is the Administrator Contact Information the person you want notified when you pass the final exam?
   - Do you need to switch any of your sessions?
   - Send any registration changes you need made to kgrillot@ksde.org
4. **Request Access to the System for Educational Enterprise in Kansas (SEEK).**
   - Use the "Manage My Account" option via Authentication to request access to the: System for Educational Enterprise in Kansas (SEEK). If you don't have a KSDE account, register for an account first. You will have two options in SEEK depending upon your user level:
     - Select ***School User*** if you work at *one* building in the district.
     - Select ***District User*** if you work at the district-level.
     - Note: If you choose the "Data Quality" user role you will only be able to view the Data Quality Reports in SEEK which is not recommended for administrators. If you choose the "Counselor" user role you will only be able to see the College Readiness Reports which is not recommended for administrators.
   - Submit your request for access to SEEK and alert your superintendent that your request has been made because he/she must approve the request. Make sure your access is approved before you attend the in person training sessions.
   - Once approved for access, log into Authentication and you will see System for Educational Enterprise in Kansas (SEEK) appear as an option on the Web Application Selection Screen.
5. **Be prepared to access SEEK at the face-to-face sessions**.
6. **Please Note:** Failing to gain access to SEEK will prevent you from participating in a hands-on activity at the training and completing a required homework exercise.