"Manage My Account" Exercise
This exercise is designed to familiarize you with how to manage your KSDE username and password, as well as the KSDE applications to which you have access via KSDE's Common Authentication System.

Answer the following questions based upon the Resource Navigation session you attended via webinar or using the Tutorials provided in the DQC Video Library found on the DQC Resource Center website.

To answer the questions in this activity, view the "Managing My KSDE Account" tutorial located on this website: http://www.ksde.org/Default.aspx?tabid=4726

1. "Authentication" is the name that has been given to the security gateway surrounding all KSDE web-based applications where a valid username and password must be used to access reports and applications. (1 point)
   - ○ True
   - ○ False

2. It has been several months since you had to do anything with any of the KSDE web-based applications, and you can't remember your KSDE password. What should you try first?
   (1 point)
   - ○ Keep trying different passwords in an effort to get the right one
   - ○ Click on "Forgot my Password" on the Authentication screen
   - ○ Call the KSDE Help Desk so that they can give you your password
   - ○ Register for a new username and password

3. Where is the "Manage My Account" link located?
   (1 point)
   - ○ On the main KSDE webpage (http://www.ksde.org)
   - ○ On the School Finance KSDE webpage
   - ○ On the KSDE Web Application Selection Screen (which is accessible after you have logged in on the Authentication page)
   - ○ On the KSDE Contact Us page
   - ○ On the KSDE Employment page

4. When requesting access to most KSDE web-based applications, "read-only" access allows you to view the data submitted but will prevent you from making any edits. (1 point)
   - ○ True
   - ○ False

5. Which of the following things can you NOT do under the "Manage My Account" option of the KSDE Authentication system? (1 point)
   - Request that my access be changed from "read-only" to "write" access on an application or report.
   - Have my password emailed to me.
   - Change my password.
   - Add a new report or application to my account.

6. If you need help with Authentication, your KSDE username and password, or need assistance with gaining access to a report or application via Authentication, you may send an email to helpdesk@ksde.org. (1 point)
   - True
   - False

7. You are training a new person to use KIDS at your school; it is okay to set up their KSDE account (username and password) for them including creating their password for them. (1 point)
   - True
   - False

8. KSDE has created a new application that you will need to use. You already have a log-in to the KSDE Authentication webpage--how should you request access to the new application?
   (1 point)
   - Call the Help Desk
   - Send an email to kids@ksde.org
   - Send an email using the "Contact Us" feature of the KSDE main webpage
   - Access "Manage My Account", find and select the new application, and submit the request

9. You have accepted a new job out-of-state. What do you need to do to terminate your KSDE username and password?
   (1 point)
   - Go into "Manage My Account" and delete all of your information
   - Send an email to kids@ksde.org
   - Do nothing--your school or district will terminate your KSDE application access as there is no way to do that under "Manage My Account."

10. You have just requested access to a new application, and you see that the application appears on your KSDE Web Application Selection Screen when you log in, but it is grayed out (not able to be selected). What does that mean?
    (1 point)
    - There was a problem with your request, and you should submit your

request for that application again.

- KSDE has denied you access to the application. Log out and give up.
- Your request has been submitted but is waiting on approval from your superintendent before you will be able to access the application.

On a scale of 1-10, with 1 being very easy and 10 being very difficult, please indicate how you would rank the DQC exercise you just completed? *

- 1-Very Easy
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10-Very Difficult

Do you have any suggestions or comments about the DQC activity you just completed?

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