

## **KEEP2 - End of Year Procedures – 2016-2017**

### **KEEP2 Complete & Archive**

Make sure to Complete & Archive all 2016-2017 evaluations before June 1, 2017. Make sure to download and/or print the Evaluation Summary Report, if you need to file a hard copy.

### **Username and Password (Authenticated Applications)**

Have everyone store their Authenticated Applications Username and Password for easy access in August.

### **90 Day Lock Out (Authenticate Applications)**

After 90 days of non-use, Authenticated Applications will temporarily lock your account for security purposes. Upon your next login, there will be a message informing you of the Locked Account and prompting you to change your Password. Once completed, you will be able to get into your account.

### **KEEP2 Cycles**

The Cycles will rollover on July 1, 2017.

### **KEEP2 Reports**

Check out the District Reports tab (Superintendent) and Building Reports tab (Principals) for any end of year reports you may need.

### **KEEP2 Training**

Training Dates are available on the Educator Evaluation page of the KSDE website:

<http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Educator-Evaluations/Training/Upcoming-Trainings>

### **KEEP2 Resource Materials**

All current KEEP2 Resources materials are located on the Educator Evaluation page of the KSDE website:

<http://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Educator-Evaluations>

### **KSDE and Authenticated Applications web links**

KSDE website - [www.ksde.org](http://www.ksde.org)

Authenticated Applications Link - <https://apps.ksde.org/authentication/login.aspx>

### **Removing former employees from KEEP2 and Authenticated Applications**

First disconnect them in KEEP2 by un-assigning their Evaluator, Rubric and Building, then send the name(s) to the Helpdesk at [helpdesk@ksde.org](mailto:helpdesk@ksde.org) and ask that the Authenticated Applications account be deleted.

### **Administrators that change buildings (Authenticated Applications)**

If an administrator moves to a new building, they will need to have their Authenticated Applications account deleted from their former building and will need to Register for a new Authenticated Applications account for the new building. This is due to all the Applications an administrator has access to in Authenticated Applications. (See **Removing former employees** above for directions to delete the Authenticated Applications account from the previous building).

### **KEEP2 Contact**

Ann Yates – (785) 296-5140 – [ayates@ksde.org](mailto:ayates@ksde.org)