**KEEP2 Initial Set-up Instructions**

**Step 1: User Registration**
ALL USERS in the district request access to KEEP2 application. The first time a district uses KEEP2, all users will need to request access to the application. This step must be completed by EACH USER before those users will be made available for district set-up (Step 3). Users of the previous KEEP system will still use the same username and password but will still need to request access to this new KEEP2 application.

- A quick-start guide to KEEP2 Registration is found at the end of this instruction document. It can also be found at [http://bit.ly/KSDE-KEEP2RegistrationGuide](http://bit.ly/KSDE-KEEP2RegistrationGuide)

The majority of users will be registering as a “Building Educator.” Unlicensed personnel (School Psychologists, Speech Pathologists, Local Board Members, etc.) would register as “Registered Users.”

**Step 2: Rubrics Set-up**
If a district will only be using the four “Default” rubrics (KEEP Teacher, KEEP Building Leader, KEEP District Leader and School Psychologists – developed by Kansas Association of School Psychologists), no further action is necessary. Proceed to “Step 3: District & Building Set-up” below.

If a district is going to utilize one or more custom rubrics, those must be sent to KSDE prior to completing Step 3. KSDE does not vet or approve any custom rubrics – they are simply uploaded into our system for district use. Send custom rubrics to evaluation@ksde.org

**Step 3: District & Building Set-up**
Note – Only users that have completed Step 1 will be available for Step 3! Any users that register after the initial district & building set-up is complete will need to have this set-up process completed individually after they have completed Step 1.

**Note – Step 2 must be completed before Step 3!**

Once users are registered, a user with the access level of “District Admin” or “KEEP Admin” will need to assign users to buildings.
Once users are assigned to buildings, users with access level of “District Admin”, “KEEP Admin” or “Building Admin” will complete the process of giving users assignments and assigning evaluators to evaluatees.

Registering for KEEP2

1. Go to https://online.ksde.org/authentication/login.aspx

2. Do you have a username?

   **YES**
   - Log in
   - Click on “Manage My Account”

   **NO**
   - Click “Register” (left side, middle of the page)
   - Enter name, phone and email address
   - Choose district
   - Choose building
   - The list of applications will appear

3. Scroll down and mark the checkmark next to “KEEP2”

4. Choose the appropriate role in the list to the right of the checkbox. **Roles are described on the next page.**

5. Answer the rest of the questions on the page and click “Submit”

6. **Next steps:**

   **Building or District Educator**
   - The next page asks for Educator ID & SSN
     - If you don’t know your Educator ID, open a **NEW** tab and go to http://bit.ly/KSDE-LicenseLookup
     - After you “Submit” you will be taken to the login page and you can log in & access KEEP2

   **All other roles**
   - You will be taken to the login page
   - You will **NOT** be able to log in and access KEEP2 at this time
   - You will receive an email when your access has been approved
# Roles for KEEP2

**District Admin**
- Superintendent or HR Director
- Has access to:
  - District & Building Reports
  - District & Building setup process
  - All archived evaluations
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires account approval from KSDE**

**District Educator**
- All other district-wide personnel
- Has access to:
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires educator ID & SSN**
- Account auto-approved

**Building Admin**
- Principal
- Has access to:
  - Building Reports
  - Building setup process
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires account approval from KSDE**

**Building Educator**
- All other building personnel
- Has access to:
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires educator ID & SSN**
- Account auto-approved

**Registered User**
- Any personnel without an educator ID (Board member, School Psych, Nurse, etc.)
- Has access to:
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires account approval from KSDE**

**KEEP Admin**
- Board Clerks, Admin Assistants, etc.
- Has access to:
  - District & Building setup process
- **Requires account approval from KSDE**