Registering for KEEP2

1. Go to [https://online.ksde.org/authentication/login.aspx](https://online.ksde.org/authentication/login.aspx)

Do you have a username? (It CANNOT be the same username you’ve used for license application/renewal. If you had a username for those purposes you need to follow the instructions below under “No” and choose a DIFFERENT username to use for KEEP2 access!)

- **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

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

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

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

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](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**

**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**

**KEEP Admin**
- Board Clerks, Admin Assistants, etc.
- Has access to:
  - 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 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**