

GENERAL INSTRUCTIONS ONLINE APPLICATION FORMS for APPLICANTS

- Find the appropriate form from the list on the [License Applications page](#)
- Click on the link “Review Requirements and Access Form”
 1. Review the requirements
 2. Access the [Public Authenticated Applications](#) website
 - **If using a shared/school computer, make sure the session before you has logged out or closed the browser before you login to complete step 3.**
 3. Create a user name and password
 - Before you can fill-out and submit any online application, you must register a user name and password to be used for the current application process. **Remember this user name and password if you want to pay electronically when it is time to pay!**
 - A different username and password can be created each time you fill out an application form if you do not remember your previous username. *Do not log-in with the username and password you may use to access KEEP or other KSDE authenticated applications.
 - Click on the register button to display the KSDE User Registration Form.
 - Follow the steps to complete the registration process.
 4. Log in with the username and password you created to see the “KSDE Web Applications” link.
 5. Click on the “License Application” menu option to access the application form you need.
 6. Fill in the form and submit.
 7. Log out of Public Authenticated Applications and close the browser.
- You can monitor the progress of your application using the [License Lookup](#)

Payment:

- Can be in the form of personal check, cashier’s check, money order or electronic check or credit.
- If paying online, you will need to use the **SAME** username and password the application was submitted under.
- If your application submits directly to KSDE, your screen will display full instructions for paying as soon as you submit your form.
 - If you are ready to make an online payment at the same time you submit your application, scroll to the bottom and select “Make Payment” from the menu panel on the left side of your screen.
 - If you are not ready to make a payment, you will need to log back in to Public Authenticated Applications when you are ready to make an online payment.
- If verification from the Kansas school district or Kansas college/university is required to complete your application process, the application will be forwarded automatically to them for completion when you submit. Once the district and/or college/university portions are completed and submitted, you will receive an email requesting the application processing fee. Full payment instructions will be provided in the e-mail.
 - The “Make Payment” link is at the bottom of the Menu Panel below the list of applications.