



Registering for Access to:



Student Record Exchange (SRE)

Gaining Access to SRE—new login:

Individuals who do not have access to KSDE web applications need to register. Use the following web address: <https://online.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below:

The screenshot shows the 'User Login for KSDE Web Applications' page. It includes fields for 'User Name' and 'Password', a 'Login' button, and a 'Register' button which is circled in red. Below the login fields, there is a message about browser support and a 'Need help?' link. At the bottom, there is a 'Forgot Your Password?' link and a 'Register' button with a tooltip that says: 'If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.'

On the Registration page, enter your business contact information (First Name, Last Name, Phone #, and Email Address). Next, select your organization from the “Organization” drop-down list. From the “Building” drop-down list, select “**All Buildings**” for district-level access or select your specific building for school-level access.

The screenshot shows the 'KSDE User Registration Form'. It includes a 'Back to Login Page' link, a legend for required fields, and a section for business contact information with fields for First Name, Last Name, Phone #, and Email Address. Below this, there are two dropdown menus: 'Organization' (with 'USD 203 Piper-Kansas City' selected) and 'Building' (with 'All Buildings' selected). A large arrow labeled 'Organization' points to the first dropdown, and another large arrow labeled 'Building' points to the second dropdown. At the bottom, there is a section for entering a user name and password.

A list of available applications is now displayed. Scroll down to “Student Record Exchange” and select the checkbox in the first column to choose that application. From the Application Access Level column, select the level that is appropriate for you (see the User Access Levels section found later in this document). The following example displays the district-level option since “All Buildings” was selected from the “Building” drop-down list.

Please select the applications that you would like to access:*

Application Name	Application Access Level
<input type="checkbox"/> Accreditation System	District Update District Approve
<input type="checkbox"/> Superintendent's Organization Report (SO66)	District
<input checked="" type="checkbox"/> Student Record Exchange	District Send Receive Records District Receive Records Only
<input type="checkbox"/> State Form	District/Org Read Only

Login ID

Enter a user name (login ID) and password. You determine your login ID. Do not use spaces. You will also determine your password, but be sure to follow the password requirements that are shown on the screen.

Please enter a user name and password.

User Name:*

Password:*

Please reenter your password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters "&", "#", "<" or ">."

TIP: You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

Security Questions

When registering for any application you are required to provide two pieces of security information. These are used to help retrieve your password if you forget it, or to make any subsequent changes to your login once it has been established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.

IN CASE YOU FORGET YOUR PASSWORD:
 Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password
 we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

Submit

If all data is valid, you will get a message that says “Thank You for Registering.” The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use. Approval may take several business days. The application will appear in the list of available applications, but will grayed out and inaccessible until approval has been granted.

NOTE: If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If not, contact the superintendent for verification that approval was granted. Contact KSDE Help Desk at 785-249-7935 if the superintendent has sent the email reply, but you have not received the confirmation email.

Gaining Access to SRE—existing login:

Individuals who already have access to KSDE web applications can use the “Manage My Account” option to add SRE to his/her list of applications. If the existing username is at a different access level than what is required for SRE, a new registration will need to be created (see the previous section for guidance on creating a new login). As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add SRE to your list of available KSDE web applications...

- Login on the KSDE Web Applications page
- Click the “Manage My Account” link

KSDE Web Applications

Click a link below.

1. Dropout/Graduation Summary Report - Special Access - User approval pending or application not active.
2. KIDS Collection 2013
3. System for the Education Enterprise in Kansas (SEEK)

[Manage My Account](#)

[Logout](#)

- Check the box in front of Student Record Exchange
- Select your access level
- Scroll down and answer the security question exactly the way you did when you registered
- Click “Submit”

Please select the applications that you would like to access:*

Application Name	Application Access Level
<input type="checkbox"/> Accreditation System	District Update District Approve
<input type="checkbox"/> Superintendent's Organization Report (SO66)	
<input type="checkbox"/> State Form	District
<input checked="" type="checkbox"/> Student Record Exchange	District Send Receive Records District Receive Records Only
<input type="checkbox"/> Superintendent's Organization Report (SO66)	District/Org Read Only

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access Student Record Exchange.

TIP: If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

User Access Levels:

Role	Create / Write / Edit	Read	Submit	Approve	Comment
District/Organization					
District Send/Receive	X	X	X	X	X
District Send Only	X	X	X		X
District Receive Only		X		X	X
School					
School Send/Receive	X	X	X	X	X
School Send Only	X	X	X		X
School Receive Only		X		X	X

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