

User Guide: Registering and Making Account Changes KIAS - Kansas Integrated Accountability System

Registering for a new Authenticated Application account

Adding KIAS to an existing Authenticated Application account

All registrations and changes to user accounts will be reviewed and approved by the superintendent. Users will receive an email when access is granted.

		Access/User	Levels					
Level	My Access Level	Def	ined R	oles	and	Resp	ponsib	ilities
	District Admin	Each LEA should assign leadership roles (specia District Admins. Will assign privileges to May enter, edit, view,	only a Il educ Distri and su	smal ation ct Us bmit	ll nu , titl ers. KIA:	mbe e, ar This S inf	r of pend fisco will be ormat	eople who are in al personnel) to be e done within KIAS. ion.
LEA Level	District User	District Admin will assig	User Sec Assessme User Ison	Cific p arity for Ass nt Type. No Access (***********************************	essment Tr View Only	eges ype: Please Data Entry	s to a C	District User. Example: John is the secondary transition coordinator for a LEA. He will register as a District User. His director (who is registered as a District Admin) will assign him privileges to the SPP/APR Indictor 13 idary transition indicator) module within KIAS.

TIPS for Registering:

- User Name cannot contain spaces.
- Password must contain 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 >.
- KSDE does not store passwords or security question information. To retrieve a password access this URL: <u>https://apps.ksde.org/authentication/requestPassword.aspx</u>

For assistance in determining whether you already have an account, call Karen at 785-291-0599.

Registering for a New Authenticated Application Account:

https://apps.ksde.org/authentication/login.aspx

- 1. Click Register (located at the bottom of the screen).
- 2. Complete the online registration form:
 - a. Single Districts:
 - Select your district as the Organization
 - MUST select All Buildings* for Building
 - b. Coops and interlocals -

Please enter your business o	ontact information	n:	
First Name *	Last Name	e *	
398	Grith		
Phone #."	Email Add	TERK*	
999-555-5555	jeningse	aoi a g	
Please select the organization and	building that you be	long to:*	
Organization: USC sam		Building: All Buildings	~
Please select the applications that	you would like to ac	cess."	
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- Select your coop/interlocal as the **Organization** (listed below the districts in the 6-700s)
- MUST select All Buildings* for Building
- 3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
 - *If you select a building, KIAS will not show as a checkable option in the **Application Name** section.
- 4. Select an Access Level.
- 5. Enter **birthdate**, a **security question**, and the **answer** to the security question.
- 6. Click **Submit** when the form is completed.

Adding KIAS to an Existing Authenticated Application Account:

- 1. Login at https://apps.ksde.org/authentication/login.aspx
- 2. Click Manage My Account
- 3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
- 4. Select an Access Level.
- 5. Enter **birthdate** and **answer** the security question.
- 6. Click **Submit** when the form is completed.

For assistance with your login, please contact the KSDE IT Help Desk at (785) 296-7935.