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.

<table>
<thead>
<tr>
<th>Access/User Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
</tr>
<tr>
<td>LEA Level</td>
</tr>
<tr>
<td>District User</td>
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</tbody>
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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: https://apps.ksde.org/authentication/requestPassword.aspx

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 –
- 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](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.