Quick Start Guide
for LEA Administrators

Granting Access and Assigning Security Levels for KIAS Modules
Introduction

This document will explain how LEA administrators can use the Kansas Integrated Accountability System (KIAS) to grant access and assign security levels to KIAS modules.

The Early Childhood, Special Education, and Title Services (ECSETS) Team monitors federal and state programs utilizing the KIAS cycle of continuous data collection, reporting, verification, and improvement. ECSETS monitors to ensure both state and district-level compliance with federal and state program requirements.

Logging In

Type the following in your browser’s Address or Location field to display the KSDE login page:

https://apps.ksde.org/authentication/login.aspx
KIAS is part of KSDE’s single sign-on system, so after logging in, click on the link that says Kansas Integrated Accountability System (KIAS) to get into the KIAS system. The LEA Home page displays.

**Navigation**

**Task Navigation Area**

Along the left side of the all KIAS pages is the *Task Navigation Area*, where you can jump to common tasks by clicking on the link for the task you would like to accomplish.

The *Task Navigation Area* displays six clickable options: Manage Applications, LEA Home, Maintenance, Reports, Help, and Logout.
In the single sign-on system, users will either be granted admin or user rights. In the KIAS system, admins will then be able to grant individual access and different security levels for all of the modules in the KIAS system. To do this, admins will log in and click on the Maintenance option on the Task Navigation Area on the left side of the screen, then select the User Security option.

This will display a screen where with the modules for the school year, so that admins can then pick the module from which they want to grant or remove access. Note that security access is granted by school year.

An example of how to assign access is provided in this guide. An admin would perform these steps for every other module within the KIAS system and for each school year.

For this example, click on the IDEA requirements.
Click the **Edit** option on the bottom of the screen. It will display all of the users who are setup in the single sign-on process and the available security roles. In each of the modules, there will be 4 roles that can be selected:

- **No Access** - which means that the user will not even see that module within the KIAS system
- **View Only** - in which the user can view the information but not change, edit or do any modifications to the data
- **Data Entry** - which in this case for the IDEA requirements, means that the user can perform the self-assessments but they cannot do the final step of actually submitting the results to the Kansas State Department of Education
- **Submit** - which allows a user to do the data entry process and also submit it to the state when the self-assessment is complete
The admin would click on the radio buttons of the access that he/she needs each of the users to have and press the **Save** button to setup the individual security access for that specific module. The admin would repeat this process for every other module within the KIAS system and for each school year to grant or remove rights for all of the individual modules.
Support

Software support is provided by Leader Services’ help desk staff. Leader's help desk can be reached by email at helpdesk@leaderservices.com or by calling toll-free 877-456-8777. Information about Leader's help desk, video tutorials for the KIAS system and other links can be accessed by clicking on the Help link on the left side of the screen.

Security

All information entered is protected by Secure Sockets Layer (SSL) technology, using a 256-bit encryption key. This is the same level of security used by many companies to protect credit card transactions and other sensitive data.