



KIAS - Kansas Integrated Accountability System

Quick

Start

Guide

for LEA Administrators

***Granting Access and Assigning
Security Levels for KIAS Modules***



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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>

Kansas CAN User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

[Forgot Your Password?](#)

KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) IE 10, IE 11 when run in compatibility mode; for Macintosh - Firefox v27 to v44.0

[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

New User Registration

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

[System Maintenance Notices](#)

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IT Help Desk: (785) 296-7935
900 SW Jackson, Suite 106
Topeka, KS 66612



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.

The screenshot shows the KIAS web application interface. At the top, it displays the KIAS logo and the text "KIAS - Kansas Integrated Accountability System". Below this, there is a navigation menu on the left with options: "Manage Applications", "LEA Home", "Maintenance", "Reports", "Help", and "Logout". The main content area shows the user's login information: "User: HelpDesk_Admin District: D0101 Building: 0100 Access Level: District Admin". Below this is a "Search Options" section with a "Monitoring Type" dropdown menu and a "School Year" dropdown menu set to "2016 - 2017". There are "Search" and "Clear Search" buttons. Below the search options is a section titled "LEA REVIEW ASSIGNMENTS:" with the instruction "SELECT A REVIEW TYPE AND CLICK THE EDIT PENCIL ON THE RIGHT TO BEGIN." Below this is a table titled "Maintain Assessments" with the following data:

School Year	Data Collection	Report Status	Edit
2016 - 2017	EMERGENCY SAFETY INTERVENTION DATA COLLECTION - Galesburg Middle School	Not Started (Reporting Period # 1)	
2016 - 2017	GIFTED FILE REVIEW	Data Verification	
2016 - 2017	IDEA INDICATOR 11	Not Started	
2016 - 2017	IDEA INDICATOR 12	Not Started	
2016 - 2017	IDEA INDICATOR 13	DCAP/ICA Edit	
2016 - 2017	IDEA REQUIREMENTS FILE REVIEW	Not Started	

Navigation

Task Navigation Area

The screenshot shows the Task Navigation Area, which is a vertical list of six clickable options: "Manage Applications", "LEA Home", "Maintenance", "Reports", "Help", and "Logout". Each option is represented by a blue icon and text.

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" BUTTON TO ASSIGN THE SECURITY ROLES FOR YOUR USERS FOR THE SELECTED ASSESSMENT TYPE.

Select School Year:
2016 - 2017 ▼

Select an Assessment Type:

- FEDERAL FISCAL FILE REVIEW
- IDEA REQUIREMENTS FILE REVIEW**
- IDEA INDICATOR 11
- IDEA INDICATOR 12
- IDEA INDICATOR 13
- GIFTED FILE REVIEW
- IDEA INDICATOR 4
- ESEA CONSOLIDATED REVIEW
- ANNUAL DISCIPLINE DATA COLLECTION

User Security for Assessment Type: IDEA REQUIREMENTS FILE REVIEW

User	No Access	View Only	Data Entry	Submit
LEA_Submit, Help_Desk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LEA_DataEntry, Help_Desk	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
LEA_ViewOnly, Help_Desk	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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



User: HelpDesk_Admin District: D0101 Building: 0100 Access Level: District Admin

USER SECURITY

CURRENTLY EDITING: IDEA REQUIREMENTS FILE REVIEW

User Name	No Access	View Only	Data Entry	Submit
LEA_Submit, Help_Desk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LEA_DataEntry, Help_Desk	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
LEA_ViewOnly, Help_Desk	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Cancel

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.

KIAS - Kansas Integrated Accountability System

User: gblickleyDistUser District: U0001 Building: 0000 Access Level: District Admin

Home >

HELP DESK - ASSISTANCE WITH THE KIAS SYSTEM (NAVIGATING, DATA ENTRY, EDITING, ETC).

PHONE TOLL-FREE: (877) 456-8777

HOURS (EXCLUDING HOLIDAYS): MONDAY-FRIDAY, 7 A.M. - 5 P.M.

VIDEO TUTORIALS
You may also download a MP4 to play locally.

- [District Admin](#)
- [Federal Fiscal](#)
- [Gifted](#)
- [IDEA](#)
- [Indicator 11](#)
- [Indicator 12](#)

HELP LINKS

EMERGENCY SAFETY INTERVENTION DATA COLLECTION

- [Registering for KIAS - Building Users and District Admins](#)
- [User Guide: Emergency Safety Intervention Reporting](#)
- [Reporting Guidance: Emergency Safety Intervention Data Collection](#)

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.