

STEP-BY-STEP GUIDE



Creating KIDS IDs for Non-Public KPP Participants in Foundations for School Success

1. Log in to Early Childhood Foundations for School Success

- a) Go to <https://online.ksde.org/authentication/login.aspx>.
- b) Type in your User Name and Password.

If you do not have access to Foundations for School Success, see the instructions for registering for access in the Foundations for School Success User's Guide. If you forgot your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication page. 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. KSDE does not know your password, so you are responsible for managing and remembering it.

- c) Click on the "Login" button.
- d) Select "Early Childhood Foundations for School Success" from the list of available applications.

If Foundations for School Success is grayed out, this means that it is either not active, or that you have not been approved for access to it yet. See the user's guide for guidance on troubleshooting the registration process.

2. Select the Fiscal Year and Program

- a) Click on the down arrow on the "Select Year" dropdown menu.
- b) Select the fiscal year for which you will be entering data.
- c) Select the program for which you will be entering data.
- d) Click on the "Select" button.

If this message appears: "You have not been assigned to any programs," this means that the person assigned as an Approver for the district has not yet assigned you to a program yet. Contact the person at your district that is considered the "Approver" for this system and request that they assign you to a program in the system.

3. KPP Non-Public Participants

A) Enter each child from your KPP roster into FSS to obtain a KIDS ID and to Add them into the KPP Non-Public Participants.

B) Search for child to verify they do not already have an existing KIDS ID. Enter Child's first and Last Name and click on "Find Now". If the child already has a KIDS ID it will generate.

C) If the child does not already have a KIDS ID you will need to create one under the "Search for Child" function in the navigation menu.

1. Select "Search for Child"
2. Enter child's information.

Information needed will include the Child's:

- Legal First Name
 - Legal Middle Name
 - Legal Last Name
 - Generation Code
 - Gender
 - Date of Birth
 - Building
 - Grade Level
 - Race
 - Ethnicity
3. Click Find Now.

a) If the child **already exists**, their information will generate at the bottom of the screen. Click Add to KPP Non-Public Participants to add them to your KPP Program Roster.

b) If the child **is not found** you will click the button that says "Request New ID from KIDS then add to KPP Non-Public Participants"

4. Errors

See the User's Guide for more information on troubleshooting errors.

5. Help Resources

- a) [FSS User's Guide](#)
- b) [FSS Website:](#)
- c) FSS Helpdesk: fss@ksde.org

For more information, contact:

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