

STEP-BY-STEP GUIDE



Completing the Pre-K At-Risk and/or KPP End of Year Surveys 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. Complete Surveys

- A. Select the survey you need to complete from the menu on the left side of the screen. (KPP Survey and/or Pre-K At-Risk Survey)
- B. Complete the questions on each of the four tabs under the survey.
- C. When all four tabs have been completed, select the “Complete” button under the survey.

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 or call 785-296-7935

For more information, contact:

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