Instructions for OVT KESA Chair access to KESA Application
KSDE Authenticated Web Application

1. Make sure you have set your browser to allow pop-ups.
2. Log in to the KSDE Authenticated Web Applications account (https://apps.ksde.org/authentication/login.aspx) and select Register on the User Login Screen.
3. You will be directed to the KSDE User registration Form.
4. Within the “Please select the organization and building that you belong to”. Under the Organization drop down the OVT Chair will select the district they will be working in. Example is for D0259:

5. Then select “All Buildings” under the Building drop down.
6. The screen will automatically take the user to the “Please select the applications that you would like to access” screen. Simply scroll down to Kansas Education Systems Accreditation (KESA) – and check the box and highlight OVT Chair.

7. Then scroll to the bottom and complete the rest of the Registration Form.
8. Once complete you will select Submit – and you will then receive a pop up box – “Thank You for Registering”

9. The application request will automatically, via an email go to the Superintendent of the requested district for approval. Once the Superintendent approves you will have access.