

# Registering for KEEP2

1 Go to <https://online.ksde.org/authentication/login.aspx>

2 Do you have a username? (It CANNOT be the same username you've used for license application/renewal. If you had a username for those purposes you need to follow the instructions below under "No" and choose a DIFFERENT username to use for KEEP2 access!)

YES

- Log in
- Click on "Manage My Account"

NO

- Click "Register" (left side, middle of the page)
- Enter name, phone and email address
- Choose district
- Choose building
- The list of applications will appear

3 Scroll down and mark the checkmark next to "KEEP2"

4 Choose the appropriate role in the list to the right of the checkbox. **Roles are described on the next page.**

5 Answer the rest of the questions on the page and click "Submit"

6 Next steps:

Building or District Educator

- The next page asks for Educator ID & SSN
  - If you don't know your Educator ID, open a **NEW** tab and go to <http://bit.ly/KSDE-LicenseLookup>
- After you "Submit" you will be taken to the login page and you can log in & access KEEP2

All other roles

- You will be taken to the login page
- You will **NOT** be able to log in and access KEEP2 at this time
- You will receive an email when your access has been approved

# Roles for KEEP2

## District Admin

- Superintendent or HR Director
- Has access to:
  - District & Building Reports
  - District & Building setup process
  - All archived evaluations
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires account approval from KSDE**

## Building Admin

- Principal
- Has access to:
  - Building Reports
  - Building setup process
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires account approval from KSDE**

## KEEP Admin

- Board Clerks, Admin Assistants, etc.
- Has access to:
  - District & Building setup process
- **Requires account approval from KSDE**

## District Educator

- All other district-wide personnel
- Has access to:
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires educator ID & SSN**
- Account auto-approved

## Building Educator

- All other building personnel
- Has access to:
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires educator ID & SSN**
- Account auto-approved

## Registered User

- Any personnel without an educator ID (Board member, School Psych, Nurse, etc.)
- Has access to:
  - Evaluations as evaluatee, evaluator and/or observer as assigned through district/building setup process
- **Requires account approval from KSDE**