Registering for Access to:
Student Record Exchange (SRE)

Gaining Access to SRE—new login:

Individuals who do not have access to KSDE web applications need to register. Use the following web address: https://online.ksde.org/authentication/login.aspx. At this website, click on the Register button, as shown below:

On the Registration page, enter your business contact information (First Name, Last Name, Phone #, and Email Address). Next, select your organization from the “Organization” drop-down list. From the “Building” drop-down list, select “All Buildings” for district-level access or select your specific building for school-level access.
A list of available applications is now displayed. Scroll down to “Student Record Exchange” and select the checkbox in the first column to choose that application. From the Application Access Level column, select the level that is appropriate for you (see the User Access Levels section found later in this document). The following example displays the district-level option since “All Buildings” was selected from the “Building” drop-down list.

![Application Selection Screenshot]

### Login ID
Enter a user name (login ID) and password. You determine your login ID. Do not use spaces. You will also determine your password, but be sure to follow the password requirements that are shown on the screen.

![Password Requirements Screenshot]

**TIP:** You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

### Security Questions
When registering for any application you are required to provide two pieces of security information. These are used to help retrieve your password if you forget it, or to make any subsequent changes to your login once it has been established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.
If all data is valid, you will get a message that says “Thank You for Registering.” The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use. Approval may take several business days. The application will appear in the list of available applications, but will grayed out and inaccessible until approval has been granted.

**NOTE:** If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If not, contact the superintendent for verification that approval was granted. Contact KSDE Help Desk at 785-249-7935 if the superintendent has sent the email reply, but you have not received the confirmation email.

### Gaining Access to SRE—existing login:

Individuals who already have access to KSDE web applications can use the “Manage My Account” option to add SRE to his/her list of applications. If the existing username is at a different access level than what is required for SRE, a new registration will need to be created (see the previous section for guidance on creating a new login). As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add SRE to your list of available KSDE web applications…
- Login on the KSDE Web Applications page
- Click the “Manage My Account” link
  - Check the box in front of Student Record Exchange
  - Select your access level
  - Scroll down and answer the security question exactly the way you did when you registered
  - Click “Submit”
Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access Student Record Exchange.

**TIP:** If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. 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. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

**User Access Levels:**

<table>
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<tr>
<th>Role</th>
<th>Create / Write / Edit</th>
<th>Read</th>
<th>Submit</th>
<th>Approve</th>
<th>Comment</th>
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<td>District/Organization</td>
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<tr>
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<tr>
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