



## KANSAS TEACHER OF THE YEAR PROGRAM 2028 NOMINATION

### Instructions for Accessing the Kansas Teacher of the Year Online Application Program

Nominees must submit their nomination using the online Kansas Teacher of the Year authenticated application program available through the Kansas State Department of Education (KSDE). The online application program will **open Sept. 4, 2026, and close Nov. 6, 2026.**

**Nominees, as well as principals and superintendents, will be required to complete a registration process before they can access the online application program.** Educators will be able to register **starting Sept. 4, 2026.**

Listed below are the instructions to request access to the Kansas State Department of Education's Kansas Teacher of the Year authenticated application.

### Nominees

Please follow the instructions noted below to register for access to the Kansas Teacher of the Year program.

1. Go to the KSDE's website at [www.ksde.gov](http://www.ksde.gov).
2. Go to Data & Reporting at the top of the homepage, then click on the button for Authenticated Applications.
3. This will open a page titled, "**User Login for KSDE Web Applications.**"
4. Click on the green 'Register' button and complete the KSDE User Registration Form. Select your district from the Organization dropdown and select your building from the Building dropdown. .
5. Under Application Name, click on the box next to the application named "**Kansas Teacher of the Year.**"
  - a. Under Application Access Level, select "**Nominee.**"
  - b. Complete all required fields on the form, remembering that you must create a new username for this application.



*Kansas leads the world in the success of each student.*

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- c. You will need your Educator ID also.
6. Click on the Submit button at the bottom of the page.
7. Do not add the KTOY web application to your personal KLAS account

Nominees will be given immediate approval to access the online application program.

## Principals and Superintendents

Principals and superintendents will be required to approve and electronically sign the nominee's completed nomination.

If you are a principal or superintendent who needs to add the Kansas Teacher of the Year program to your approved list of authenticated applications, please follow the instructions noted below. *Principals need to choose the building they are in. Superintendents need to choose All Buildings.*

1. Go to the KSDE's website at [www.ksde.gov](http://www.ksde.gov)
2. Under Data & Reporting at the top of the homepage, click on the button for Authenticated Applications.
3. This will open a page titled, "**User Login for KSDE Web Applications.**"
4. Log on to the KSDE Web Applications by entering your registered username and password and click submit.
  - a. If you don't remember your username, please email [www.helpdesk@ksde.gov](mailto:www.helpdesk@ksde.gov) and request your username via email. This information can only be provided via email, not via phone.
  - b. If you haven't used an authenticated application in the past 90 days, your account will be locked. Click on the Forgot Password button, and the KSDE Help Desk will send you a link to reset your password. Resetting your password will unlock your account.
5. Once you are in the KSDE Web Applications, click on "**Manage My Account.**"
6. Under Application Name, click on the box next to the application named "**Kansas Teacher of the Year.**"
7. Under Application Access Level, select "**Principal**" or "**Superintendent.**"
8. Enter your date of birth and answer the security question.
9. Click on the Submit button at the bottom of the page.

Superintendents approve themselves. If you are registering as a principal, your registration form will be submitted to the superintendent for approval.

Once the superintendent approves your request, KSDE Help Desk will approve it. Once it has been approved by KSDE, you should receive an automated email indicating that your registration has been approved.

If you have already registered for access to the Kansas Teacher of the Year program but haven't used any of the authenticated applications in the past 90 days, your account will be locked. Click on the Forgot Password button, and the KSDE Help Desk will send you a link to reset your password. Resetting your password will unlock your account.

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Questions about registering for access to the program can be directed to [helpdesk@ksde.gov](mailto:helpdesk@ksde.gov) or (785) 296-7935.

The various sections of the nomination form include:

- General Information.
- Resume.
- Professional Biography.
- Response Questions.
- Recommendation Letters.
- Photograph, including Copyright Release if applicable.
- Signatures.

More information about each of these can be found in the section titled, "Information Required to Complete the Kansas Teacher of the Year Online Application," in the Kansas Teacher of the Year Program 2028 Nomination Packet.

If you have any questions about the program or the nomination process, please contact

For more information, contact:

Kira Williams, Public Service Administrator  
Kansas Teacher of the Year Program  
Communications and Recognition Programs

(785) 296-4950

[kira.williams@ksde.gov](mailto:kira.williams@ksde.gov)



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The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.