

KIAS - Kansas Integrated Accountability System Registering and Making Account Changes

[User Login for KSDE Web Applications \(https://apps.ksde.gov/authentication/login.aspx\)](https://apps.ksde.gov/authentication/login.aspx)

For problems with registering or assistance in determining whether an account already exists, call the KSDE Helpdesk at 785-296-7935 or email helpdesk@ksde.gov.

All registrations and changes to user accounts will be reviewed and approved by the superintendent.
Users will receive an email when access is granted.

Access/User Levels

Access Level	Defined Roles and Responsibilities
District Admin	District Admins will assign privileges to District Users. This will be done within KIAS. May enter, edit, view, and submit discipline data for all buildings in the district.
District User	May enter, edit, view, and submit data for all buildings in the district after approval within KIAS by a District Admin. Discipline Data Collection and ESI users do NOT register for this access; this level CANNOT enter, edit, view, or submit Discipline or Emergency Safety intervention data
Building User	May enter, edit, view, and submit discipline data only for the building which was selected when the account is registered and after approval within KIAS by a District Admin.

Select School Year: 2016 - 2017

Select an Assessment Type:

FEDERAL FISCAL COMPLIANCE REVIEW

IDEA COMPLIANCE REVIEW

IDEA INDICATOR 11 COMPLIANCE REVIEW

User Security for Assessment Type:
Please first select an Assessment Type.

User	No Access	View Only	Data Entry	Submit
Jones, John	☒	☐	☐	☐

Edit

Tips for Registering:

- User Name cannot contain spaces.
- Password must contain at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters &, #, <, or >.
- KSDE does not store passwords or security question information. To retrieve a password access this URL: <https://apps.ksde.gov/authentication/requestPassword.aspx>

District Admin

Registering for a New District Level (*All Buildings*) Authenticated Application Account:

1. Click **Register** (below the Need Assistance section).
2. Complete the online registration form:
 - a. Select your district/coop/interlocal as the **Organization**.
 - b. Select *All Buildings* for **Building**
3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
4. Select an **Access Level**.
5. Enter **birthdate**, a **security question**, and the **answer** to the security question.
6. Click **Submit** when the form is completed.

Adding KIAS to an Existing District Level (*All Buildings*) Authenticated Application Account:

1. Login at <https://apps.ksde.gov/authentication/login.aspx>
2. Click **Manage My Account**
3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
4. Select an **Access Level**.
5. Enter **birthdate** and **answer** the security question.
6. Click **Submit** when the form is completed.

 **User Login for KSDE Web Applications**

KSDE User Registration Form

* Indicates required field.

Please select the organization and building that you belong to:*

Organization: Building:

Please select the applications that you would like to access:*

☐ Kansas Education Systems Accreditation (KESA)	District
☒ Kansas Integrated Accountability System (KIAS)	District User District Admin
☐ Kansas Teacher of the Year	Superintendent

Building User

Registering for a New Building Level Authenticated Application Account:

1. Click **Register** (below the Need Assistance section).
2. Complete the online registration form:
 - a. Select your district/coop/interlocal as the **Organization**
 - b. Select the *specific building* for **Building**
3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
4. Select an **Access Level**.
5. Enter **birthdate**, a **security question**, and the **answer** to the security question.
6. Click **Submit** when the form is completed.

Adding KIAS to an Existing Building Level Authenticated Application Account:

1. Login at <https://apps.ksde.gov/authentication/login.aspx>
2. Click **Manage My Account**
3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
4. Select an **Access Level**.
5. Enter **birthdate** and **answer** the security question.
6. Click **Submit** when the form is completed.

 **User Login for KSDE Web Applications**

KSDE User Registration Form

* Indicates required field.

Please select the organization and building that you belong to:*

Organization: Building: # - Elementary

Please select the applications that you would like to access:*

☐ Kansas Education Systems Accreditation (KESA)	District
☒ Kansas Integrated Accountability System (KIAS)	Building User
☐ Kansas Teacher of the Year	Superintendent