



Multi-District Access to KIDS

Introduction:

This document explains the process for requesting and granting access to schools in multiple districts within the KIDS Collection System. The superintendent from each district is required to grant approval before access to that district will be allowed in the KIDS Collection System.

Gaining Multi-District Access to KIDS Collection:


Before you can begin using the KIDS Collection system, you first need to register for access to KSDE Web applications. Register via KSDE's Common Authentication System: <https://online.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as circled below.

A screenshot of the "User Login for KSDE Web Applications" page. The page has a title bar "User Login for KSDE Web Applications". Below it are input fields for "User Name:" and "Password:", followed by a "Login" button. A message states: "KSDE applications support Internet Explorer 7.x and later for Windows and Firefox 3.6 and later for Macintosh." Below this is a help icon and text: "Need help? Click on the help icon for a series of Flash tutorials about the User Login." There is also a link for "Forgot Your Password?". At the bottom, there is a "Register" button, which is circled in red. To the right of the button, text reads: "If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register."

Note: If you already have District-level access to the KIDS Collection System, your existing account can be managed to request access to additional districts by logging into Authentication and clicking on the link to "Manage My Account" link circled below.

A screenshot of the "KSDE Web Applications" menu. The title bar says "KSDE Web Applications". Below it is the instruction "Click a link below." followed by a list of links: "1. AYP/QPA Accountability", "2. Directory Updates", "3. KIDS Assignment System", "4. KIDS Collection 2009", "5. Online Data Tool", "6. Principal's Building Report", and "7. Superintendent's Organizational Report". At the bottom, there is a link for "Manage My Account", which is circled in red, and a "Logoff" link below it.

Complete the online registration form. Multi-district access is a district-level account only. You must complete the registration process under one district before additional districts may be requested. Select a district from the “Organization” drop down, and then select “All Buildings” from the “Building” drop down menu as circled below.



The screenshot shows the 'KSDE User Registration Form'. It includes fields for 'First Name', 'Last Name', 'Phone #', and 'Email Address'. Below these are two dropdown menus: 'Organization' (set to 'USD 282 West Elk') and 'Building' (set to 'All Buildings', which is circled in red). The 'Building' dropdown menu is open, showing options: 'All Buildings', 'Howard West Elk Jr-Sr High', 'Moline Elem', and 'Severy Elem'. At the bottom, there are fields for 'User Name' and 'Password', with a note about password requirements.

Once the screen displays the list of available web applications, scroll down to the KIDS Collection System. Place a check in the box to the left of the KIDS Collection name to select the application. Select “Multi-District Write” to be able to upload KIDS records and review reports OR select “Multi-District Read Only” to only view KIDS reports.

Note: If you already have a district-level account, you will need to change the “Application Access Level” level of KIDS from “District” to “Multi-District” and will need to provide your birthdate and the correct answer to your security question.



The screenshot shows a list of web applications with checkboxes and access levels. The 'KIDS Collection 2009' row is highlighted with a red circle around the checkbox. To its right, the access level dropdown menu is open, showing 'Multi-District Read-Only' and 'Multi-District Write', with 'Multi-District Write' circled in red.

Application	Access Level
<input type="checkbox"/> Interlocal Agreements (D0600's only)	District
<input type="checkbox"/> Juvenile Detention Center - Estimated	District
<input type="checkbox"/> Kan-Dis 2009	DistrictDataEntry DistrictAdministrator
<input type="checkbox"/> KIDS Assignment System	District
<input checked="" type="checkbox"/> KIDS Collection 2009	Multi-District Read-Only Multi-District Write
<input type="checkbox"/> LCP System	District Update District Submit
<input type="checkbox"/> Lea Forms	District Admin
<input type="checkbox"/> License Application	University

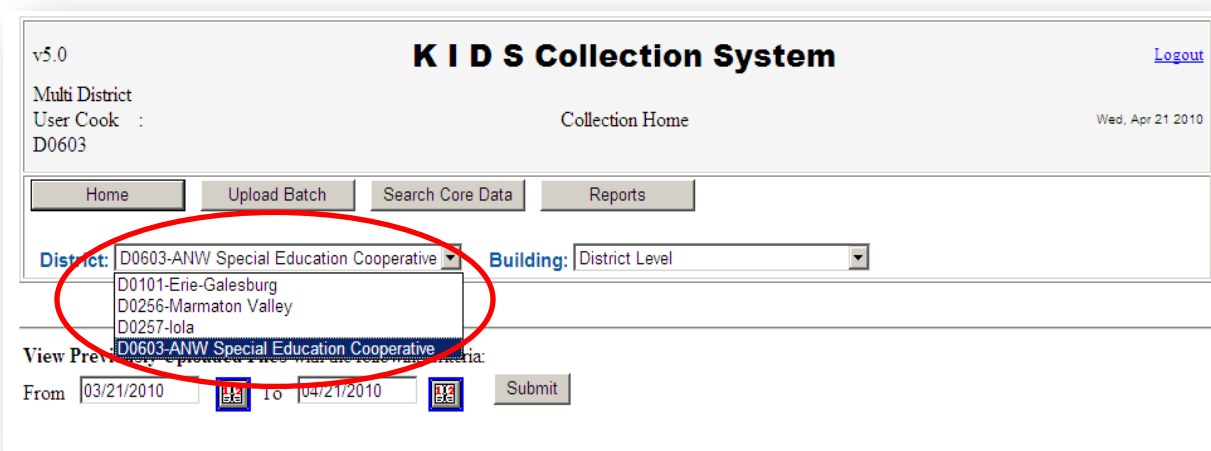
After submitting the online registration, the superintendent of the district will be contacted to grant your access to this district. The Authentication system will only contact one superintendent for approval from the district selected in the registration.

To gain access to additional districts, you will need to ask the superintendents of the other districts in which you are seeking access to send an email to helpdesk@ksde.org granting approval for your access at the district level to that district.

Only those districts whose superintendents send email confirmation granting you access will be manually added to your KSDE account by KSDE Helpdesk staff. Phone calls are not an acceptable means of granting approval. If a superintendent refuses to grant access to a district, KSDE will honor the superintendent's refusal and will not grant access to the denied district.

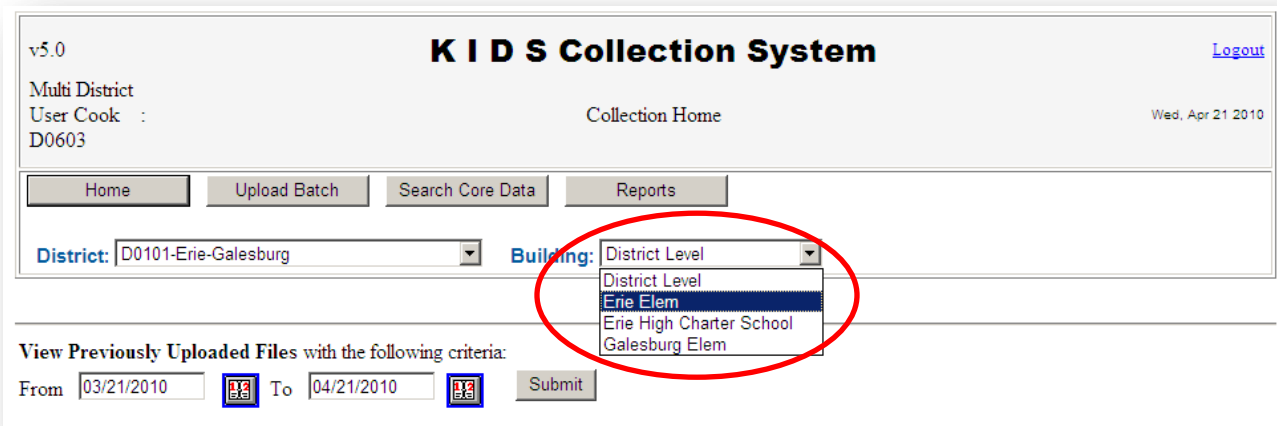
Using Multi-District Access in KIDS Collection:

Once approval to multi-districts has been granted, you will see additional navigational features in the KIDS Collection System that allow access to multiple districts as shown circled below. Use the District drop down menu to select a district. *(The user level of access demonstrated in the following images is Multi-District Write.)*



The screenshot shows the KIDS Collection System v5.0 interface. The user is logged in as 'Multi District' with user 'Cook : D0603'. The page has a navigation bar with buttons for 'Home', 'Upload Batch', 'Search Core Data', and 'Reports'. Below the navigation bar, there are two dropdown menus: 'District:' and 'Building:'. The 'District:' dropdown menu is open, showing a list of districts: 'D0603-ANW Special Education Cooperative', 'D0101-Erie-Galesburg', 'D0256-Marmaton Valley', 'D0257-Iola', and 'D0603-ANW Special Education Cooperative'. The 'Building:' dropdown menu is set to 'District Level'. Below the dropdown menus, there is a section for 'View Previously Uploaded Files with the following criteria:' with 'From' and 'To' date fields set to '03/21/2010' and '04/21/2010' respectively, and a 'Submit' button. The 'District:' dropdown menu is circled in red.

Once a district has been selected, you will need to select the building you wish to access, shown circled below. "District Level" allows you to access all approved buildings in that district or you may select a specific building appearing in the "Building" drop down menu.



The screenshot shows the KIDS Collection System v5.0 interface. The user is logged in as 'Multi District' with user 'Cook : D0603'. The page has a navigation bar with buttons for 'Home', 'Upload Batch', 'Search Core Data', and 'Reports'. Below the navigation bar, there are two dropdown menus: 'District:' and 'Building:'. The 'District:' dropdown menu is set to 'D0101-Erie-Galesburg'. The 'Building:' dropdown menu is open, showing a list of buildings: 'District Level', 'Erie Elem', 'Erie High Charter School', and 'Galesburg Elem'. The 'Building:' dropdown menu is circled in red. Below the dropdown menus, there is a section for 'View Previously Uploaded Files with the following criteria:' with 'From' and 'To' date fields set to '03/21/2010' and '04/21/2010' respectively, and a 'Submit' button.

The options available in the "District" and "Building" navigational drop down menus apply to uploading batch files, accessing the Assignment System, and generating reports within the

KIDS Collection System. Changes the selections in the “District” and “Building” drop down menus will provide access to a different district or school.

Help Resources:

For assistance gaining access to the KIDS Collection System for multi-districts, contact the KSDE Help Desk at 785-296-7935 or by email via helpdesk@ksde.org.

Revision History

Version	Date	Changes
4.00	2.22.13	Updated for 2013-2014 school year

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KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201*