

Registering for KEEP2

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

2 Do you have a username?

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

