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Creating and Managing Teacher Accounts





Kentucky Partnership for Early Childhood Services





promoting independence, productivity and integration for all people

KDE KEDS Online User Guide

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 - A Section 2: Establishing and Managing Teacher Accounts
 - Establishing Teacher Accounts
 - Managing Teacher Accounts
 - Assigning Teachers

User Guide

Document Title

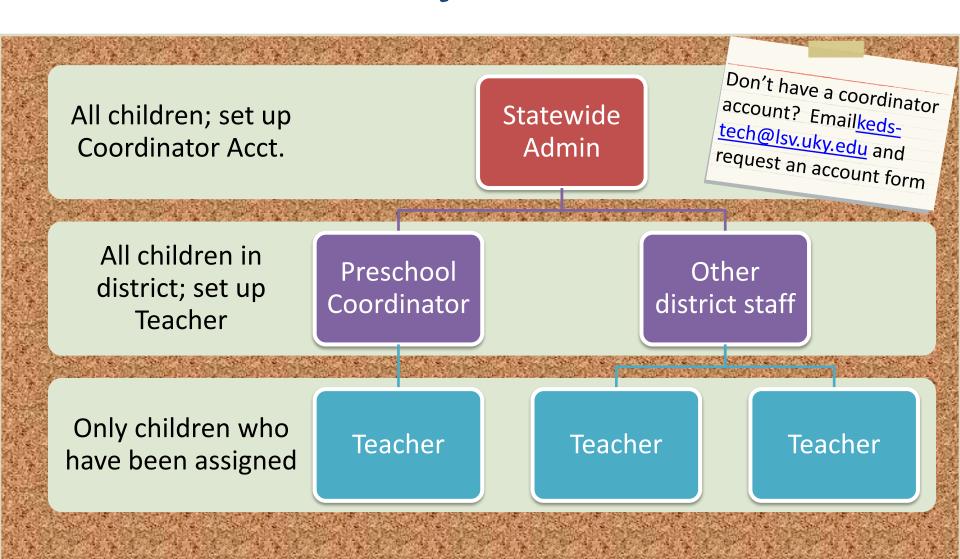
KDE KEDS Online User Guide — Table of Contents (PDF)

Section 1 — Overview of KEDS Online Website (PDF)

Section 2 — Establishing and Managing Teacher
Accounts (PDF)



Levels of Accounts



Creating Accounts

- Best to create accounts:
 - With teacher at side or on phone
 - Using an account form similar to the Coordinator Account set up form
 - Want a copy? Email keds-tech@lsv.uky.edu
- Password Question/Answer
 - ♣ Best question is "What are the last 4 of my ssn?"
 - Numeric response, does not change

Creating Accounts

- Accounts are free!
 - Create one account for every staff
 - ↑ When a staff leaves, KEDS can delete the account
 - @ Email <u>keds-tech@lsv.uky.edu</u> with the username and school the account is assigned to
 - New teachers should get a new account, <u>no</u> <u>sharing accounts!</u>
- Additional coordinator accounts can be set up for district staff.



Add a Teacher

When creating new teacher accounts, please be sure you have the correct school selected in the school dropdown. Located in the top right corner of the web page.

UserName		
First Name		
Last Name		
Lastivallie		
Password		
PasswordQuestion		
PasswordAnswer		
Email		
Phone #		
Phone Ext.		
Approved	▼	
School	Patti's Preschool (TEST	T) (Fayette) ▼
Create New User		

Managing Accounts

- Edit button to the left of the username
 - Change email, approved status
 - Cannot change password, password question/answer or username
 - © Can delete the account and start all over



The ability to edit teacher accounts has been disabled and is currently under maintenance.

<u>UserName</u>	<u>FirstName</u>	<u>LastName</u>	School	<u>Email</u>	IsApproved	IsLockedOut
jchandler	Jane	Chandler	290	jane.chandler@corbin.kyschools.us	✓	
kristy.clark	Kristy	Clark	290	Kristy.clark@anchorage.kyschools.us	✓	
patti.teacher	Patti	Teacher	290	patti.naber@uky.edu	✓	
pattiteacher3	Patti	Teacher3	290	patti.naber@uky.edu	√	
teacher	Test	Teacher	290	andersonof@gmail.com	✓	
teachertest	Teacher	Test	290	patti.naber@uky.edu	√	
TestU	first1	last8	290	g@g2.com	✓	
					√ ✓	

Assigning Students to Teacher Accounts

 Teacher must be assigned to student for teacher to see student record.

List of Teachers = Approved List of Users

Teacher doesn't show up in list? Email <u>keds-tech@lsv.uky.edu</u> with school name and username of teacher who does not show up.



Student Details (* Indicate Required Fields) ID #: 1111111222 First Name:* Test Last Name:* Student Birthdate:* 3/26/2005 Gender:* Male Ethnicity:* Black IEP:* No 🕶 **Enrollment** Status:* Enrolled **Enrollment** Date:* 3/19/2008 Exit Date: District: Fayette County School: Patti's Preschool (TEST) (Fayette) Teacher: At Risk: Over Income: Coordinator Test overty) first1 last8 Patti Teacher Head Start: Patti Teacher3 IEP Type: Sally Teacher Assessment: Teacher Test Test Teacher Assessment Method: Verified all correct? Update Cancel