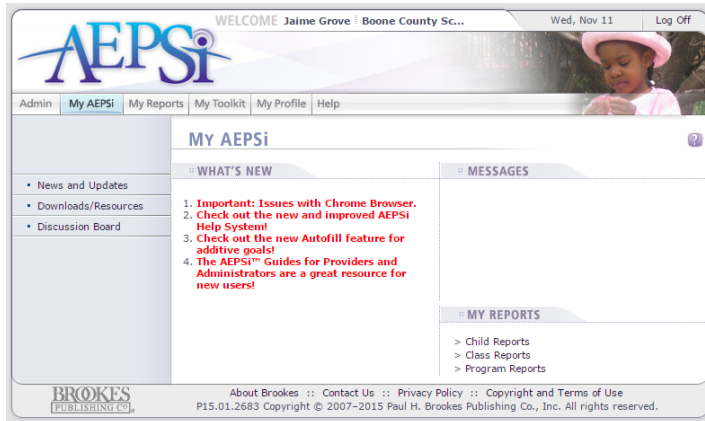


Creating an Administrative Account in AEPSi

Log into <https://www.aepsi.com>



Click on ADMIN > Manage Administrators

Click the Create New Administrator button



Role: Administrator

First Name: KEDS

Last Name: [District]

Title: KEDS Administrative Access

Day Phone: 859-257-4913

Email address: keds@lsv.uky.edu

Username: keds_district

CREATE ADMINISTRATOR

Role: Administrator Reviewer Provider Save

Child Data Access: Yes No

* First Name:

Middle Initial:

* Last Name:

* Title:

Address 1:

Address 2:

City:

State:

Zip:

* Day Phone:

Evening Phone:

Mobile Phone:

Fax Number:

* E-mail Address:

* Username:

Notes/Comments:

Save