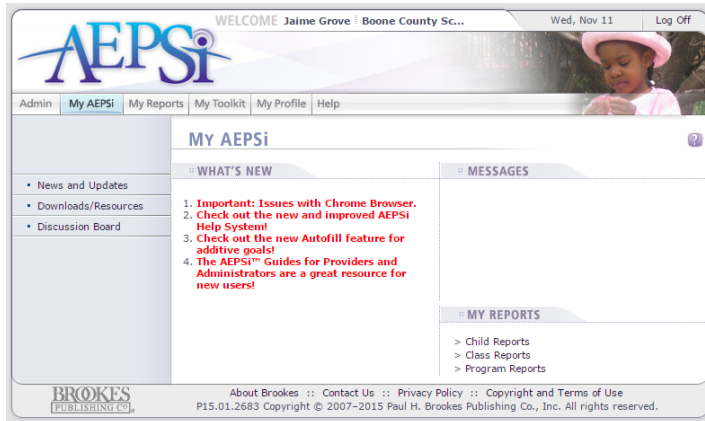# Creating an Administrative Account in AEPSi

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