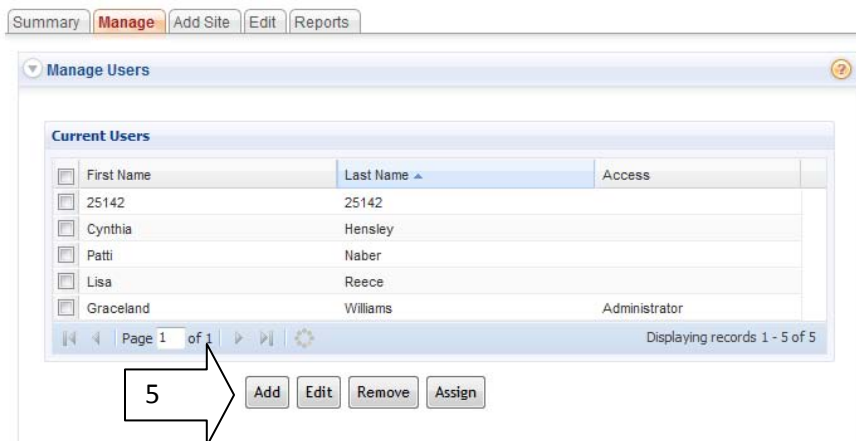


Instructions for creating an administrator account in Online COR

1. Log in as a district administrator.
2. In the **Organization** list on the left, choose the district name.
3. Click the **Manage** tab.
4. Click **Manage Users**



5. Click **Add**



6. The information you will need is below.

The image shows a web form for creating a user account. It is divided into two main sections: "Demographic Information" and "Account Information".

Demographic Information:

- First Name: Patti
- Last Name: Singleton
- E-mail: keds-tech@lsv.uky.edu

Account Information:

- User ID: keds_districtname
- Password: (empty)
- Confirm Password: (empty)
- PIN: (empty)
- Confirm PIN: (empty)
- Status: Read Only Suspended

At the bottom of the form are two buttons: "Save" and "Cancel".

Passwords – you may generate your own password, after the account has been created we will change.

Click save. Online COR will email KEDS to notify that an account has been created.

Please email keds-tech@lsv.uky.edu with any questions you may have.