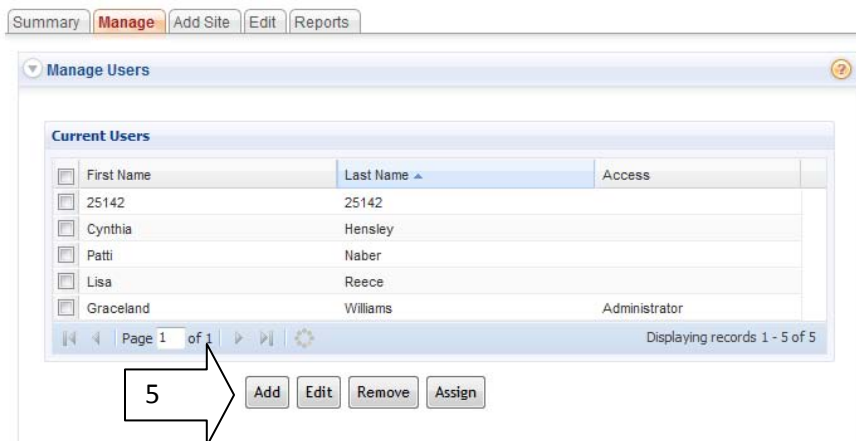# Instructions for creating an administrator account in Online COR

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.

Demographic Information

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

Acount Information

User ID:	keds_districtname
Password:	
Confirm Password:	
PIN:	
Confirm PIN:	
Status:	☐ Read Only ☐ Suspended

Save   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.