KDE KEDS Online User Guide

Section 1: Overview of KEDS Online Website

Included in this Section:

- Logging in
- Password Help
- Overview of Website

www.kedsonline.org/

Note: This website uses a secure certificate to ensure data entered are kept confidential. Upon accessing the system, you may receive a pop-up warning about a Certificate Error. Please disregard this message, and choose 'Continue to Website.' Should you have any questions about the online certificate, please contact keds-tech@lsv.uky.edu or call 859-257-7423.

Logging In

To log into KDE KEDS Online, click the Preschool login link, located on the Home page.

Preschool Coordinators:

KEDS Online usernames and passwords for Preschool Coordinators have been established by HDI Staff. If you do not have a KEDS Online username, please contact keds-tech@lsv.uky.edu to request an account.

An introductory email with your username and password will be sent to you.

It is the responsibility of Preschool Coordinators to establish KEDS Online usernames and passwords for Teachers. (For more information on establishing Teacher accounts, please see the section on "Establishing Preschool Teacher Accounts").
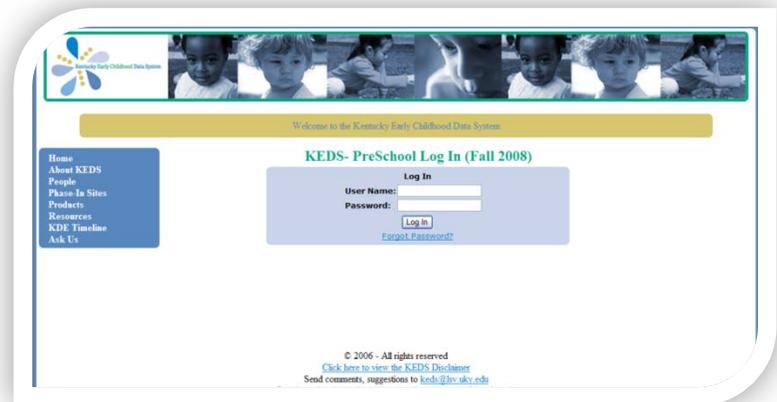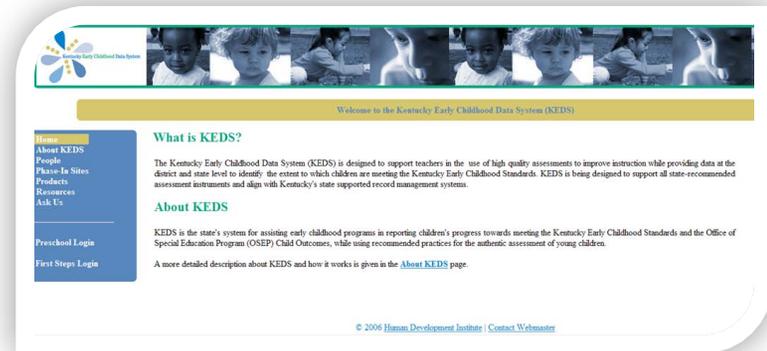
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Preschool Teachers:
KEDS Online usernames and passwords are established by your preschool coordinator.

Password Help
If at any time you have forgotten your password, you are welcome to use the Forgot Password link located below the log in. After you have answered the questions, a new password will be emailed to you. Once you have successfully logged in, you are able to change your password to whatever you'd like, and will remember.

Due to security restrictions, KEDS does not allow coordinators or KEDS staff to view or change passwords.

KEDS Online Website
To the right is an example of the KEDS Online Main page, which is available only after logging into KEDS. Important features are highlighted and a brief explanation has been included below. Features which are only available to coordinator accounts are indicated with a Star (★).

Change Password
You are able to change your password at any time. Click on the Change Password link located in the upper left hand corner of the page.

Logout
It is recommended that you log out if you will be away from your computer for any length of time. KEDS will automatically log you out after 20 minutes of inactivity.

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School ★

Located in the upper-right hand corner, drop down options allow you to see the schools for which you have access. Use this tab to change schools when you are viewing students or users. Should a school not be included in this drop down, or if you have a school in your drop-down not in your district, please contact keds-tech@lsv.uky.edu to have the school added.

Links

The yellow bar contains useful links to help navigate KEDS Online. To move from area to area, click on a link. Clicking Main will bring you back to the front page.

Main

Reporting deadlines will always appear in red on this screen. This gives you information on how many days you have until the data should be entered and updated.

News and Updates

Both policy and changes to the KEDS Online database will be posted in this section. Major updates will also be emailed to coordinators.

Upcoming Deadlines

All deadlines will be posted here.

Help

The help section contains helpful resources and email links to KEDS staff.

Users★

Coordinators will set up accounts for each teacher and/or staff in your district who is updating student records. More information on setting up teacher/user accounts is available in Section 2: Establishing and Managing Teacher Accounts.

All Children★/My Children

View or update child information here. Information on how to update child demographic records is included in Section 4: Updating Child Demographics.

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Assessments

Instructions on how to transfer your districts' assessment data to the KEDS Online office. Additional information is located in Section 5: Assessment.

Missing Student Data ★

Allows the coordinator to view all of the children who have missing data or an unfinished demographic record for each school. Information on how to update child demographic records is included in Section 4: Updating Child Demographics.