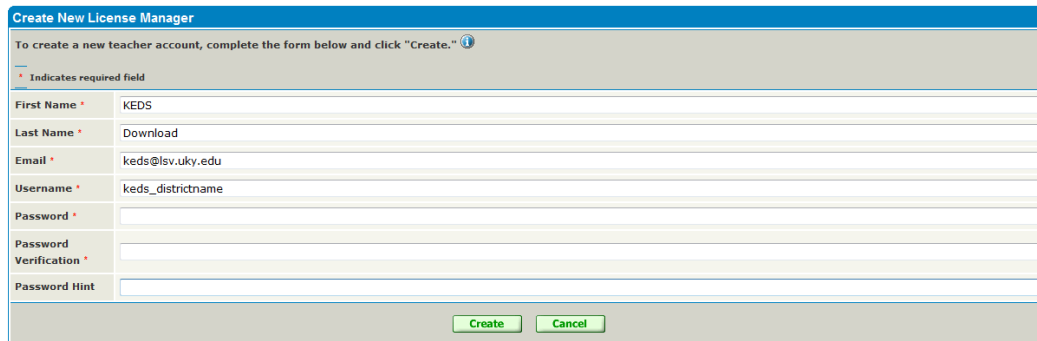


## Setting up an administrator account in Work Sampling

1. Log in to [www.worksamplingonline.com](http://www.worksamplingonline.com)
2. Click Admin
3. Under License Managers, click Edit
4. Click "Create New User"
5. The fields required to create a new user are filled in below



The screenshot shows a web form titled "Create New License Manager". The form has a blue header bar with the title. Below the header, there is a grey instruction bar: "To create a new teacher account, complete the form below and click 'Create.'" followed by an information icon. Below this is a legend: "\* Indicates required field". The form contains several input fields, each with a red asterisk indicating it is required. The fields and their values are: "First Name" with "KEDS", "Last Name" with "Download", "Email" with "keds@lsv.uky.edu", "Username" with "keds\_districtname", "Password", "Password Verification", and "Password Hint". At the bottom of the form are two green buttons: "Create" and "Cancel".

Use keds\_ followed by your district name as the username.

You can make up a password and KEDS will change the password the first time they log in.

6. Once the account has been created, send an email message to [keds@lsv.uky.edu](mailto:keds@lsv.uky.edu). Let us know that you have set up the Work Sampling online account, and what the username and password are.

Questions? Email [keds@lsv.uky.edu](mailto:keds@lsv.uky.edu)