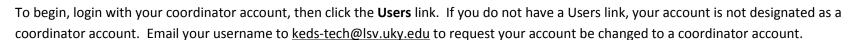# KDE KEDS Online User Guide

Section 2: Establishing and Managing Teacher Accounts (Coordinators★)

In this Section:

- Establishing Preschool Teacher Accounts
- Managing Teacher Accounts
- Assigning Teachers to Students

Establishing Preschool Teacher Accounts

Teacher accounts must be established and assigned to students before teachers can log in. It is the responsibility of the preschool coordinator to create these teacher accounts.

To begin, login with your coordinator account, then click the **Users** link. If you do not have a Users link, your account is not designated as a coordinator account. Email your username to keds-tech@lsv.uky.edu to request your account be changed to a coordinator account.

Above is a screen shot of what the Teacher Account window will look like. The top of the screen contains a list of the accounts already created, and the bottom portion of the screen allows you to create new accounts.

To add a new teacher account, you must complete the following information. The items that are asterisked (*) are required fields.

Field	Notes
Username*	This will be a unique username. It is suggested that you use the following format when creating usernames: firstname.lastname. If you have a common name (ex. Mary Smith), it is suggested that you include a numeral in the username (mary.smith8856) or include middle/ maiden name (maryfrances.smith). KEDS will not allow a username to be created which contains a space. KEDS Online will not allow two user accounts to be created with the same username. If an account already exists with that username, you will be prompted to enter another username. ***This field CANNOT be edited after the account has been created.***
First Name*	No spaces allowed in First Name, use MaryBeth rather than Mary Beth.

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Field	Notes
Last Name*	No spaces allowed in Last Name, use Smith-Jones rather than Smith Jones.
Password*	Create a password for the teacher. They can change the password at any time once they have logged into KEDS Online. This field CANNOT be viewed or edited after it has been created. It is the coordinator's responsibility to distribute the password to the teacher.
Password Question*	In case the teacher forgets their password, they can use the Forgot Password link, which will allow them to answer a question (e.g., What is the last 4 digits of your social security number), in order to retrieve lost/forgotten passwords. It is recommended you use a question/answer that will not change. ***This field CANNOT be viewed or edited after the account has been created.***
Password Answer*	This is the answer to the above question. The question must be answered exactly (including spaces and caps) in order for the password to be retrieved. We do not recommend using answers that have more than one word, answers that use spaces, or use capital letters. ***This field CANNOT be viewed or edited after the account has been created.***
Email*	Again, this is used when retrieving lost/forgotten passwords. Email must be entered correctly and *can* be edited at a later time.
Phone Number/ Extension	This information is important should KEDS staff need to contact the teacher. Please include any extension needed to contact the teacher directly
Approved	When the teacher is approved, this box allows the user to login using the information specified. This box must be checked for a teacher to be able to login.
School*	Select the school the teacher is assigned to. School can be changed after the account has been created. Should a school not be included in this drop down, please contact keds-tech@lsv.uky.edu immediately.

*Those items marked with an asterisk (*) are required fields.

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When you are satisfied with the information, click Create New User. The User's Information will then appear in the List of Teacher Accounts at the top of the screen.

List of Teacher Accounts

This list is based on the user accounts you have created. You are not able to view user accounts that other Preschool Coordinators have created.

Each teacher or staff who will be completing data entry should have their own account. *Do not* share your account information with another teacher.

If a teacher has left a school or no longer needs access to KEDS, please disable the user account by un-checking the "Is Approved" checkbox. Check the "Edit" button beside the user account, then uncheck the "Is Approved" box. You may also contact keds-tech@lsv.uky.edu and ask that the account be deleted.

A new KEDS Online account should then be created for the new teacher.

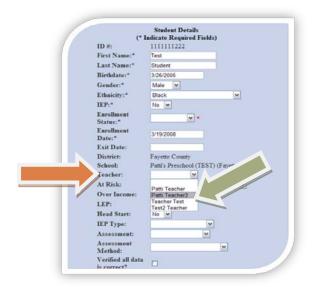# KDE KEDS Online User Guide

Managing Teacher Accounts

The **Users** screen will display the username, first and last names, Email, whether the account has been approved, and whether the account is Locked Out.

Accounts will ***Lock Out*** after *five* unsuccessful tries to enter the system. If an account has been locked, you can select **Edit** to the left of the username, and then click **Update**. If you have problems unlocking an account, please email the username to keds-tech@lsv.uky.edu and ask that the account be unlocked.

To edit any of the teacher information, you can select **Edit** to the left of the username, make changes, and then click **Update**.
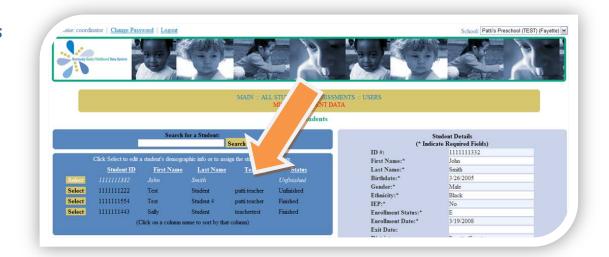
To sort your list of accounts, you can click on any of the column headings (e.g., username). Clicking the column heading once will sort accounts in ascending order, clicking it again will sort in descending order.

Assigning Students to Teacher Accounts

In the student data section, it is important to assign each student to a teacher. The list of teachers is the same as the list of users. See example on right.

When a teacher logs into KEDS, they *will only see those students who have been assigned to their account* by the Preschool Coordinator.

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Viewing Students Not Assigned to a Teacher

To view students who are not assigned to a teacher, go to the **All Children** tab.

Click on the Teacher column heading (see below). This will sort the children by the assigned teacher, leaving the unassigned children on top. In the example below, the first two children (Sally and Test) are not currently assigned to a teacher.