

WWW.KSPSD.ORG Functionality – Cheat Sheet

I. Manage Your Own Account

Change Password if it has not expired.

- a. Click on the “**Change**” link found in the yellow bar on the top of the page
- b. “**Click Here**” to Change Password
- c. Push “**Continue/Cancel**” Button

Update Account Information, especially email Address

- a. Click on the “**Change**” link found in the yellow bar on the top of the page
- b. “**Click Here**” to Update Account Information
- c. Click “**Update**” Button
- d. Click “**Go Back**”

Request Change to Access Levels

- a. Click on the “**Change**” link found in the yellow bar on the top of the page
- b. “**Click Here**” to Update Account Information
- c. Click on the “**Request Change to Access**” Button
- d. Click on “**Request to Change**” link for the project you want to change
- e. From the drop down choices choose N (No Access); R(Read); W(Write); L(Lock).
- f. Supply reason for the change
- g. Click “**Go Back**”
- h. Click Go back to “**Update Account Page**”
- i. Click “**Cancel**”
- j. Automated email sent to IRHelp; KBOR Staff will have to approve the request. Once it is approved, an email will be sent to the user saying the change has been made.

Locked and Frozen Accounts

Definition – Locked account means correct ID has been entered but password was entered incorrectly three times.

Definition – Frozen account means the account was locked and the user entered the answer to the secret question incorrectly.

User gets three(3) attempts at logging in with incorrect password but correct ID

User gets five(5) attempts at logging in with incorrect ID.

Message that says: **Your User ID and/or Password are incorrect; please try again.**

- a. Possibly the user is using wrong ID
- b. Click on “**Forgot User ID / Password?**” link on login page
- c. Enter Email Address
- d. Email send with correct User ID and Password hint
- e. Note: if get this message 5 times in a row. No longer able to try logging in and get message **You have unsuccessfully tried to login 5 times. Please contact [IRHelp](#).** Or user can click on “**Forgot User ID / Password?**”

Message that says: **Your account has been locked because of too many invalid login attempts; IR support will be contacting you by e-mail**

- a. Account is locked.

- b. IRHelp will send by EMAIL a message with a URL link
- c. Go to the URL where you will be asked your secret question
- d. If question answered correctly; account unlocked
- e. If question answered incorrectly; account is frozen.
 - i. Automated message sent to IR Staff who will have to defrost the account.
 - ii. Email with new temporary password will be sent to user or a phone call made with new temporary password.
 - iii. User will need to change the password at first login.

Determine who else at your institution has access to www.kspsd.org projects and what type of access they have.

- a. Click on the “**Change**” link found in the yellow bar on the top of the page
- b. “**Click here**” to view other users in institution
- c. NOTE: If you see a user at the institution who no longer needs access to the system:
 - i. If the user is still there, have them follow the steps above to change access to N
 - ii. If the user is no longer employed at the institution, send a message to IRHelp requesting the access be changed to N.

II. Working Through the Edit Report

Errors MUST be fixed before locked. However, do **NOT** change correct data to fix the error. If you believe that the error is not a fair restriction for your data, contact IRHelp@ksbor.org and explain the situation.

Warnings do not need to be fixed. Please do **NOT** change correct data just to get rid of warnings. We want the warnings to learn more about your data!

Functionality of the error report

- a. A Hyperlink appears in the edit report that will take the user to a form for that record. Corrections can be made in this fashion.
- b. NOTE: The File name that is listed in the table may NOT be the file with the error if the edit is a cross file edit.
- c. Use browser cut and paste function to capture data to use in the search function.

III. Other Useful Functions

- a. Help - When working on a form, the variable name is hyperlinked to a definition of the variable and the valid choices for that field.
- b. Closed Submission – No matter if the submission is open or not, if the data is locked a line will appear at the bottom of the data submission page stating this.
- c. Profile – Used to control the year and the time period of the data you are viewing.
 - i. ALL PREVIOUSLY SUBMITTED DATA APPEARS ON THE WEBSITE.
 - ii. Once data is locked, a CSV file of the data is available for downloading. This function never disappears so older data is ALWAYS available.
- d. SEARCH – a user may enter in any part of the information and all matches will be returned.
 - i. Example: On the Student Data Search Page Enter in “JO” in the Last name field. Any student with JO in the last name will be returned.