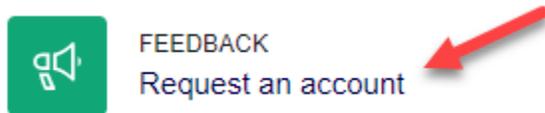


KSDE Training Portal

How to Create a New User Account

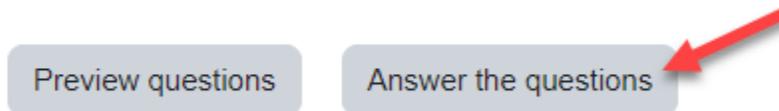
Home Page

1. Go to <https://learning.ksde.org>.
2. Click "Request an account."

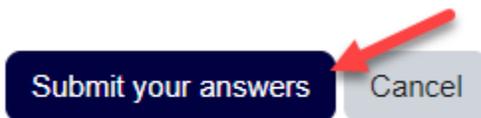


New Account Information

1. Click "Answer the questions." Information entered under "Preview questions" will not be saved.



2. Complete all required fields, which are indicated with a red exclamation point. **!** Do not use commas when entering responses.
3. Click "Submit your answers." An account request will be sent to KSDE and processed within one business day. Please do not submit multiple requests. KSDE will respond as quickly as possible.



Confirmation Email

1. Once KSDE has processed the account request, an email will be sent to the email address provided during account set-up with a link to access the account and create a password.