

# Indicator 7 Application Registration



## Getting access to the KSDE OUTCOMES PART B Authenticated Web Application

How do I gain access to enter child data into the KSDE OUTCOMES PART B [Authenticated Web application](#), also referred to as the Outcomes Web System (OWS)? Our IT staff have developed an easy to follow, less than 5-minute, tutorial for registering for an application. [Click on this link](#) to see the video.

This tutorial is used for instructions to register for both *School-wide* and *District-wide* applications. The OUTCOMES PART B application is a *District-wide* application.

Therefore, to register for the OUTCOMES PART B application, you will need to follow these few specific steps to be successful.

1. The organization number to choose is the USD where you physically work. Such as **USD 402**, (not the Coop # D0638).
2. Then for the Building number, choose **ALL BUILDINGS**, to call up the district-wide application list. OUTCOMES PART B is a **district-wide application**.
3. When the district-wide application list appears, scroll down, and choose the OUTCOMES PART B application, then on the right, for ACCESS LEVEL, choose **EC Part B User**.
4. If you will be working with multiple districts choose **EC Part B Multi Org User**, but still use the USD where you work as the Organization number. The other districts given to us by your director will be added to your available drop-down list by the IT staff.
5. Finish creating your login by answering the rest of the questions, Click **Submit**.
6. You should receive an email from the IT HelpDesk when your access has been approved.
7. Please remember your username and password, as every six months you will be asked to change the password.

**PLEASE NOTE:** If you already have a district-wide login, you can use the **MANAGE MY ACCOUNT** blue button and add OUTCOMES PART B application to that account.

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