How to Create YOUR KS ACCOUNT

KS Account is a new service that allows you to access multiple systems, like KS Connect and the Electronic Health Records system, Mo'omō'ali Olakino using just one sign-in.

1: RECEIVE INVITE

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You will receive an email invitation from no-reply@ksbe.edu via the email you have on file in KS Connect. Click on the Get Started button within that email.

2: VERIFY KS ACCESS

Click the Next button to allow access to display your name.

3: CREATE ACCOUNT & PASSWORD

Click Next again to verify the creation of your account in association with the email listed.

Do not select "use a phone number instead" or "get a new email address."

You must now enter the Password you would like to use for this account, and then click Next.

4: RECEIVE CODE IN THE EMAIL LISTED

Open a new tab or window (File > New Tab/Window) so as not to lose your place in the registration process. As an alternative, open a different Internet browser.

Check your email account to make sure you received a security code.

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Microsoft account
Verify your email address
To finial setting up your Hismanh account, on just need to make sum this amail address is yours.
To write your error address use this security calls 4188
If you don't request the cole, you can white ignore this email. Someone else might have tubed your email address be missive.
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Microsoft

5: ENTER THE SECURITY CODE

Return to the registration tab/window, and enter the code that is in the email you received.

It is recommended you uncheck the "send me promotional emails from Microsoft"

Then click Next.

Verify email Enter the code we sent to

Thomas.Malpoi@pmail.com . If you didn't get the email, check your junk folder or try again.			
Enter code			
Send me promotional emails from Microsoft			
Back	Next		

6: VERIFICATION | YOU MAY BE ASKED TO COMPLETE ONE OF THE FOLLOWING:

A. CAPTCHA VERIFICATION Enter the characters to verify that you are a person. Then click Next.

B. TEXT MESSAGE VERIFICATION Enter a cellphone number that is capable of receiving text messages. Then click Send Code. You will then receive a Access Code via text message that you must enter and then click Next.

Before proceeding, person is creating t	we need to make sure a real his account.	
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-yt	We'll text you the code you'll use to verify your phone number.	

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United States (+1)	~
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7077013625	×
Send code	

7: ENTER THE KS APP PORTAL

All Pau! Now that your account has been created and verified, you will have access to various KS systems such as KS Connect and Mo'omō'ali Olakino (EHR)

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S Connect	Mo'omd'alii Olakino (DHR)

KS Connect

KS Connect

Click the KS Connect Icon to access grades, progress reports, schedules, and more.

Mo'omō'ali Olakino



Mo'omō'ali Olakino (EHR)

Click on the Mo'omō'ali Olakino Icon to access student electronic health records .

How to Login to your ks account



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You must create your KS Account before you are able to login. If you have not yet created it, please refer to the "How to Create Your KS Account" handout.



1. Go to ohana.ksbe.edu and click Login.



3. Enter or Select your KS Account email and click Next.

Microsoft
Sign in
Email, phone, or Skype
Next
No account? Create one!

2. Enter your KS Account email and click Next.



4. You may now select any of the Apps listed. If you don't see any apps, you may need to click on your profile at the top right of the screen and change your organization to Kamehameha Schools.

Need Help with your ks account?



Solution A: Email was sent, but may be in a Spam/Junk folder.

Login to your email account and search for the email (using key word KSAccount) in the spam or junk mail folders.

Refer to image on the right for the most common locations.

GMAIL	OUTLOOK		YAHOO
Drafts	Unread	\sim	Folders
Less 🔺	Starred		
Important	Drafts	\Box	Inhox
Chats	Sent		IIIDOX
All Mail	Archive	\bigcirc	lunk Email
Spam	Spam	0	Junk Eman
Trash	Trash	D	Drafts

Scenario B: The email was sent, but not to the correct email.

Please contact your respective unit office to update your e-mail address:

Mālama Ola / Hale Ola Parents and Alumni Relations (PAR) Kapālama Elementary School Kapālama Middle School Kaui Elementary School Maui Middle School Maui High School Hawai'i Elementary School Hawai'i High School (808) 842-8075 or Toll Free 1 (800) 842-IMUA ext. 28075 (808) 842-8680 or Toll Free 1 (800) 842-IMUA ext. 28680

(808) 842-8383 (808) 842-8365 (808) 842-8351 (808) 572-3300 (808) 572-4200 (808) 573-7000 (808) 982-0200 (808) 982-0400 (808) 982-0600

"I don't know my KS Account Password"

A: You may be accidentally using a different KS password.

B: If you are still unable to login, click Forgot My Password on the login screen.

Password	
Sign in	
Keep me signed in	-
Forgot my password	

Best Practices FOR YOUR KS ACCOUNT



PREFERRED INTERNET BROWSER

KS recommends using the most recent version of the following browsers to access your KS Account:





PASSWORD REQUIREMENTS

The password must be a minimum length of 8 characters and contain characters from three of the following categories:

-Uppercase letter (A-Z)

-Lowercase letter (a-z)

-Number/Digit (0-9)

-Special character (~`!@#\$%^&``'?/)



PASSWORD TIPS

-Use a different password for each of your important accounts. (I.e. email , online banking account)

-Avoid patterns by changing more than just one or two characters from your last password (i.e. password01, password02)

-Do not share passwords with others

-Don't use common words or your name as part of your password

-Change passwords frequently

LOGGING OUT



If you're using a **public computer** or **public wifi**, make sure to log out when you are done with your session so no one else can access your account.

If you're using a private computer, logging out of your account may prevent others in your house like guests or children from accessing it