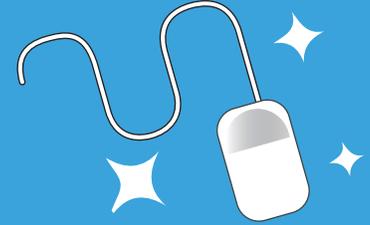


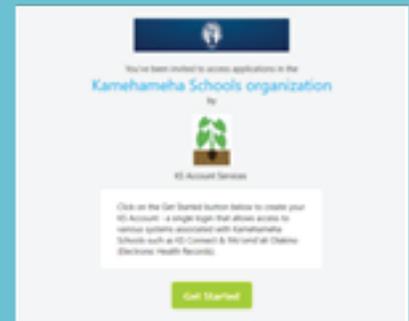
How to Create YOUR KS ACCOUNT



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

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

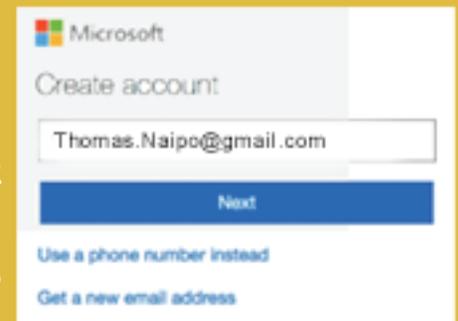
Click the **Next** button to allow access to display your name.

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."

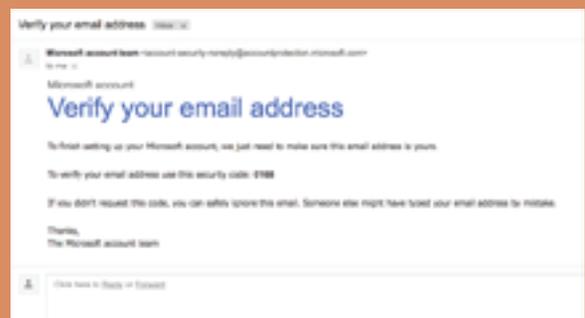
You must now enter the **Password** you would like to use for this account, and then click **Next**.



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.

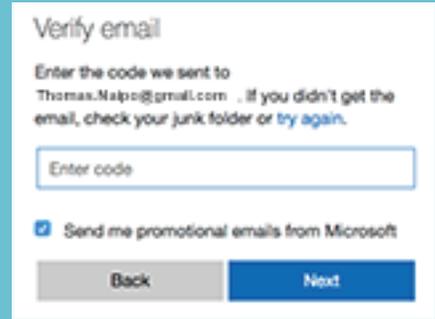


5: ENTER THE SECURITY CODE

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**.



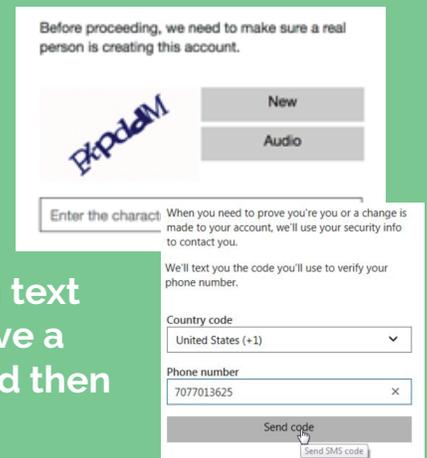
6: VERIFICATION | YOU MAY BE ASKED TO COMPLETE ONE OF THE FOLLOWING:

A. CAPTCHA VERIFICATION

Enter the characters to verify that you are a person. Then click **Next**.

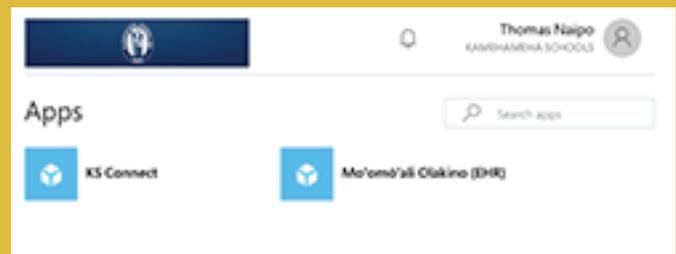
B. TEXT MESSAGE VERIFICATION

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**.



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)**



KS Connect



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

Mo'omō'ali Olakino



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

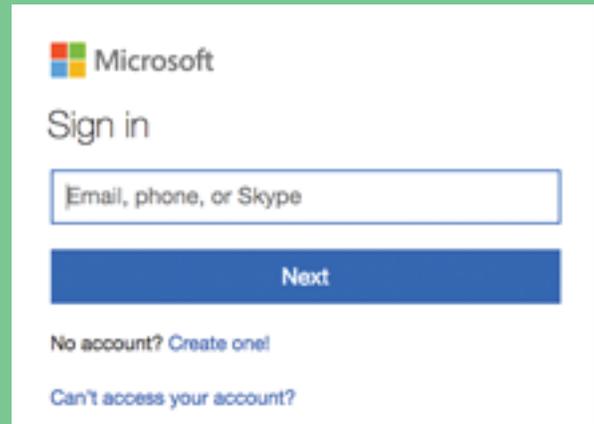
How to Login TO YOUR KS ACCOUNT



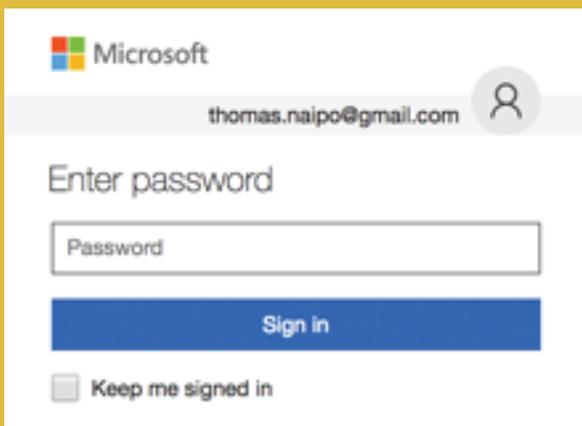
You must create your KS Account before you are able to login. If you have not yet created it, please refer to the “How to Create Your KS Account” handout.



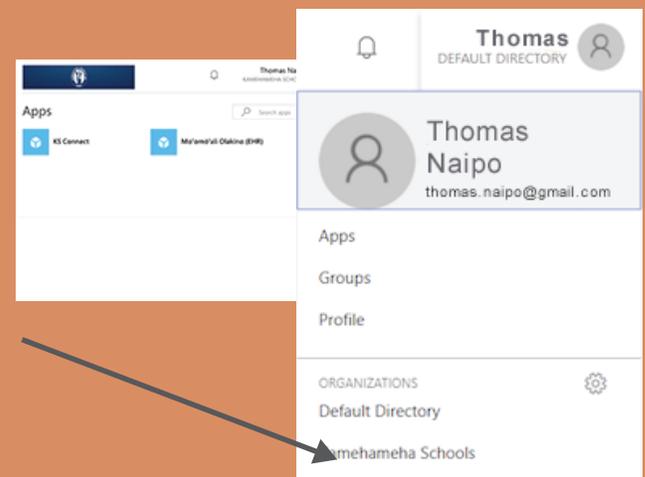
1. Go to ohana.ksbe.edu and click **Login**.



2. Enter your KS Account email and click **Next**.



3. Enter or Select 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?

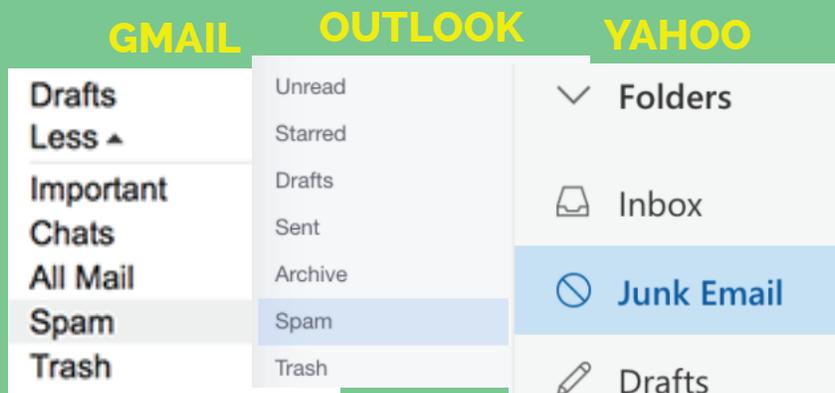


“I didn’t receive an Account Creation Email”

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.



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

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

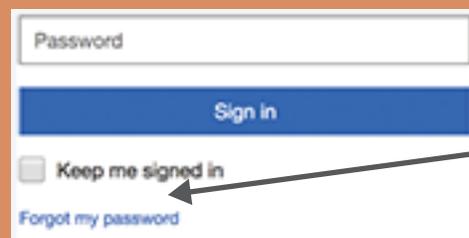
Mālama Ola / Hale Ola	(808) 842-8075 or Toll Free 1 (800) 842-IMUA ext. 28075
Parents and Alumni Relations (PAR)	(808) 842-8680 or Toll Free 1 (800) 842-IMUA ext. 28680
Kapālama Elementary School	(808) 842-8383
Kapālama Middle School	(808) 842-8365
Kapālama High School	(808) 842-8351
Maui Elementary School	(808) 572-3300
Maui Middle School	(808) 572-4200
Maui High School	(808) 573-7000
Hawai‘i Elementary School	(808) 982-0200
Hawai‘i Middle School	(808) 982-0400
Hawai‘i High School	(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.



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:



CHROME



FIREFOX

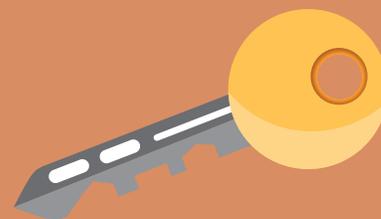


SAFARI

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