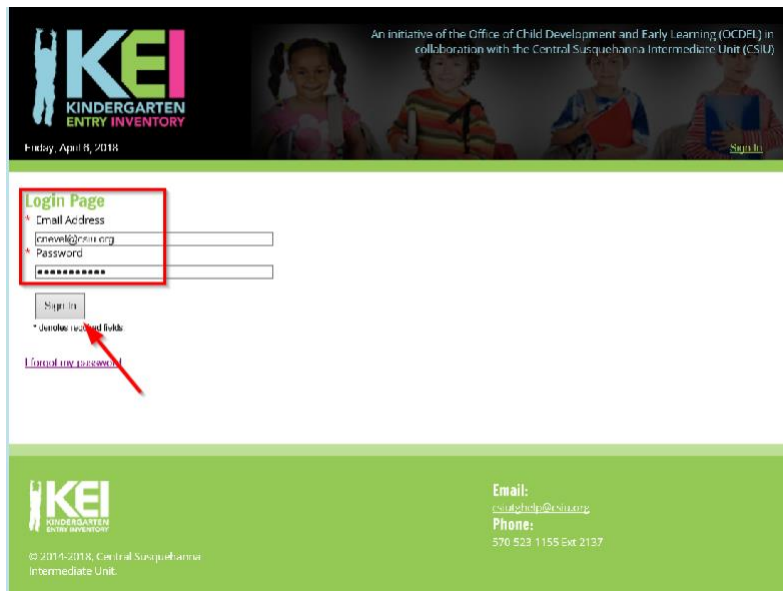


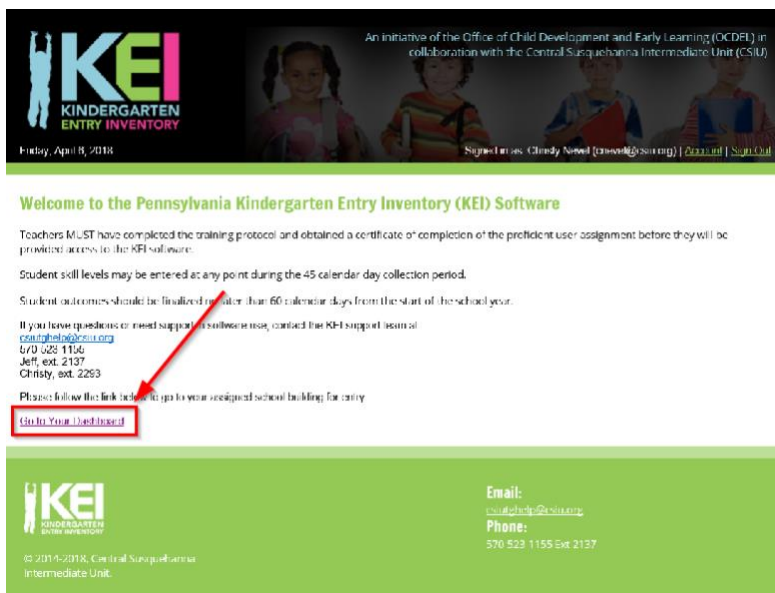
To review and/or update your district's KEI User List

1. Go to the KEI Database: <https://data.kei-pa.org/user/login>
2. Enter your email address and password to log into the system. *If you forgot your password, click on the "I forgot my password" link to reset your password.*



The screenshot shows the login page for the Kindergarten Entry Inventory (KEI) system. At the top, there is a header with the KEI logo and a banner image of children. Below the header, the text "An initiative of the Office of Child Development and Early Learning (OCDEL) in collaboration with the Central Susquehanna Intermediate Unit (CSIU)" is displayed. The main content area is titled "Login Page" and contains two input fields: "Email Address" and "Password". The "Email Address" field contains the text "cswvel@csiu.org". Below the input fields is a "Sign In" button. A red box highlights the "Email Address" and "Password" fields, and a red arrow points to the "Sign In" button. Below the "Sign In" button, there is a link that says "Forgot my password?". At the bottom of the page, there is a footer with the KEI logo, the text "© 2014-2018, Central Susquehanna Intermediate Unit", and contact information: "Email: cswvel@csiu.org" and "Phone: 570 523 1155 Ext 2137".

3. Next, click on the "Go to Your Dashboard" link.



The screenshot shows the welcome page for the Kindergarten Entry Inventory (KEI) system. At the top, there is a header with the KEI logo and a banner image of children. Below the header, the text "An initiative of the Office of Child Development and Early Learning (OCDEL) in collaboration with the Central Susquehanna Intermediate Unit (CSIU)" is displayed. The main content area is titled "Welcome to the Pennsylvania Kindergarten Entry Inventory (KEI) Software". Below the title, there is a paragraph of text: "Teachers MUST have completed the training protocol and obtained a certificate of completion of the proficient user assignment before they will be provided access to the KEI software." This is followed by two bullet points: "Student skill levels may be entered at any point during the 45 calendar day collection period." and "Student outcomes should be finalized no later than 60 calendar days from the start of the school year." Below the bullet points, there is a paragraph of text: "If you have questions or need support in software use, contact the KEI support team at cswvel@csiu.org". This is followed by the contact information: "670 523 1156", "Jeff, ext. 2137", and "Christy, ext. 2263". Below the contact information, there is a paragraph of text: "Please follow the link below to go to your assigned school building for entry." Below this paragraph, there is a link that says "Go to Your Dashboard". A red box highlights the "Go to Your Dashboard" link, and a red arrow points to it. At the bottom of the page, there is a footer with the KEI logo, the text "© 2014-2018, Central Susquehanna Intermediate Unit", and contact information: "Email: cswvel@csiu.org" and "Phone: 570 523 1155 Ext 2137".

- As the POC/District Administrator, you will be able to see your “District Dashboard”.

- To locate your district’s “User List”, scroll down the screen until you find the section labeled “User List”. Please review the names of the employees, teachers and staff on your “User List” for accuracy.

#### Building List (Kindergarten Only)

Building Name	EDNA Building ID	Start Date	Location	Reports
<a href="#">[website]</a>	2295	08/23/2017		<a href="#">Indicator Summary</a>
<a href="#">[website]</a>	7733	08/23/2017		<a href="#">Indicator Summary</a>
<a href="#">[website]</a>	2291	08/23/2017		<a href="#">Indicator Summary</a>

#### Student List

[Check for Students without a PA Secure ID](#)

There are currently no unlinked students entered for this district.

[Add a new student \(and optionally link the student to a classroom\)](#)

To view students in classrooms, please click on a school in the list above.

#### User List

All Users Assigned to this District (7):

Actions	Location	Name	User Role	Last Login
<a href="#">[edit]</a> <a href="#">[email]</a>			District Administrator	10/02/2017
<a href="#">[edit]</a> <a href="#">[email]</a>			Teacher	09/19/2017
<a href="#">[edit]</a> <a href="#">[email]</a>			Teacher	09/14/2017
<a href="#">[edit]</a> <a href="#">[email]</a>			Teacher	09/18/2017
<a href="#">[edit]</a> <a href="#">[email]</a>			Teacher	09/18/2017
<a href="#">[edit]</a> <a href="#">[email]</a>			Teacher	09/14/2017
<a href="#">[edit]</a> <a href="#">[email]</a>			Teacher	09/28/2017

If corrections to a user name or email address are needed, you may click the [edit](#) link next to that user’s name and make the needed changes. If you need to have a user’s information deleted, simply send an email to the KEI Support Team at [csiutghelp@csiu.org](mailto:csiutghelp@csiu.org) requesting to have that user(s) removed from the list.

If you need any assistance in updating your user list, feel free to contact the KEI Support Team at your convenience by email at [csiutghelp@csiu.org](mailto:csiutghelp@csiu.org)