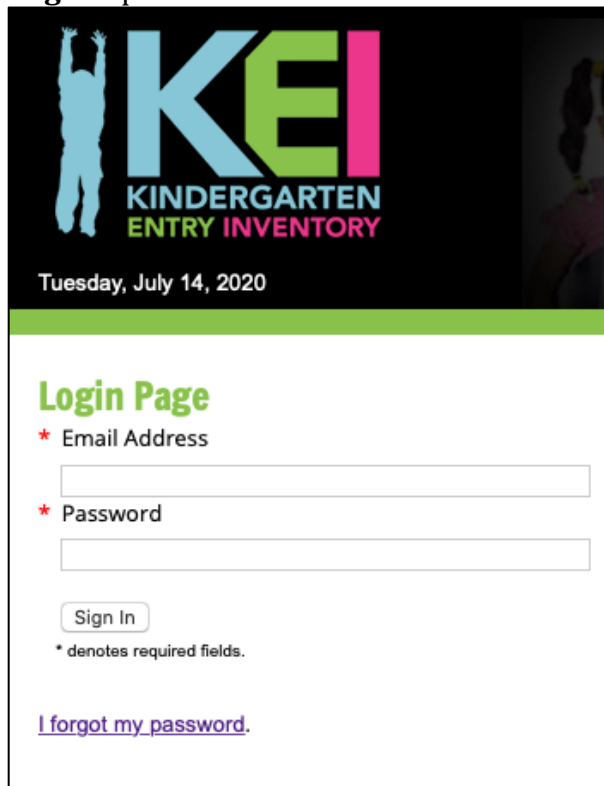# How to download KEI Raw Data Extract from the KEI database

To download a copy of your district's yearly Raw Data Extract from KEI, use the following steps:

1. Using a browser software (Internet Explorer, Safari, Chrome, etc.), type in the following address: http://data.kei-pa.org

2. You will then be taken to the Kindergarten Entry Inventory System **Login Page** as pictured below:

3. Enter in your **Email Address** and your **Password**.

4. Then click the **Sign In** button.

5. After clicking **Sign In**, you will be taken to the "**Welcome**" screen as pictured below:

6. On the "**Welcome**" screen, click on the "Go to Your Dashboard" link at the bottom of the welcome message.

7. You will then be taken to your **District Dashboard** screen.

HINT: Only users with administrative privileges (district admin level or higher) will be allowed to download KEI Raw Data from the KEI database. If you do not see a link for Raw Data Export on your District Dashboard screen, it means that you do not have administrative privileges. If you need assistance getting your user privileges elevated to an administrative level, please contact KEI Support Staff at KEI@csiu.org.

8. To download the most recently completed KEI Raw Data Export, click the [Raw Data Export](#) link as highlighted below:
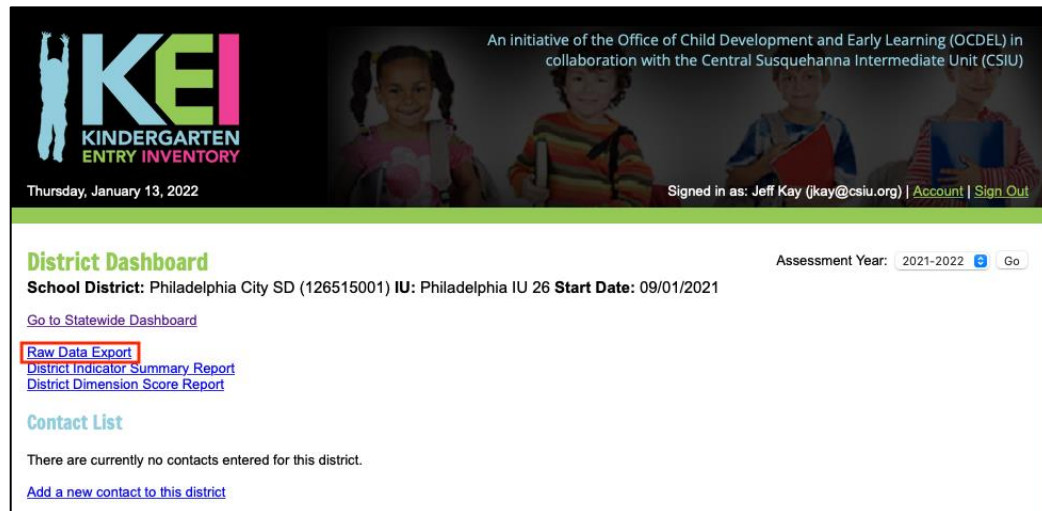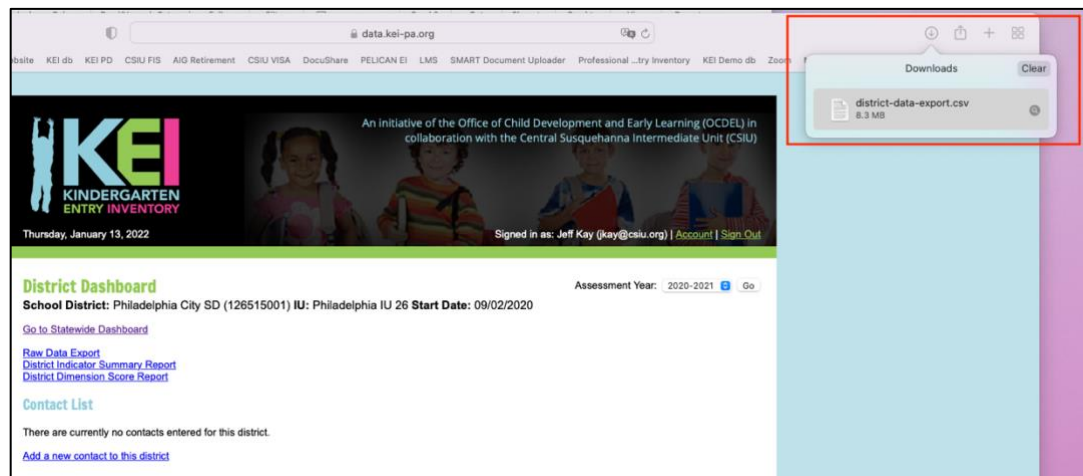

9. To pick a different year, use the Assessment Year dropdown menu to select the appropriate school year and then click the Go button.
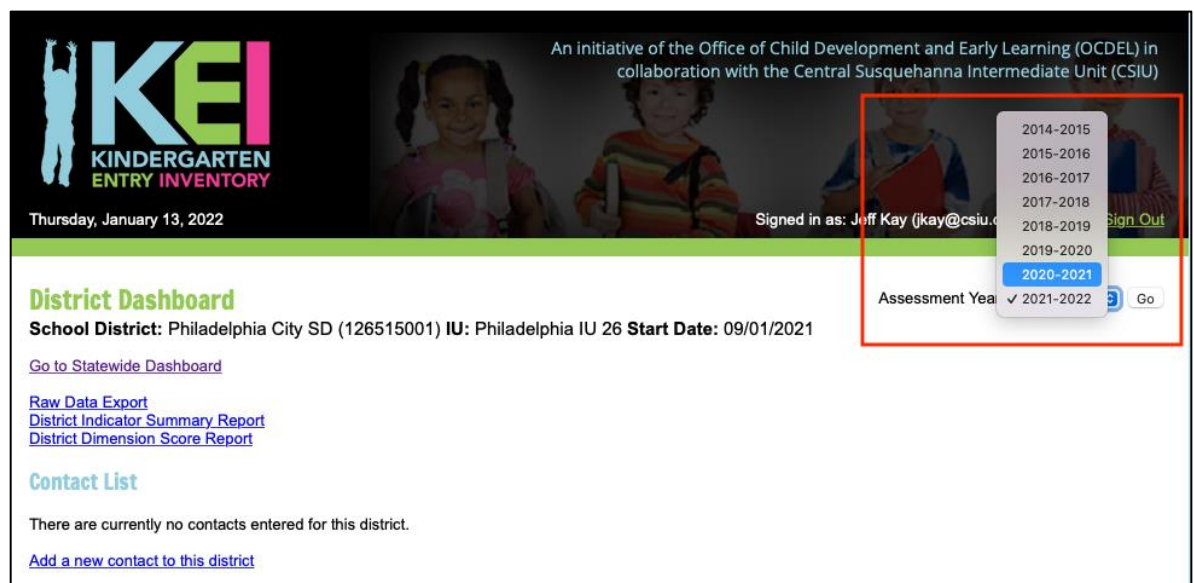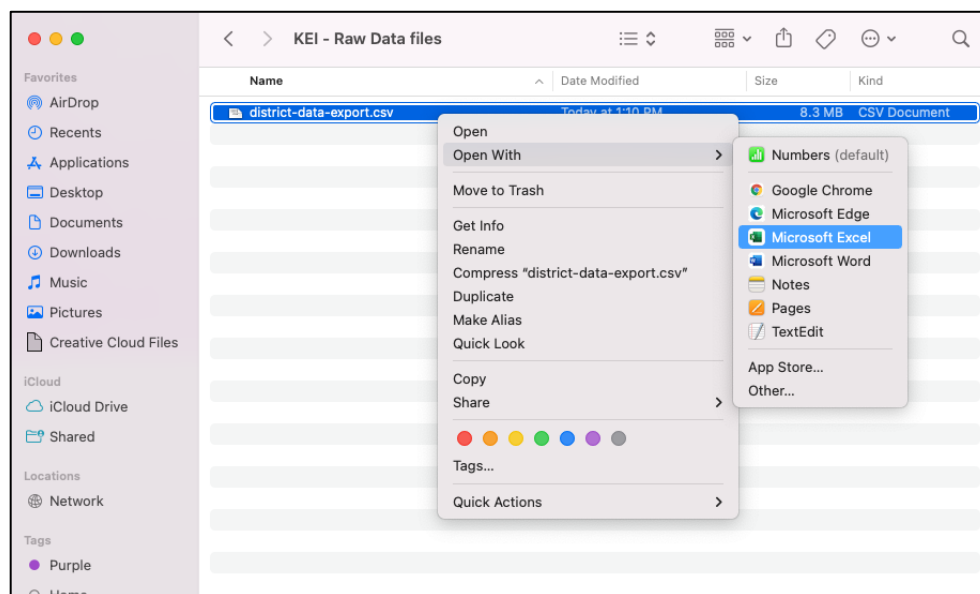

10. Then click the [Raw Data Export](#) link to start the download process.

11. If you are using a Macintosh computer, the file will be downloaded to the default folder that you have selected through your operating system.

12. Next, navigate to where you saved the downloaded file. To open in Excel, right-click on the file name and select – Open with > Microsoft Excel

13. Once you have saved the file, you can then save it and give it a name that make more sense to you.