

**DYNAMIC**<sup>™</sup>  
LEARNING MAPS

GUIDE TO  
COMPLETING/UPDATING THE  
SECURITY AGREEMENT  
2017-2018



Revision Date: September 12, 2017

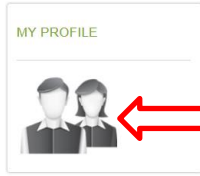
Version 2.0

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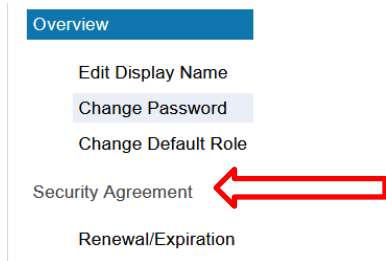
## Completing the Security Agreement

To complete the security agreement, please follow the steps below:

1. To complete the security agreement, go to **My Profile** on the home page after logging into Educator Portal. Click on the people.




2. Click on the words “**Security Agreement**”.



3. Choose the option, “**I have read this security agreement and agree to follow the standards**”.

Questions about security expectations should be directed to the local KITE Assessment Coordinator.

I have read this security agreement and agree to follow the standards. 

I have read this security agreement and DO NOT agree to follow the standards.

4. Type your name. Click Save.



## **Updating the Security Agreement**

To update the security agreement, please follow the steps below:

1. Repeat steps 1-4 of the completing the security agreement.

## HELP DESK

For questions regarding the online testing system or for additional assistance, please contact the Service Desk at 1-855-277-9751 (toll-free) or [DLM-support@ku.edu](mailto:DLM-support@ku.edu).

- The Service Desk is open Monday through Friday from 8:00 a.m. to 7:00 p.m. Central Time.
- During your state's spring testing window, the Service Desk is open from 7:00 a.m. to 7:00 p.m. Central Time.
- The Service Desk will be closed in observance of the following holiday:

Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving Day	November 23-24, 2017
Christmas & New Year's break	December 24, 2017-January 3, 2018
Martin Luther King, Jr. Day	January 16, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018