

DYNAMIC[™]
LEARNING MAPS

GUIDE TO
COMPLETING/UPDATING THE
SECURITY AGREEMENT
2018-2019



Revision Date: August 27, 2018

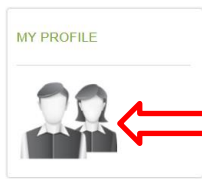
Version 3.0

DYNAMIC LEARNING MAPS CONSORTIUM
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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”.

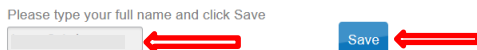


3. Choose the option, “**I have read this security agreement and agree to follow the standards**”.

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.

- 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