Getting Started in Educator Portal

This video is applicable to any user with a Kite® Educator Portal account.

To receive an Educator Portal account, you must be enrolled in the Kite system. Your local data manager is typically the person responsible for enrolling Educator Portal users. Soon after you are enrolled, you will receive an email from kite-support@ku.edu with instructions to activate your account. If you have not yet received the activation email, check your spam folder in case the email was routed there. If you cannot find the activation email or are unsure if you have been enrolled in Educator Portal, contact your local data manager. Once you receive the activation email, follow the instructions to activate your account and change your password.

Before logging into Educator Portal, remember that you are not to give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Never use anyone else's Educator Portal credentials either. Access to educational records is governed by federal and state law. This reminder is one of the standards listed in the Security Agreement, which will be shown momentarily.

All user data shown in this video is fictionalized to protect user privacy. To sign into Educator Portal, enter your username and password then select the Sign In button. Notice also the Forgot Password option.

After logging in, your name will appear in the upper right corner of the screen of the landing page. Under your name are drop-down menus for your role, organization, and assessment program. Your role determines the level of data you will be able to access. For example, a user with a teacher role will have access to data for students on the teacher's roster only, whereas a district-level user will have access to districtwide data, and state-level users will have access to statewide data. If you have more than one role, you can use the drop-down menu to select the desired role. Your organization is your building. The assessment program is DLM.

To review or change your account settings, select the My Profile icon. Your profile includes an overview tab as well as tabs to edit your display name, change your password, change your default role (for users with a role other than teacher), and review the security measures.

The Security Awareness tab explains that the Security Agreement is taken seriously to protect user and student information in accordance with the Federal Education Rights and Privacy Act (FERPA). The Security Agreement must be accepted to proceed with using the system, and it must be renewed every school year.

Upon your initial login to Educator Portal and whenever the Security Agreement needs to be renewed, the Security Agreement will display automatically. However, you can always review

the Security Agreement under the Security Agreement tab of the My Profile section. Be sure to read the test security standards listed in the agreement, then select the radio button for the statement, "I have read this security agreement and agree to follow the standards." Finally, type your first and last name into the box and select the Save button. If you do not complete these steps, you will not have access to your students' assessments.

The Security Renewal/Expiration tab displays the status of your agreement. The Security Agreement expires around the first of August of each year and must be renewed thereafter. Again, when the Security Agreement needs to be renewed, it will display automatically as you log in to Educator Portal.

Select the X in the upper right corner of the My Profile screen to exit your profile.

For information regarding how to access student or roster data, or complete additional tasks in Educator Portal, please browse the other helplet videos provided on the DLM® website.