

KS CONNECT

UPDATING YOUR STUDENT DIRECTORY of INFORMATION (SDI) FORM

(Grades K - 4 ONLY)

Aloha e nā 'ohana,

Elementary Administration will be using KS Connect to update your child's **Student Directory of Information (SDI)** forms for the 2018-2019 school year. You will be able to update your child's SDI forms online by logging into your KS Connect Parent Account from:

April 1, 2018 – May 15, 2018

To create a **NEW** KS Connect parent account please send your email address to:

Kanoe Awong (Elementary Admin Assistant) at laawong@ksbe.edu

**Please see attached step by step instructions
on updating your SDI forms using KS Connect**

The attached instructions will also be emailed to you via School Messenger, as well as posted to our Kula Ha'aha'a Website. Please call the Elementary office main line at 982-0200 if you have any questions.

Mahalo!

Using KS Connect to Update
the Student Directory of
Information (SDI) Forms for
School Year 2018 – 2019

The logo for KS Connect features a blue graduation cap icon to the left of the text "KS CONNECT". The text is in a bold, blue, sans-serif font. The entire logo is enclosed in a thin blue rectangular border.

KS CONNECT

Kamehameha Schools Hawai'i Elementary School

CHECKING FOR A KS CONNECT PARENT ACCOUNT

- 1. Connect to <http://connect.ksbe.edu/> in your Web browser
- 2. Click the “**Account help**” link.
- 3. Enter your email address. Click “Submit”
 - The next screen will tell you if your parent account exists and if it has been activated. There will also be some instructions.

E-mail Address:

Diagnosis			(For Internal Use)
1.	Does account exist?	Yes	User ID: 23483
2.	Is role active?	Yes	Role ID: 182560
3.	Was the account activated?	Yes	

Your account appears to be working. Verify that you are logging in with your username as and the password you set when you activated your account.

Perhaps you cannot remember your password? [Click here](#) to reset it.

<< [Back to login page](#)

- Should you need to establish a **new** Parent Account, please contact the school office.

LOGGING INTO KS CONNECT

- 1. Connect to <http://connect.ksbe.edu/> in your Web browser
- 2. Enter your e-mail address and password in the labeled boxes. **Use your KS Connect Parent Account** (not your child's account). *Remember that you set a password when you activated your account.*
- 3. Click the “Login” button.

Navigating KS Connect

NAVIGATING KS CONNECT

KS SYSTEM - KS CONNECT ROLE: KSKHS - Parent - Grade 12 - John

Aloha, John Kimo.

KS CONNECT
KS Kapālama High School

More than one child: If you have multiple children attending KS, use this menu to switch between them.

John Kimo
Male
0000000
Grade 12

Student Loaded: Tells you which child's information you are viewing.

My KS Bulletin

Student Information

Information

Features: These will link to school-wide information not necessarily specific to your child.

Academic Standing

Quarter GPA	2.898
Cumulative GPA	3.123
Credits Earned	41.000 / 41.000

Demographics

Preferred Name	
Gender	M
Day/Boarder	Day
Invitee	
Island	Oahu

Advising Information

Homeroom Teacher	Enos, S (Ko106H)
Counselor	Shelby, K

Technology Information

Email Address	0@jokimo@ksbe.edu
Last Login	
IP Address	

Contact Information

Guardian	M/M John Kimo
Mailing Address	1187 Makuakane Street Honolulu, HI 96817
Home Phone	808-842-8211

Tasks: Most of your child's information is in here. It contains functions to view relevant student information.

My KS
Bulletin

Student
Information
Schedule
Parent/Guardian
Activities
Attendance
Progress

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Starting the Student Directory Information (SDI) Update Process

Locate the “Year” and “Role” in the upper right-hand corner of your screen. Change your role by clicking on the pull down arrow and select “KSHES - Entering Parent”. When you change your role, the school year will change to “Year: 2018-19” and your SDI information will be loaded displayed. Click on “Forms” and then select “Directory Information”.

The screenshot shows the KS Hawai'i High School portal interface. On the left is a navigation menu with the following items: My KS, Home, Registration, Forms, Dashboard, Directory Information, and Payment: Tuition. The 'Forms' menu item is highlighted. On the right side of the page, there are two dark blue header bars. The top bar displays 'YEAR: 2017-18 | ROLE: KSHES - Parent - Grade 1'. A red callout box with the text 'Parent role for current school year' has an arrow pointing to the 'KSHES - Parent - Grade 1' text. The bottom bar displays 'YEAR: 2018-19 | ROLE: KSHES - Entering Parent - Grade 2'. A red callout box with the text 'Note new role and school year' has an arrow pointing to the 'KSHES - Entering Parent - Grade 2' text. A third red callout box at the bottom with the text 'Click on “Directory Information” to get to the SDI forms' has an arrow pointing to the 'Directory Information' menu item in the navigation bar.

Steps to complete the SDI

Review the instructions and Click the “SDI Form” link or “SDI Forms” tab to start.

Instructions

SDI Forms

SDI Instructions

Mahalo for choosing to complete these forms online. This is one of many steps to get your child re-enrolled for the upcoming school year. Failure to complete these forms will result on a hold being placed on your child's schedule.

Steps to Complete

Review each **SDI Form** and make any necessary changes. Click the "Submit" button at the bottom of each form. The form indicator will be checked as each form is completed. When all of the forms are complete, close the window and return to the SDI Forms tab.

It is required that you click the "Finish SDI Forms" button when you have completed every step of the process. This button will not be available until everything is complete. This will electronically file your forms with the office for review. They will contact you later with any questions. You will not be allowed to make changes after you click the "Finish SDI Forms" button.

Students in a Divorced Situation with Joint Custody

Because of the joint custody situation, both parents will be required to sign the permissions agreement. If both parents have KS Connect Parent Accounts, then both parents will sign the agreement electronically.

The primary parent will complete the forms and sign the agreement while the secondary parent will append his/her signature to the agreement. The primary parent must sign first. The secondary parent will not be able to sign until the primary parent has signed the agreement.

If the secondary parent does not have a KS Connect Parent Account, that parent will be mailed a hard-copy of the form to sign and return. This step must be completed in order for your forms to be considered finished.

Step 1 – The SDI Forms


Instructions

SDI Forms

Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.


Forms

 [Refresh table](#) to view updated status

Forms (click a form to edit)	Completed
Student	
<i>Parent/Guardian</i>	
Father	
Mother	
Household	
Sibling	
Religious Affiliation	
SDI Process Finished	

Status Message

Your SDI Forms are not complete. Review the table to see which forms need to be completed. Click on a form to begin.

 [Refresh table](#) to view updated status

The SDI forms have several different pages. Click each form to review and/or update the information listed.

Step 2 – Review Info & Modify

Kamehameha Schools Kapālama High School
SY 2018–2019 Student Directory Information

Last Name		First Name		Middle Name	
Student ID Number	Boarder	Invitee	Gender	Grade	Graduating Year

Check marks will appear as you review each page for accurate information. Click on **Submit** button below when information has been reviewed and new information, if needed, has been entered .

Forms To Complete
Student
Parent/Guardian <i>[Add]</i>
Father
Mother
Household
Sibling
Religious Affiliation

Once all forms are completed, close this window and click on the SDI Forms tab to refresh the status table.

Parent/Guardian Information		Modified
CURRENT RECORD	MODIFICATIONS (if any)	
Parent's Relation To Student		
Relationship:	Father	<input type="button" value="v"/>
Resides With:	Yes	<input checked="" type="radio"/> Yes <input type="radio"/> No
Contact:	Allowed	<input type="radio"/> Not Allowed
Parent Information		
This parent/guardian is an alumna/alumnus of the school		
<input type="radio"/> Yes <input type="radio"/> No		
Is this parent/guardian currently in school?		
<input type="radio"/> Yes <input type="radio"/> No		
Please list the highest grade or degree completed by this parent/guardian:		
N/A <input type="button" value="v"/>		
Last Name:		
<input type="text"/>		
First Name:		
<input type="text"/>		
Middle Name:		
<input type="text"/>		
Generation:		
<input type="button" value="v"/>		
Birth Place:		
<input type="text"/>		
Telephone:		
<input type="text"/> - <input type="text"/> - <input type="text"/>		
Alternate Phone:		
<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>		
Residence Address Information		
Residence Address:		
<input type="text"/>		
City:		
<input type="text"/>		
State:		
<input type="text"/>		
Zip Code:		
<input type="text"/>		
Work Information		
Employer:		
<input type="text"/>		
Occupation:		
<input type="text"/>		
Work Phone:		
<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>		
Work Hours:		
<input type="text"/> : <input type="text"/> : <input type="button" value="v"/> to <input type="text"/> : <input type="text"/> : <input type="button" value="v"/>		
Work Address:		
<input type="text"/>		
City:		
<input type="text"/>		
State:		
<input type="text"/>		
Zip Code:		
<input type="text"/>		
Special Contact Phone Numbers		
Cellular:		
<input type="text"/> - <input type="text"/> - <input type="text"/>		
Pager:		
<input type="text"/> - <input type="text"/> - <input type="text"/>		
Fax:		
<input type="text"/> - <input type="text"/> - <input type="text"/>		
Other:		
<input type="text"/> - <input type="text"/> - <input type="text"/>		
KS Connect Information		
Current information from KS Connect is listed below. Your e-mail address information must be correct.		
E-mail Address:		
<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

The **"CURRENT RECORD"** column will be populated with your individual information.

Use the fields in the **"MODIFICATIONS"** column to update or make corrections to the information listed.

Remember to click on **Submit** to save each page.

KS Connect checks for the following when you click the submit button...

- That every telephone number has an area code.
- A first name, last name, and relationship is entered.
- Both the zip code and work zip code are correctly entered.
- The email address entered is valid and is not the same for the other parents.

Step 3 – Completion Status


Instructions








SDI Forms

Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.

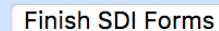

Forms

 [Refresh table](#) to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Mother	
Father	
Household	
Sibling	
Religious Affiliation	
SDI Process Finished	

Status Message

All forms complete. Click the button below to submit your information and finish your SDI forms.

As you complete each page of the SDI forms a check mark will appear in the “Completed” column. Click on **“Finish SDI Forms”** when you have finished all the forms.

Step 4 – SDI Process Finished


Instructions







SDI Forms

Student Directory Information (SDI) Forms


Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.

Forms

 [Refresh table](#) to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Mother	
Father	
Household	
Sibling	
Religious Affiliation	
SDI Process Finished	

Status Message

 You are now finished with your SDI forms. Mahalo.

A final check mark will appear in the “Completed” column for “**SDI Process Finished**” and the **Status Message** will state that you are finished with your SDI forms.

ALL DONE! – Mahalo!

- You've completed the online Student Directory of Information Forms for the new School Year. Congratulations!
- Contact Information:
 - Elementary School Office – 982-0200
 - Kanoe Awong, laawong@ksbe.edu