**Kentucky Early Childhood Data System (KEDS)**

## Getting Started with KEDS: Steps for New POE Administrators

### STEP 1:

### REQUEST ACCOUNT

KEDS staff are responsible for managing POE administrator accounts in KEDS.

- Complete the KEDS Coordinator Account Request Form

### STEP 2:

### ACCESS ONLINE SUPPORTS

There are several resources available to you through the help section of the KEDS website including:

- KEDS Online User Guide
  Provides detailed information and instructions on account management and data entry.
- Resource Library
  Additional documentation and tutorials supporting KEDS data entry.

### STEP 3:

### MANAGE PROVIDER ACCOUNTS

The Point-of-Entry (POE) office is responsible for managing provider accounts in KEDS. Use the KEDS Online Data Entry Portal to complete account management tasks including:

- Creating Provider Accounts
- Assigning Children to Providers

www.kedsonline.org