

# KEV University

## Welcome to KEV University!

We are pleased to welcome you as a subscriber to our customer learning program.

## Accessing KEV University

All district office and school staff within your school district can learn through KEV University. In addition, up to two members of your district office are designated as administrators in the system. This section describes how these two types of users can access the system.

## Creating a KEV University account

All users, including learners and administrators, must first request a KEV University account.

To request an account:

1. Go to <https://www.kevuniversity.com/>.
2. Learners that are new to KEV University can create an account by first clicking the **Need an account?** option.
3. Indicate whether you use KEV applications as a *School-level user* or a *District-level user*:
  - *School-level users* use KEV applications for a single school. Single schools normally exist within a district of schools for the purposes of KEV applications.
  - *District-level users* are employed at the district or board office and use KEV applications for a series of schools.
4. Complete information within the form. **Note that you must use the email address provided by your school district or board** rather than one which is personal. Click **Submit**.
5. A message will be sent from KEV University to your email that provides instructions for finalizing your account, including the creation of a secure and confidential KEV University password. This message may require up to an hour to send.

Once you've created your KEV University account, you'll be able to use the **Log In** option to authenticate with your district email address as Username and the new Password that you've just chosen.

## Logging in

To log in to the platform on subsequent visits:

1. Go to <https://www.kevuniversity.com/>.
2. Use the **Log In** option to authenticate with your Username (your district email address) and chosen Password.

## Accessing user documentation

After gaining access to KEV University, go to the **Resources** section of the platform to access the guide appropriate for your role:

- *KEV University District Administrator Guide*
- *KEV University Learner Guide*