

KSDE Training Portal

How to Create a New User Account

Home Page

1. Go to <https://learning.ksde.org>.
2. Click on “Create new account”.

New Account Information

1. Create your own username and password.
2. Fill-in the “More Details” section (email address, confirm email address, first name, last name).
3. Click on the down arrow next to “Contact Information” and complete this information as well.
4. Answer the security question at the bottom of the page.
5. When complete click on “Create my new account”.

Confirmation Email

1. A confirmation is sent to the email address you provided during account setup.
2. Confirm your new account by clicking the link in the email.
3. You will be directed to the Course Categories page.
4. To view CNW classes, click on “Child Nutrition & Wellness” under Course Categories.

Your account is now set up!