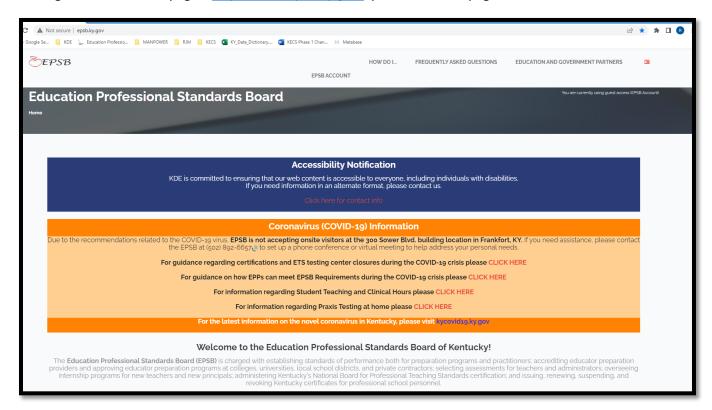
## KECS FAQ (Frequently Asked Questions) for Logging In

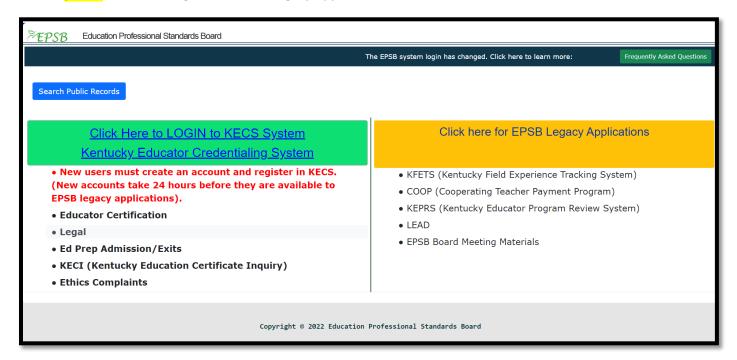
Starting at the main EPSB page - <a href="http://www.epsb.ky.gov/">http://www.epsb.ky.gov/</a> you will see this page. Please select "EPSB ACCOUNT".



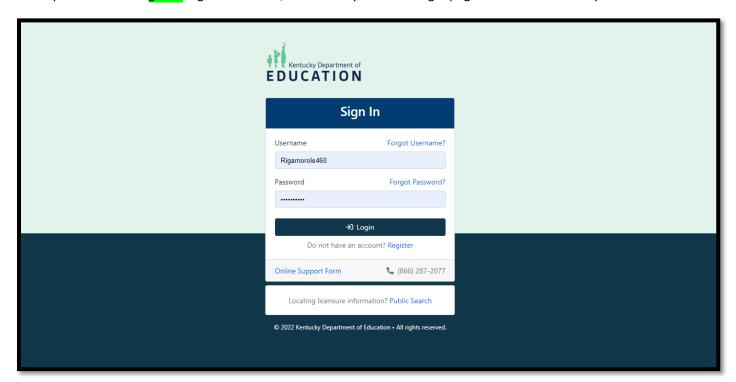
Below is the first login page with a message reminder to select the KECS Login if you are applying for or renewing your teacher certification. Click "CLOSE" to continue.



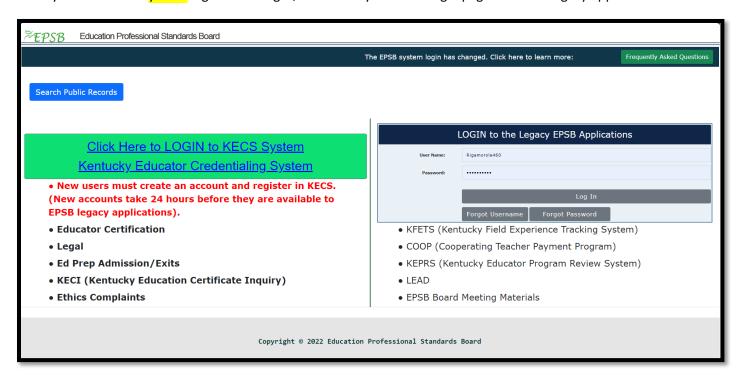
Now you will see two options for login. The green one on the left is for KECS (Kentucky Educator Credentialing System) and the yellow one on the right is for EPSB Legacy Applications.



When you click on the green login on the left, it will take you to the login page for the new KECS System.

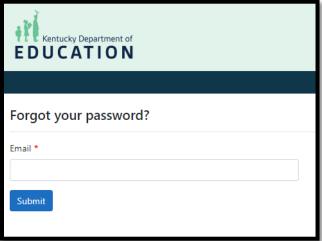


When you click on the yellow login on the right, it will take you to the login page for EPSB Legacy applications.



If you forgot your Username or Password – you can select from the above screen and you will be prompted for your registered valid email. You will receive an email to inform you about your Username or to create a new password. If you do not have a registered user account with a valid email, you will need to REGISTER in KECS.



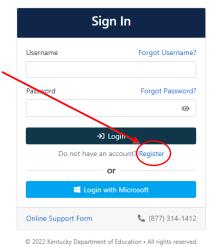


1. Why are there two logins?

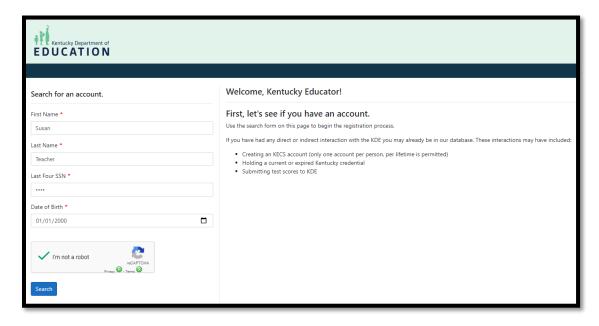
The **EPSB** (**Education Professional Standards Board**) is improving its computer system with a new upgrade. Parts of the system are being upgraded now with other parts being updated later. There will be two logins until all parts of the system are finished in 2023. The **KECS** (**Kentucky Educator Credentialing System**) will provide the newly upgraded applications, and the EPSB legacy applications will continue to run on the old platform. So, which system should you select to log in?

- 2. How do I know which login to use?
  - ☐ Click the "Login to the KECS System," button if:

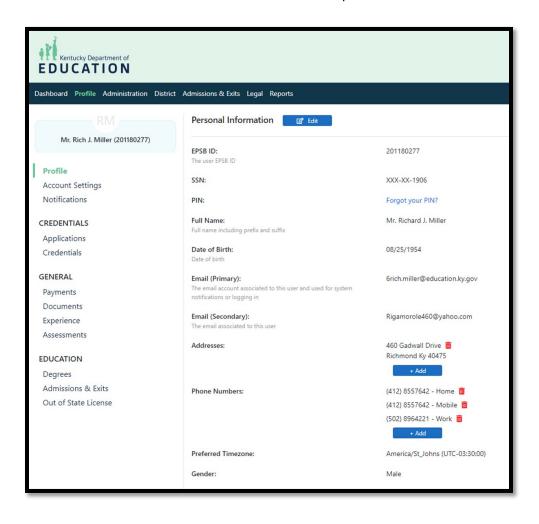
- You are new to the system and need to register a new USERID.
- You are applying, renewing, or looking up your credential.
- You need to certify a credential.
- You are the admissions coordinator for your institution
- o You are the HR coordinator for admissions and exits for your institution
- You are a Superintendent and working on legal matters
- ☐ Sign into the legacy EPSB system on the right-hand side of the screen if:
  - o You are the Cooperating Teacher Supervisor at your institution
  - You are the COOP assigner for students at your institution
  - o You are the Cooperating Teacher and need to sign off for your assignments
  - o You are using the KFETS (Kentucky Field Experiences Tracking System) to track student field experiences
  - You are using the KEPRS (Kentucky Educator Preparation and Review System) to enter and track
    Educator Prep programs
  - You are using the KEPRS system to review programs for the EPSB
- 3. How do I change or create my username or password?
  - ☐ Click the "Login to the KECS System," button, then click, "Register."



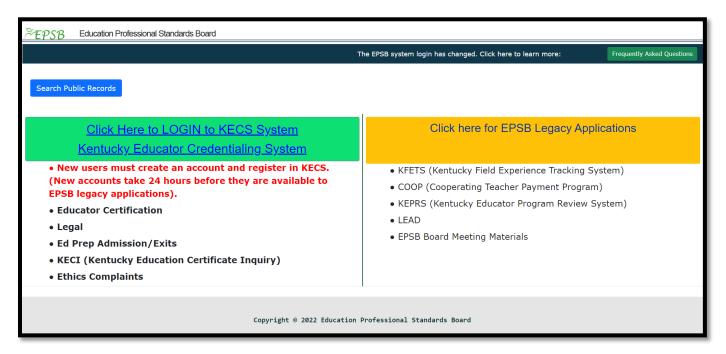
Complete the account application form and follow the remaining instructions.



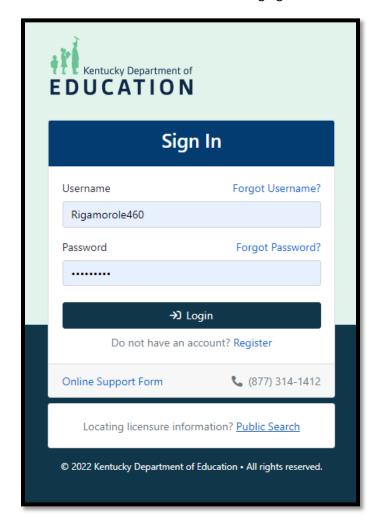
- 4. How do I update my user profile?
  - ☐ Click the "Login to the KECS System," log into KECS, then
    - o Click on the PROFILE tab and select the EDIT option.



- 5. How do I search for an educator's credential?
  - ☐ If you are a public user, (if you do not have a login and pw), click the link at the top left of the first login screen.



Or you can select "Public Search" on the KECS Loging screen as shown below.



- lacktriangledown If you are a district administrator, access the educator search in the KECS system.
- Once you have signed in to KECS select the "District" tab and select the "Person Search".

