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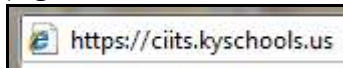
## How to Log in to CIITS

Kentucky educators must log in to access CIITS. At this time, only users with a valid e-mail address in Infinite Campus may log in.

### Obtain a Username and Password

The first time you log in you will need to obtain a username and password.

1. Open a browser window by double-clicking the icon. (Note: Once in CIITS, all mouse clicks are single clicks.)
2. Direct your browser to <https://ciits.kyschools.us>. Make sure pop-up windows are enabled for your browser. You may wish to bookmark this page for easier access later.



3. The login screen appears. Click the 'First Time Logging In' link to retrieve your username and password.

**Sign In**

School District:

Username:

Password:

First Time Logging In To CIITS: [Click here](#)

Forgot Your CIITS Username or Password: [Click here](#)

Need Help: 1-855-435-7459, email [ciitshelp@schoolnet.com](mailto:ciitshelp@schoolnet.com) or [Click here](#)

4. The link directs users to the page shown below. Enter your assigned work email address to receive your username and password by email.

Please enter your email address and click **OK** to receive a new, temporary password:

Email address:

If you do not receive an email with password information, then the email address you provided was not found in our system. Please check the address and re-enter it if needed.

If the problem persists, please contact us:

- by phone at 1-855-435-7459
- by email

If your email is not accepted, verify that you are set up in Infinite Campus correctly. Information in CIITS is updated from Infinite Campus each Sunday, so be sure that a Sunday has passed since the data has been updated or changed in Infinite Campus.

- If you work at multiple districts, you may receive unique credentials for each.
5. Check your spam folder if you do not receive an email within a few minutes. Click the link in the email to activate your temporary password and proceed with the login process.
  6. Enter the following and click **Sign In**:
    - Select your **district** from the drop-down menu. (The district selection will 'stick' for future visits.)
    - **Username**
    - **Temporary Password** that was emailed to you
  7. Accept the Acceptable Use Policy. You also will be required to change the password on first login. Password must be at least 8 characters with 2 or more special characters and no more than 3 of the same characters in a row. Password must also be different from the last 5 passwords used.
  8. You will be automatically redirected and logged in to the appropriate district-specific site CIITS homepage. If you need to log in to another district, log out and back in to the appropriate district.