

How to Register for a KEAP Account and How to Update Your KEAP Account

KEAP Registration

The Kansas Environmental Application Portal (KEAP) is a website that offers access to a variety of web applications which KDHE makes available to the public. In order to use these applications, you will need to register for an account at: <http://keap.kdhe.state.ks.us/> by clicking on the words “Not Registered” beneath the login area, as seen in Figure 1.



Figure 1: KEAP Website with "Not Registered" circled

This will take you to a screen labeled “New User Registration Progress Summary.” This summary will reappear at different points during the registration process, in order to show you what you have accomplished so far. In order to proceed, please click on the button at the bottom of the page, labeled “Continue to Step 1...”

Kansas
Department of Health and Environment

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KEAP Home : New User Registration : Registration Progress

New User Registration Progress Summary

Please complete the following four steps to register. Upon registration completion, your submittal will be verified and processed by a KEAP User Manager. Following verification and approval, you will be issued a user name, temporary password, and instructions on how to access the application(s) to which you have been granted approval.

- Step 1: General User Information Entry
- Step 2: Choose Application(s) Access & Organization Association(s)
- Step 3: Choose Primary Organization
- Step 4: View Summary & Complete

Continue to Step 1...

KEAP Menu

- Home
- Login
- Register
- Request Additional Apps & Org Associations
- Contact Us

Log In

User ID:

Password:

Log In

Not Registered?
Forgot My Password

Figure 2: Registration Progress Summary, with "Continue to Step 1" circled

This will take you to the next screen, labeled “Step 1: General User Information,” as seen in Figure 3. You will need to fill in the information requested. Please keep track of the security question you choose and the answer you assign; you can use this information to reset your password later on if need be. When you are finished, click on “Continue to Step 2” at the bottom of the page.

The screenshot shows the 'Step 1: General User Information' registration page. At the top, there is a banner for the Kansas Department of Health and Environment, featuring the state name and photos of Governor Sam Brownback and Secretary Susan Mosier. Below the banner is a navigation menu with buttons for Home, Public Health, Environment, Health Care Finance, Laboratories, and News. A sub-header reads 'KEAP Home : New User Registration' and includes social media icons for Facebook, Twitter, YouTube, RSS, and another Facebook icon.

The main content area is titled 'Step 1: General User Information'. It contains a paragraph explaining the registration process: 'Upon submission, your submittal will be verified and processed by a KEAP User Manager. Following verification and approval, you will be issued a user name, temporary password, and instructions on how to access the applications to which you have been granted approval.' Below this is a note: '* Denotes a required field.' and a red instruction: 'You must click 'Continue to Step 2' button at bottom of screen to continue'.

The registration form includes the following fields:

- Job Title: *
- First Name: *
- Middle Initial: *
- Last Name: *
- Suffix Name:
- Phone Number: * Example: 555-555-5555
- Phone Extension:
- E-Mail Address: *
- Security Question: Choose a Security Question *
- Security Answer: *

At the bottom of the form is a CAPTCHA section with the text 'Type the characters you see in the picture'. The CAPTCHA image shows the characters 'z x j o n'. To the right of the image are instructions: 'To hear the code, click the speaker icon to the left of these instructions.' and 'If you cannot read the code, click the refresh button to the left of these instructions to have a new code generated for you.' Below the CAPTCHA is an input field and a button labeled 'Continue to Step 2', which is circled in red.

On the right side of the page is a 'KEAP Menu' with links: Home, Login, Register, Request Additional Apps & Org Associations, and Contact Us. Below the menu is a 'Log In' section with fields for 'User ID:' and 'Password:', a 'Log In' button, and links for 'Not Registered?' and 'Forgot My Password'.

Figure 3: General User Information, with "Continue to Step 2" circled

This will take you to an updated version of the Registration Progress Summary, with a button at the bottom labeled “Continue to Step 2...” Clicking on this, will take you to a page labeled “Step 2: Choose Application(s) Access, as seen in Figure 4. At this point, please choose an application from the drop-down list. The two applications overseen by the Public Water Supply Section at this time are Drinking Water Watch and the Public Water Supply Data Collector. If you need to add an additional application, you will have the chance to do so later in the registration process. When you have chosen an application from the list, click on the button labeled “Add New” at the bottom of the page.

The screenshot shows the KEAP website interface. At the top, there is a banner with the Kansas Department of Health and Environment logo and the motto "AD ASTRA PER ASPERA". Below the banner is a navigation bar with links for Home, Public Health, Environment, Health Care Finance, Laboratories, and News. The main content area is titled "Step 2: Choose Application(s) Access" and contains the instruction "Please select an application and press 'add new' button." Below this is a dropdown menu with "Drinking Water Watch" selected and an "Add New" button circled in red. On the right side, there is a "KEAP Menu" with links for Home, Login, Register, Request Additional Apps & Org Associations, and Contact Us. Below the menu is a "Log In" section with input fields for "User ID:" and "Password:", a "Log In" button, and links for "Not Registered?" and "Forgot My Password".

Figure 4: Choose Application Access, with "Add New" circled

This will take you to another screen, labeled “Step 2: CONTINUED: Choose Organization Associations for the requested application, Drinking Water Watch.” An example of this screen can be seen in Figure 5. Please choose an organization (such as a city or a rural water district) from the drop-down list, fill in the information requested in the boxes below the list, and click on “Create Association” at the bottom of the page. Please note that the list is alphabetical, with city names in the format “Wichita, City of” and rural water districts in the format “Cowley Co RWD 1.”

**Step 2: CONTINUED: Choose Organization Association(s)
For the requested application, Drinking Water Watch**

You may associate your application access with multiple organizations. Please complete the following information for each organization and select "create association".

* Denotes a required field

Organization: An entity such as City/Facility, Company, Corporation, Owner/Operator, Permittee for which registered access is requested. (e.g. City of Abilene, Shawnee Co RWD 2C)
Choose an Organization to Associate *

Authorizing Authority: Person responsible for confirming user's authorization to submit electronic data on behalf of the organization; authorizing authority could be same person as user.
* *

Authorizing Authority Phone: * Example: 555-555-5555

Authorizing Authority E-Mail: *

Create Association

KEAP Menu
Home
Login
Register
Request Additional Apps & Org Associations
Contact Us

Log In
User ID:
Password:
Log In
Not Registered?
Forgot My Password

Figure 5: Step 2 Continued, with "Create Association" circled

After this, you will be taken to a screen summarizing your “Declared Associations” (meaning the application and organization that you have chosen so far). The text will ask whether you have more organizations to declare for the requested application. For instance, a water operator working for two different cities might want to have access to the Drinking Water Watch information on both cities. If you do wish to associate another organization with the web application you have selected, click on the button labeled “Yes I have additional organization associations to declare for this application.” This will take you back to the screen

shown in Figure 5, and the process will repeat until you have associated all the desired organizations with the web application you had already chosen. At that point, click on the button labeled “No I have declared all the organization associations that I need for this application.”

This will take you to another page summarizing which web applications have been chosen so far, with a question about whether you need access to additional applications. For instance, water system personnel may need access to both Drinking Water Watch and the Public Water Supply Data Collector. In this case, you would click on the button labeled “Yes, I need to request additional application access.” This would take you through the whole process of selecting an application and associating organizations with the application, as seen in Figures 4 and 5. When all desired applications and organizations have been added, click on the button labeled “No, I have requested access to all applications needed.” This will take you to an updated version of the Registration Progress Summary screen, showing that you have completed the first two steps in the registration process. Click on the button at the bottom labeled “Continue to Step 3...”

This will take you to a screen labeled “Step 3: Choose Primary Organization,” as shown in Figure 6. Please select one organization to be designated as your primary organization. If you only have one organization, please select this organization as your primary organization. The primary organization is a program-based requirement. The organization selected makes no difference to access and authorization privileges. When you have selected a primary organization, click on the button at the bottom labeled “Make My Primary Organization.”



Figure 6: Step 3 with "Make Primary Organization" circled

This will take you to another Registration Progress Summary, showing that you have completed the first three steps. Click on the button labeled “View and Complete” to review your personal information, the applications you have chosen, and the organizations you have associated with your applications. Please make

sure your contact information is accurate, including your email address. After any final changes have been made, click on the button labeled “Complete” to submit your information to KDHE. Your information will then be vetted and sent on to KDHE’s Computer Services section, which will create a user name and temporary password for you, and send them to you in two separate emails (one for the user name and one for the password). If you do not see these emails within a week of registration, please contact Christi Huard (785-296-7111 or chuard@kdheks.gov) for assistance.

Resetting Your Password

In order to reset your password, click on the words “Forgot My Password” beneath the login area on the main KEAP page, as shown in Figure 6.



Figure 7: Main KEAP page with "Forgot My Password" circled

This will take you to another screen labeled “Reset Password,” where you will input your user name and the answer to your security question, and click on the button labeled “Reset Password” at the bottom. A randomized string of numbers and letters will appear at the top of the screen. This is your temporary password; you may either transcribe it by hand or copy and paste it using the Ctrl+C and Ctrl+V functions on your keyboard. The log in area on the right hand side of the screen will be visible, and you should be able to enter your username and temporary password and click “Log In.” You will be taken to another screen, asking you to change your password to a more permanent one. You will need to enter the temporary password again, then enter the new password of your choice twice, and then click on the button beneath the enter fields to finish up.

Adding New Organizations and Applications to Your Account

You may at some point wish to add new applications to your account as they become available, or to associate additional organizations with your account. To do this, log in as usual on the main KEAP page and then click on “Request Additional Apps & Org Associations” on the right hand side of the screen, as shown in Figure 8. This will take you through the same process as Step 2 of the registration process described earlier.

The screenshot shows the KEAP Main Page. At the top, there is a banner with the Kansas Department of Health and Environment logo, the motto "AD ASTRA PER ASPERA", and the names of Governor Sam Brownback and Secretary Susan Mosier, MD. Below the banner is a navigation bar with links for Home, Public Health, Environment, Health Care Finance, Laboratories, and News. A social media bar is also present. The main content area features a "Welcome to KEAP" message and a description of the website's purpose. A list of service categories is displayed with icons: Air, Environmental Field Services, Environmental Health, Environmental Remediation, Waste Management, and Water. On the right side, there is a "KEAP Menu" with links for Home, Login, Register, Request Additional Apps & Org Associations (circled in red), and Contact Us. Below the menu is a "Log In" section with input fields for User ID and Password, a Log In button, and links for "Not Registered?" and "Forgot My Password".

Figure 8: KEAP Main Page with "Request Additional" circled