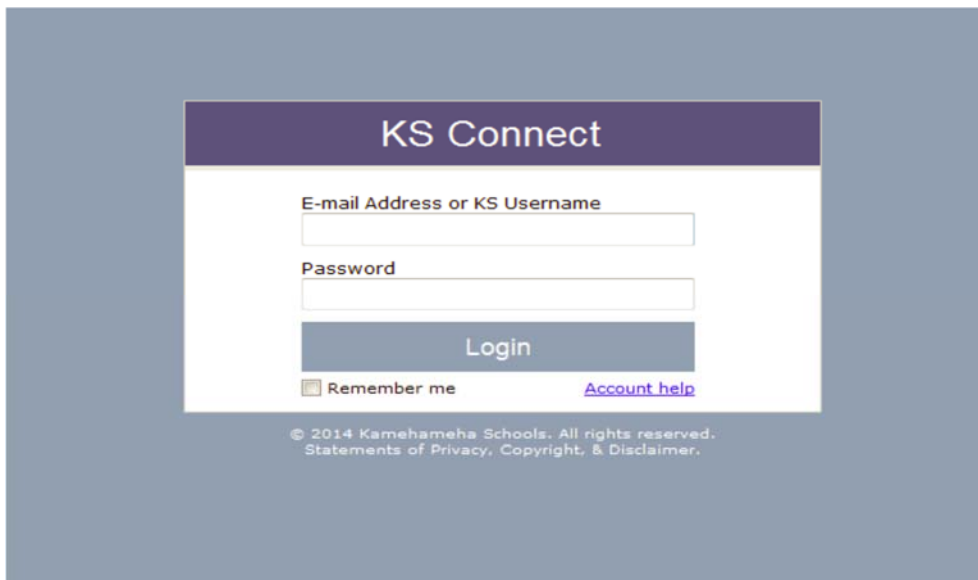


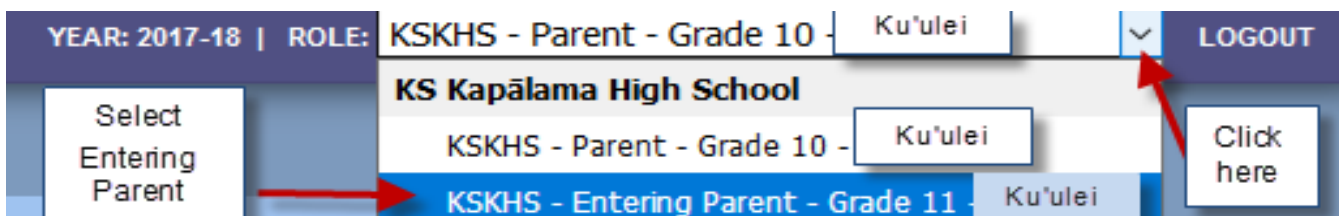
KS Connect Instructions – Directory Information, School and Athletic Forms, Tuition Payment

1. Log in to KS Connect (<http://connect.ksbe.edu/>)
 - a. For assistance accessing your KS Connect Account, please contact your respective school unit office:
 - i. Elementary School: Kauko Kane, ph. 572-3108
 - ii. Middle School: Jamie Kawamoto, ph. 573-7282
 - iii. High School Gr. 9-10: Charla Helm, ph. 573-7228
 - iv. High School Gr. 11-12: Andie Simon, ph. 572-3223



The image shows the KS Connect login page. It has a purple header with the text "KS Connect". Below the header, there are two input fields: "E-mail Address or KS Username" and "Password". Below these fields is a blue "Login" button. To the left of the "Login" button is a checkbox labeled "Remember me". To the right of the "Login" button is a link labeled "Account help". At the bottom of the page, there is a copyright notice: "© 2014 Kamehameha Schools. All rights reserved. Statements of Privacy, Copyright, & Disclaimer."

2. In the upper right corner, switch your role to Entering Parent



The image shows the KS Connect user interface. At the top, there is a navigation bar with the text "YEAR: 2017-18 | ROLE: KSKHS - Parent - Grade 10 - Ku'ulei". To the right of the role selection is a dropdown menu with a downward arrow. Below the navigation bar, there is a section titled "KS Kapālama High School". Under this section, there are two options: "KSKHS - Parent - Grade 10 - Ku'ulei" and "KSKHS - Entering Parent - Grade 11 - Ku'ulei". A red arrow points to the "KSKHS - Entering Parent - Grade 11 - Ku'ulei" option. To the right of the role selection is a "LOGOUT" button. Below the "LOGOUT" button is a box with the text "Click here".

- Using the navigation bar on the left, click on FORMS then DIRECTORY INFORMATION



- Review the Instructions then click on SDI Forms tab



Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.

Forms

[Refresh table](#) to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Father	
Mother	
Household	
Sibling	
Religious Affiliation	
SDI Process Finished	

Status Message

Your SDI Forms are not complete. Review the table to see which forms need to be completed. Click on a form to begin.

[Refresh table](#) to view updated status

Click on the different forms in blue (Student, Father, Mother, etc.). Forms will be pre-populated with information we currently have on file. Make changes within the form as necessary.

Don't forget to click "SUBMIT" at the bottom of each form! Forms are not considered completed until they have been submitted.

5. When all forms are completed, the screen should look like this:

Instructions

SDI Forms

Student Directory Information (SDI) Forms

Click on a form in the table below to begin. The Status Message on the right will inform you of the steps needed to complete the SDI process.

Forms

Refresh table to view updated status

Forms (click a form to edit)	Completed
Student	
Parent/Guardian	
Mother	
Father	
Household	
Sibling	
Religious Affiliation	
SDI Process Finished	

Status Message

All forms complete. Click the button below to submit your information and finish your SDI forms.

Finish SDI Forms

Click on Finish SDI Forms once all forms on have the green circle & check mark.

Once you do this, the last green circle & check mark will appear here.

6. Once the SDI has been completd, use navigation bar on the left, click on FORMS then on SCHOOL FORMS

KS Maui Middle School

My KS

My Profile

Home

Class

Student

Progress

Registration

Forms

Dashboard

Directory Information

Payment & Tuition

School Forms

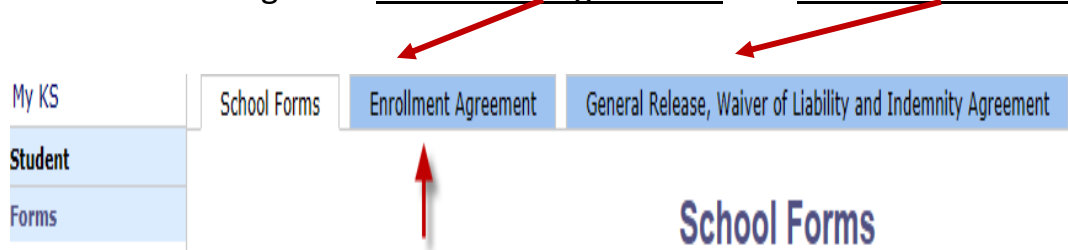
Medical Forms

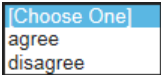
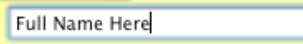

Athletics Forms

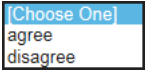
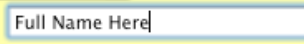
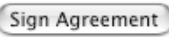
Home

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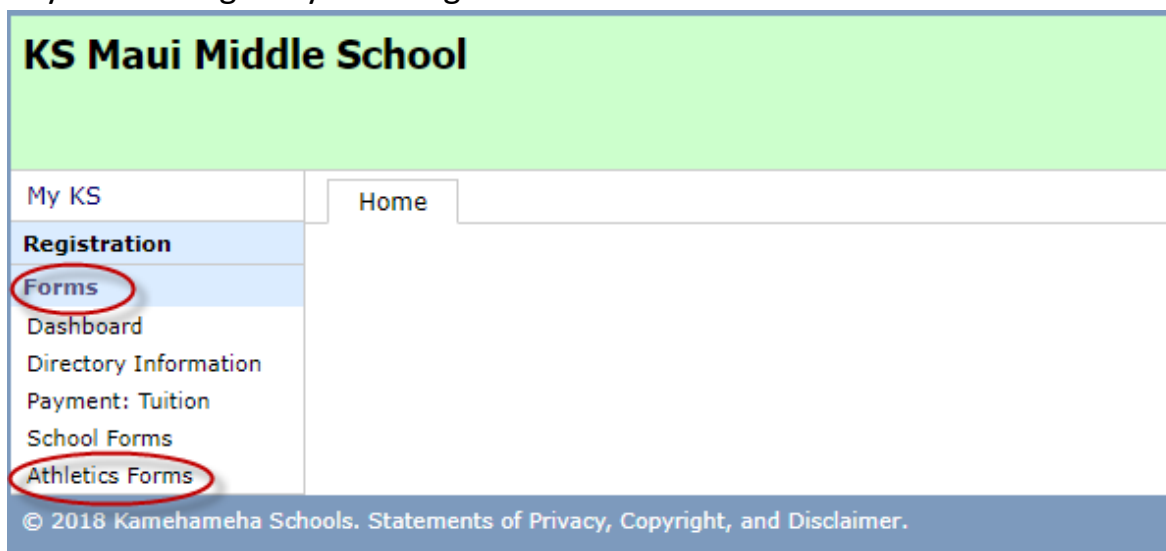
7. Use tabs to navigate to Enrollment Agreement and General Release forms.

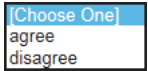
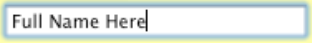



8. Click on Enrollment Agreement and review all terms and conditions. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signa). Click the  button.

9. Click on General Release, Waiver of Liability and Indemnity Agreement and review the terms and conditions. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signa). Click the  button.

10. Once the General Release, Waiver of Liability and Indemnity Agreement has been completed, use navigation bar on the left, click on FORMS then on ATHLETIC FORMS. If your child will participate in any athletic events/teams, this form must be completed. If you are uncertain if your child will participate in athletics you may log into KS Connect anytime during the year to sign this form. For all athletes K-12.



11. Use tabs to navigate to Agreement and Release. Click on this tab and review the terms and conditions. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signa)). Click the  button.

KS Maui Middle School

My KS Athletics Forms **Agreement and Release** 

Registration

Forms

Dashboard

Directory Information

Payment: Tuition

School Forms

Athletics Forms

Athletics Forms

Athletic Forms	Status
Athletic Participation Agreement and Release	Not started
Physical Exam	Completed (May 1, 2017)

*For separated households, both parent signatures are required on all forms.

NOTE: ONLY STUDENT ATHLETES AND THEIR PARENTS NEED TO COMPLETE THIS FORM.

Steps to Complete

1. Sign the Athletic Participation Agreement and Release form

Review and sign the form by clicking the tab above.

This completes the Directory Information & School Forms sections.

To complete your Tuition Contract.

1. Click on Payment: Tuition


My KS

Student

Forms

Dashboard

Directory Information

Payment: Tuition 

School Forms

Athletics Forms

2. Click on the Tuition Contract tab.


My KS

Student

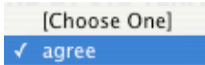
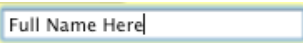
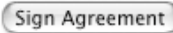

Forms

Dashboard

Instructions **1. Tuition Contract** 2. Primary Payer FACTS



Tuition Payment Instructions

3. Review the terms and conditions of the Tuition Contract. Select  in the drop down menu at the bottom of the screen, and type your full name in the text box ( (your signature)). Click the  button.
4. Click the  button to continue. Print the next screen for your records.
5. Click on the Primary Payer tab
If your FACTS account has a Primary Payer from last school year, it will carry over to next school year and the person will be identified as below:



Instructions 1. Tuition Contract 2. Primary Payer FACTS Settings

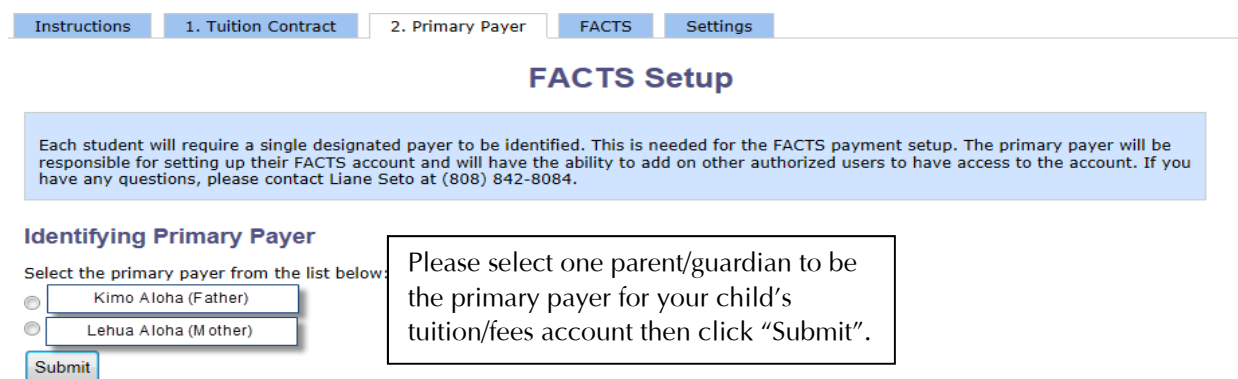
FACTS Setup

For returning students, the Primary Payer (and associated email address) listed on the FACTS account that was set up for last school year will carry-over to this upcoming 17-18 school year. Account User ID and Password will remain the same. If you wish to change the Primary Payer, please contact Liane Seto at (808) 842-8084.

Identifying Primary Payer

Primary Payer saved as 

If your FACTS account did not have a Primary Payer from last school year, you will need to select one (see example below)



Instructions 1. Tuition Contract 2. Primary Payer FACTS Settings

FACTS Setup


Each student will require a single designated payer to be identified. This is needed for the FACTS payment setup. The primary payer will be responsible for setting up their FACTS account and will have the ability to add on other authorized users to have access to the account. If you have any questions, please contact Liane Seto at (808) 842-8084.

Identifying Primary Payer

Select the primary payer from the list below:

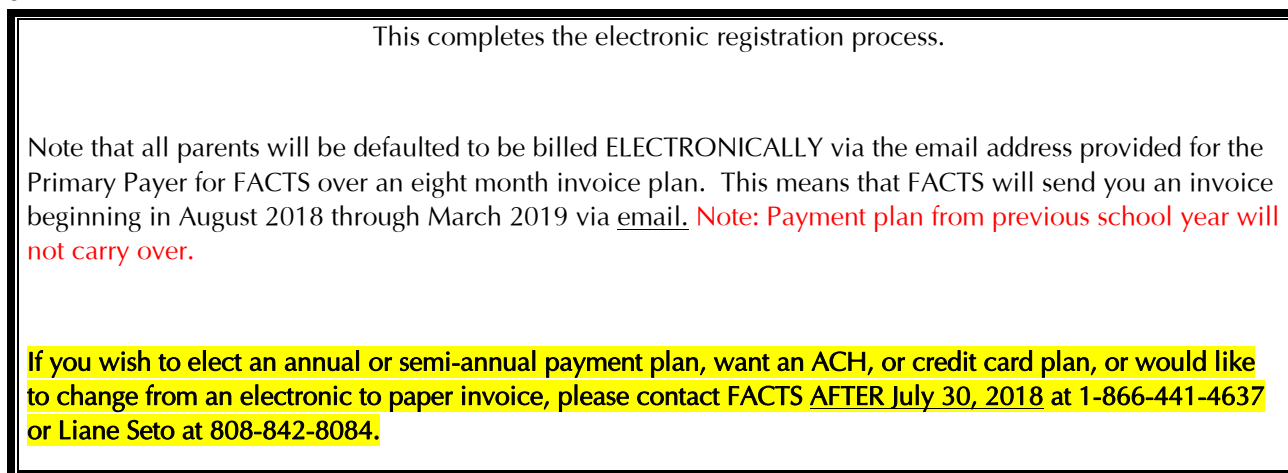
☐ Kimo Aloha (Father)

☐ Lehua Aloha (Mother)



Please select one parent/guardian to be the primary payer for your child's tuition/fees account then click "Submit".

6.



This completes the electronic registration process.

Note that all parents will be defaulted to be billed ELECTRONICALLY via the email address provided for the Primary Payer for FACTS over an eight month invoice plan. This means that FACTS will send you an invoice beginning in August 2018 through March 2019 via email. **Note: Payment plan from previous school year will not carry over.**

If you wish to elect an annual or semi-annual payment plan, want an ACH, or credit card plan, or would like to change from an electronic to paper invoice, please contact FACTS AFTER July 30, 2018 at 1-866-441-4637 or Liane Seto at 808-842-8084.