

# KS Account User Guide: HOW TO CREATE YOUR KS ACCOUNT

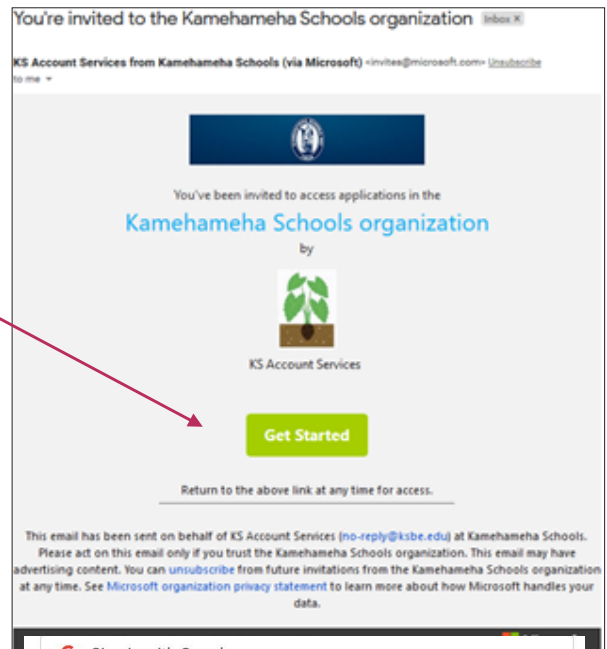
KS Account is your unique Kamehameha Schools Microsoft login to access **Infinite Campus** and **Mo`omō`ali Olakino Electronic Health Record (EHR)** system. This User Guide walks you through creating your account, accessing your account, and provides Help links.

## 1 Look for your Email invitation

You should find your invite from KS Account Services from Kamehameha Schools in the email account you provided. Click on the **Get Started** button.

### NOTE:

- This email is unique to you and cannot be shared.
- Check your Spam or Junk Folder, if not in Inbox
- If you have previously created a KS Account, you will not receive an email. To **login**, go to <https://ohana.ksbe.edu>.

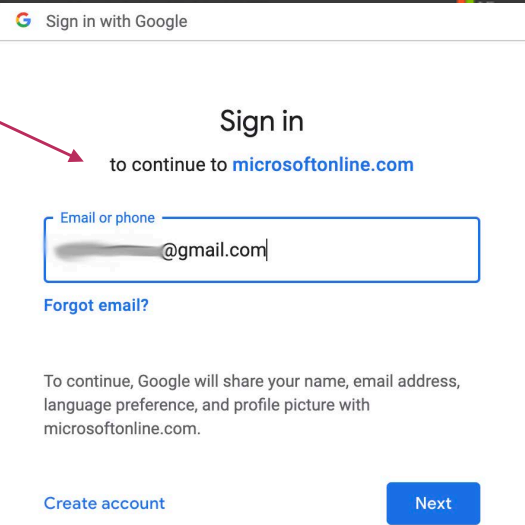
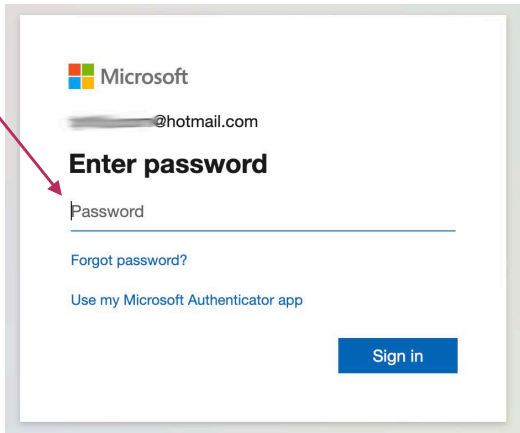


## 2a Login with Gmail

If your email is recognized as a Gmail account enter your Gmail password to **Sign in**.

## 2b Login with Microsoft

If your email is recognized as a Microsoft account (hotmail, outlook, live) enter your Microsoft password to **Sign in**.



## 2c Login with One Time Passcode

If your email is not recognized as a Gmail or Microsoft account it will prompt that it will send a code to your email address. **Verify** the email is correct and click **Send code**.

**Check** your email to retrieve the account verification code

**Enter** that code in the Enter code screen and **Sign in**.



We'll send a code to @yahoo.com to sign you in.



Subject: Your Kamehameha Schools account verification code

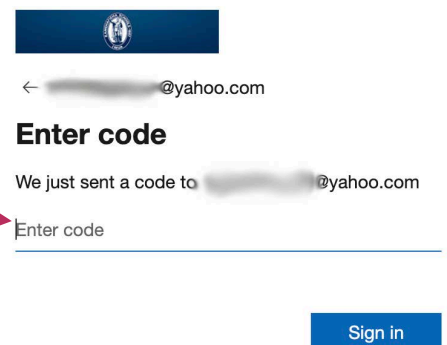
Kamehameha Schools

## Account verification code

To access Kamehameha Schools's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

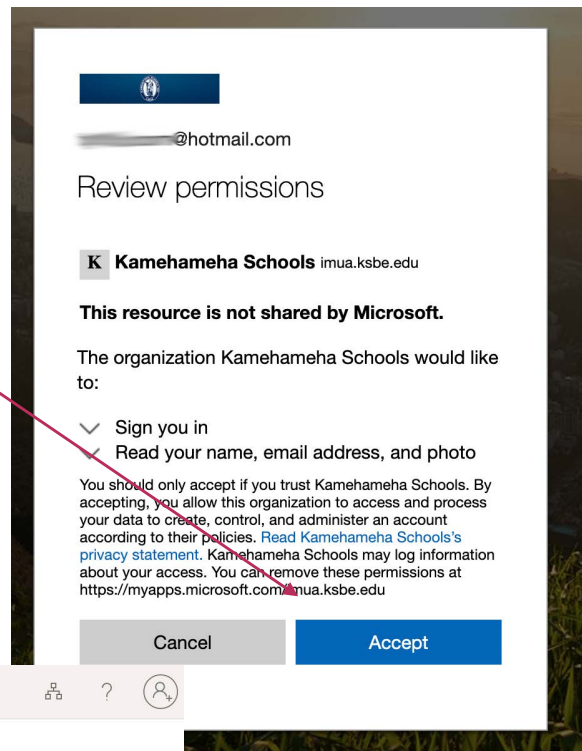
Account verification code:  
**14815260**

If you didn't request a code, you can ignore this email.



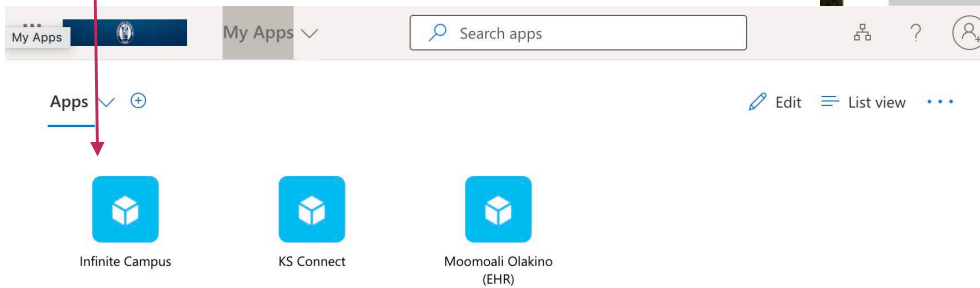
### 3 Accept Invitation

**Review** permissions and click the **Accept** button to continue and proceed to the portal.



### 4 Success

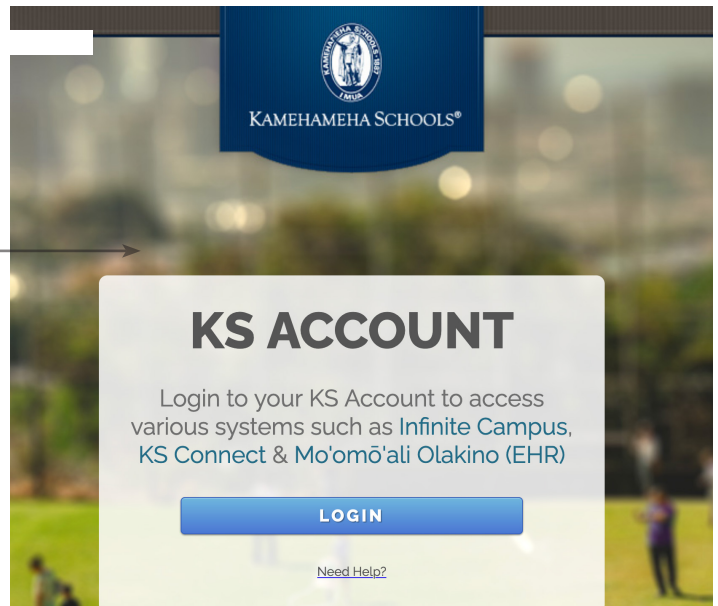
You should now be logged into the portal and see the applications that you have access to.



## Congratulations!

**Your account is created.**

You will now be able to login via <https://ohana.ksbe.edu> to access **Infinite Campus** or **Mo`omō`ali Olakino EHR** system.



### HELPFUL TIPS, LINKS, & CONTACTS

- Preferred Internet Browser is Google Chrome
- Use a personal email address to create your KS Account as some businesses restrict use of their employee email addresses. For example, the emails for the following organizations should not be used: military, bank, state or federal agencies, and Earthlink.
- If you sign-in to services like Xbox Live, Outlook.com, Skype, and OneDrive that use Microsoft accounts, your email may already be tied to a Microsoft account. If you forgot the password, here is the link to reset it: <https://support.microsoft.com/en-us/help/4026971/microsoft-account-how-to-reset-your-password>

### CONTACTS

'OAHU RESOURCE CENTER • Tel. (808) 534-8080 or toll free (800) 842-4682 (IMUA), press 7  
 Call the **Resource Center** or your **campus unit office** if you did not receive the email invitation or are encountering issues with setting up your KS Account.

MĀLAMA OLA • Tel. (808) 842-8075 or Email. [kskmalamaola@ksbe.edu](mailto:kskmalamaola@ksbe.edu)  
 Call **Mālama Ola** for questions regarding medical clearance requirements.