

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:

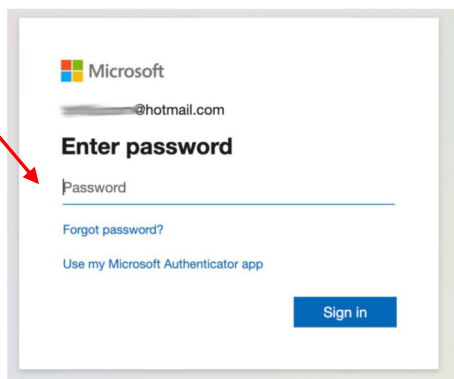
- This email is unique to you and cannot be shared.
- Check your Spam or Junk Folder, if not in Inbox
- If you have previously created a KS Account, you will not receive an email. To login, go to <https://ohana.ksbe.edu>.

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**.

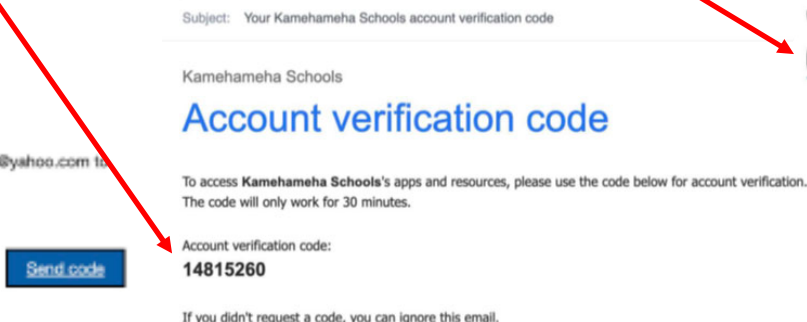
A screenshot of the Microsoft login page. It shows the Microsoft logo at the top, followed by a placeholder email address ending in @hotmail.com. Below that is the text "Enter password" and a password input field. There are links for "Forgot password?" and "Use my Microsoft Authenticator app". A blue "Sign in" button is at the bottom right.

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**.

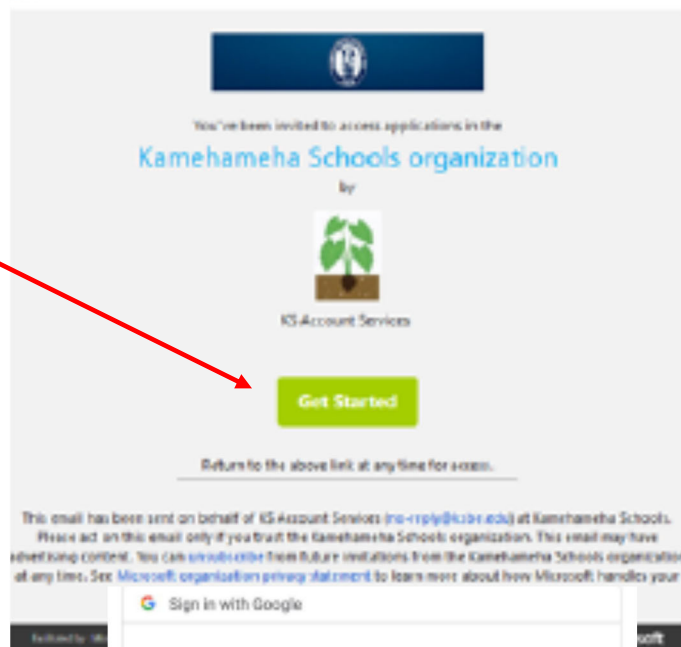
Check your email to retrieve the account verification code

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

A screenshot of a "Sign in" screen. It shows a placeholder email address ending in @yahoo.com. Below the email field, it says "We'll send a code to @yahoo.com to sign you in." There is a blue "Send code" button at the bottom.A screenshot of an email titled "Your Kamehameha Schools account verification code". The email body says "Kamehameha Schools" and "Account verification code". It provides the verification code "14815260" and states "To access Kamehameha Schools's apps and resources, please use the code below for account verification. The code will only work for 30 minutes." There is a "Sign in" button at the bottom right.A screenshot of an "Enter code" screen. It shows a placeholder email address ending in @yahoo.com. Below it, it says "We just sent a code to @yahoo.com". There is an "Enter code" input field and a blue "Sign in" button at the bottom right.

You're invited to the Kamehameha Schools organization

KS Account Services from Kamehameha Schools (via Microsoft) [View details](#)

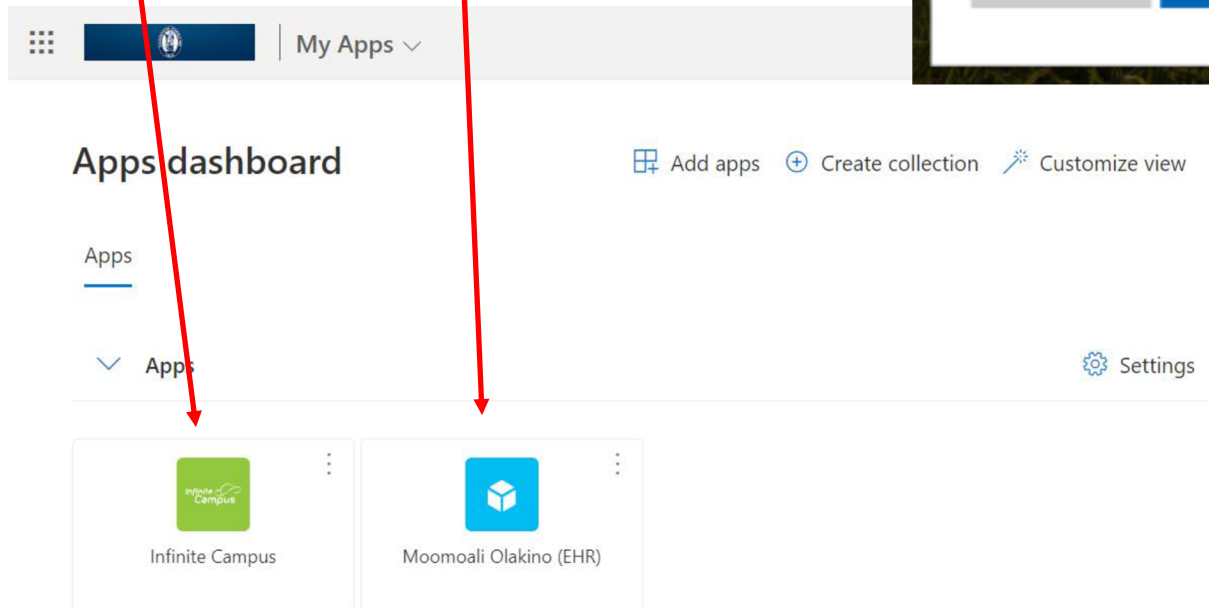
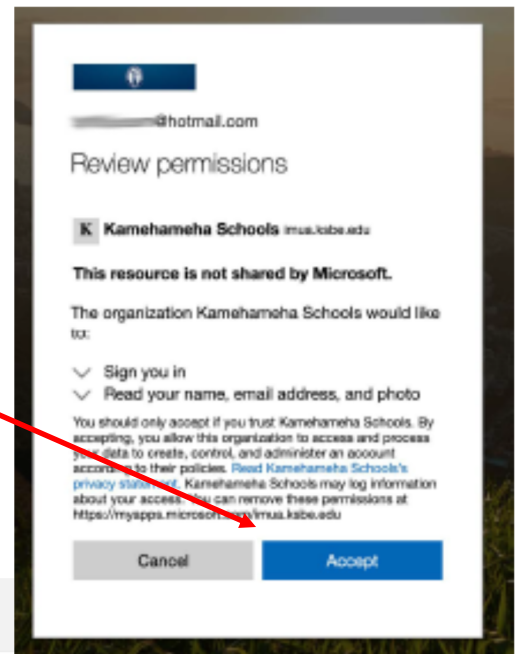
A screenshot of an email invitation. It says "You've been invited to access applications in the Kamehameha Schools organization by KS Account Services". There is a green "Get Started" button. Below it, it says "Return to the above link at any time for access." At the bottom, it says "This email has been sent on behalf of KS Account Services (no-reply@ksbe.edu) at Kamehameha Schools. Please act on this email only if you trust the Kamehameha Schools organization. This email may have advertising content. You can unsubscribe from future invitations from the Kamehameha Schools organization at any time. See Microsoft organization privacy statement to learn more about how Microsoft handles your data." There is a "Sign in with Google" button.

3 Accept Invitation

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

4 Success

Congratulations! You have successfully created your KS Account login and should see the **Infinite Campus** and **Mo`omō`ali Olakino EHR** system applications.



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 O`AHU 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.

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