

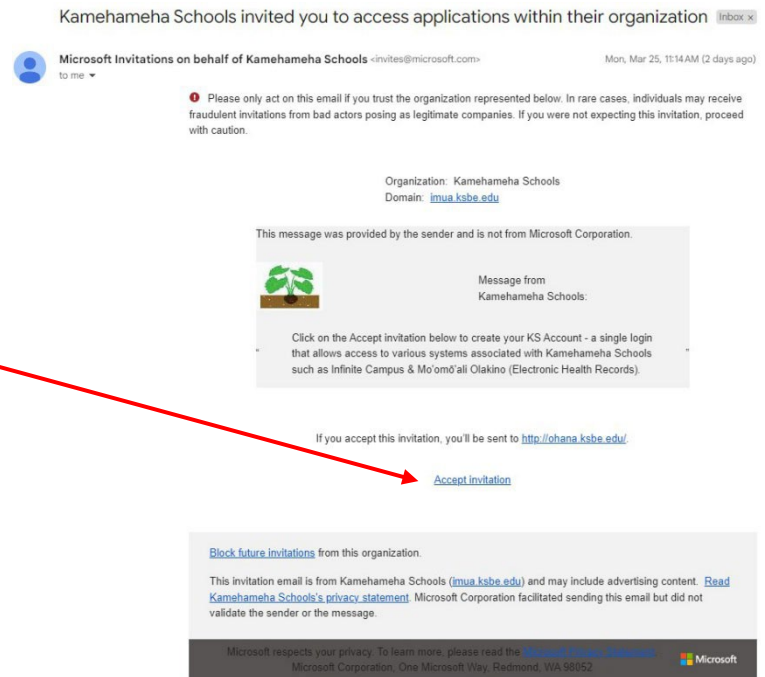
KS Account User Guide:

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 Accept Invitation.

NOTE:

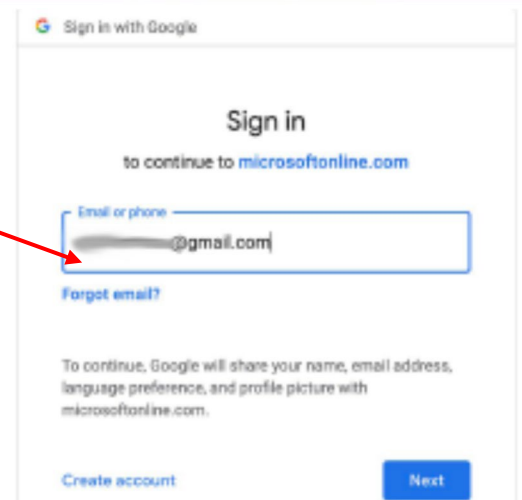
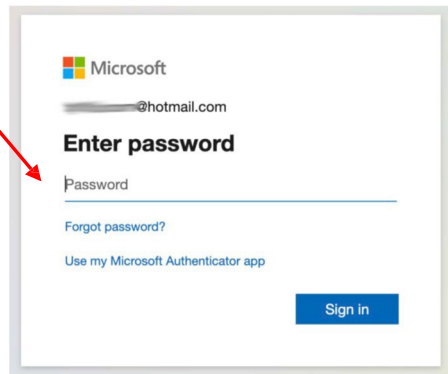
- This email is unique to you and cannot be shared.
- Check your Spam or Junk Folder, if not in Inbox
- If you have previously created a KS Account, you will not receive an email. To login, go to <https://ohana.ksbe.edu>.

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.

Sign in

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

Send code

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.

Enter code

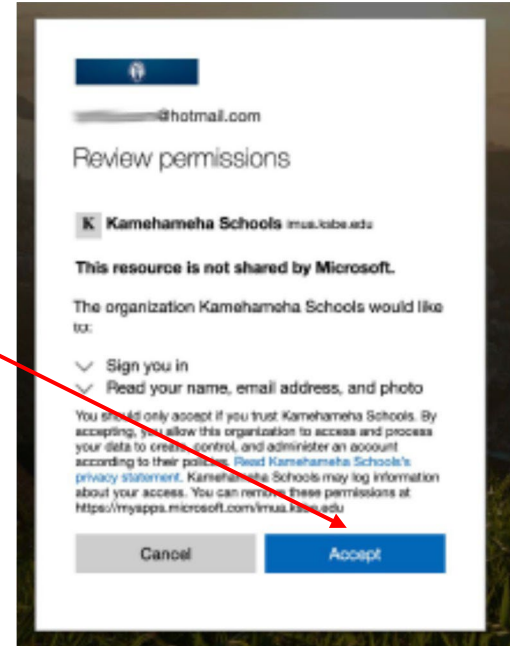
W just sent a code to [redacted]@yahoo.com

Enter code

Sign in

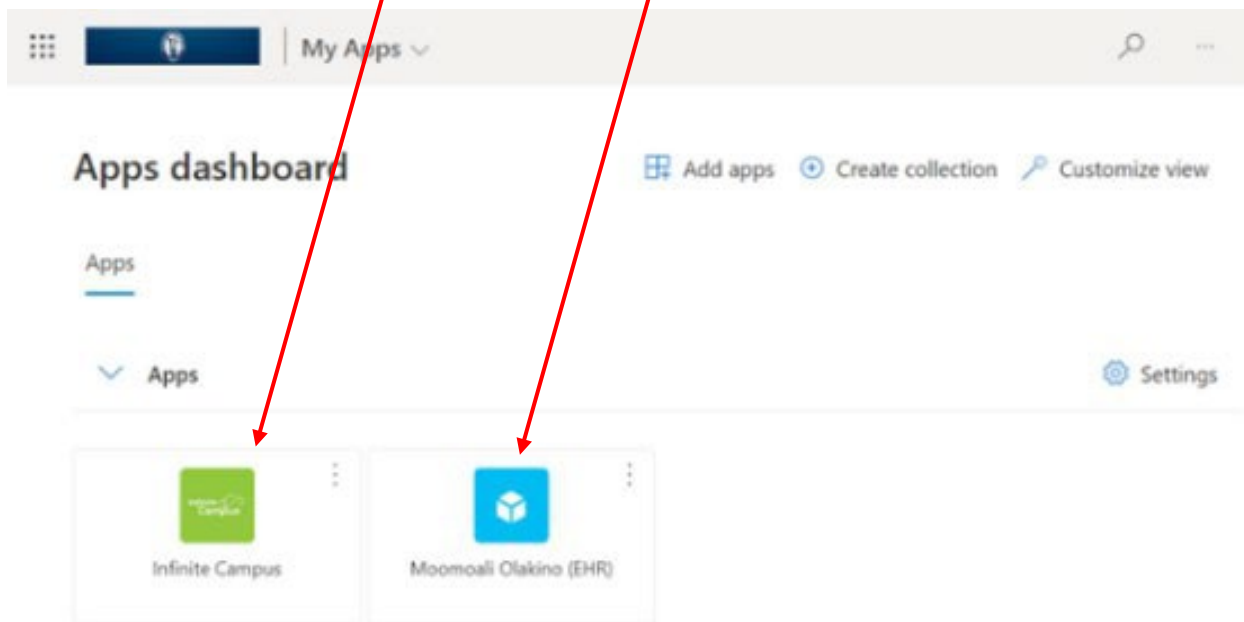
3 Accept Invitation

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 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>

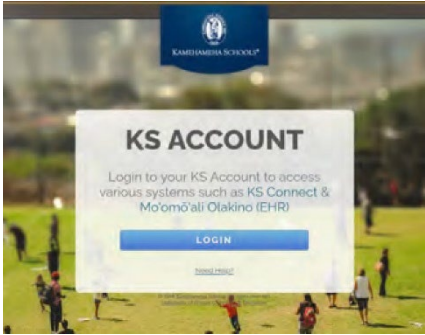
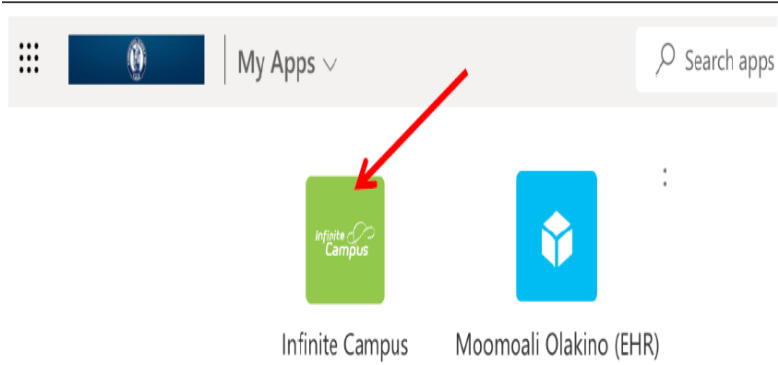
O’AHU RESOURCE CENTER • Tel. (808) 534-8080 or toll free (800) 842-4682 (IMUA), press 7

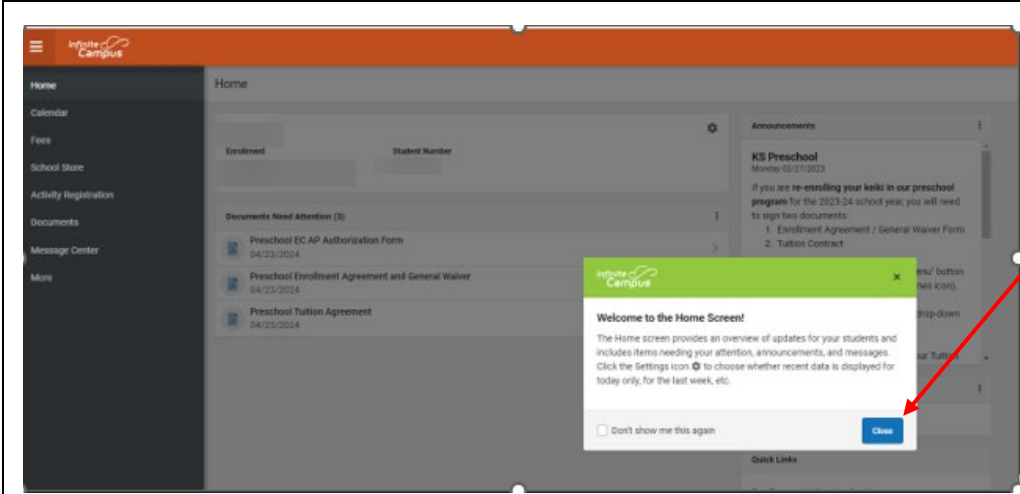
Call the **KS Resource Center** or your **campus unit office** if you did not receive the email invitation or are encountering issues with setting up your KS Account.



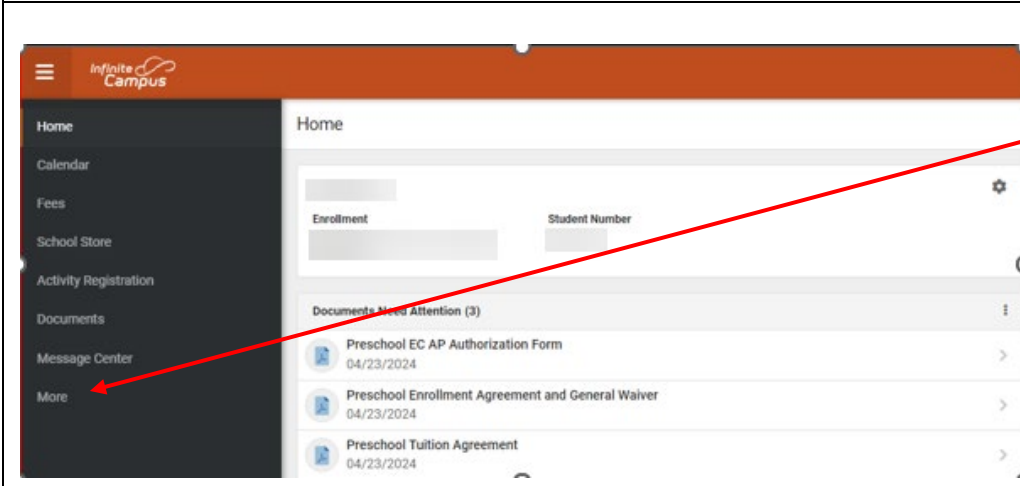
Infinite Campus Enrollment (Parent Guide)

Online Registration (OLR)

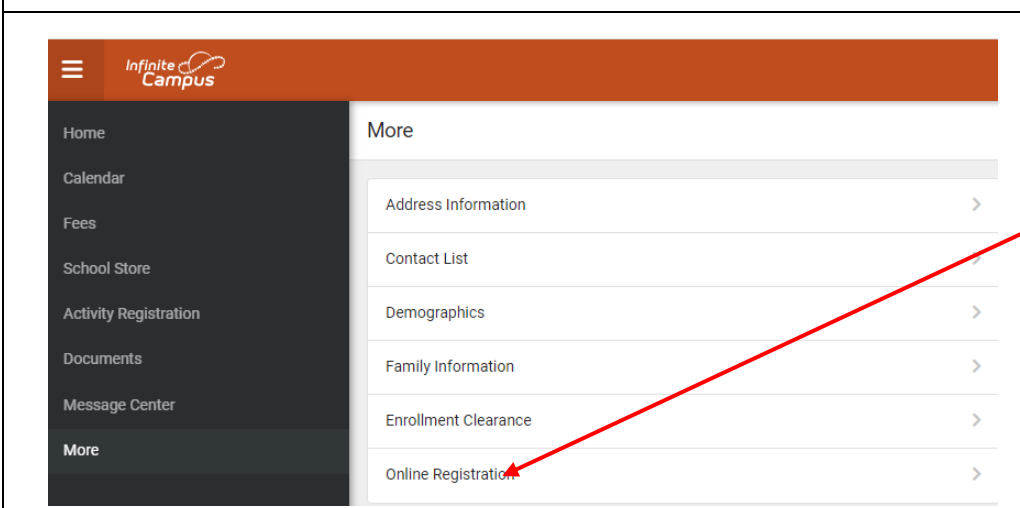
 <p>The image shows a login screen for the KS ACCOUNT. At the top, it says 'KAMAHAMUA SCHOOLS'. Below that, in a large white box, it says 'KS ACCOUNT'. Underneath, it says 'Login to your KS Account to access various systems such as KS Connect & Mo'omō'ali Olakino (EHR)'. There is a blue 'LOGIN' button. At the bottom, there is a small 'Forgot Password?' link.</p>	<p>You should have already created your KS Account (KS Account Set Up document – see above). Go to the KS account page and log in. https://ohana.ksbe.edu</p>
 <p>The image shows a mobile app drawer interface. At the top, there is a header with a hamburger menu icon, the school logo, 'My Apps' with a dropdown arrow, and a search bar labeled 'Search apps'. Below the header, there are two app icons: a green 'Infinite Campus' icon and a blue 'Moomoali Olakino (EHR)' icon. A red arrow points to the Infinite Campus icon.</p>	<p>Click on the Infinite Campus icon</p>



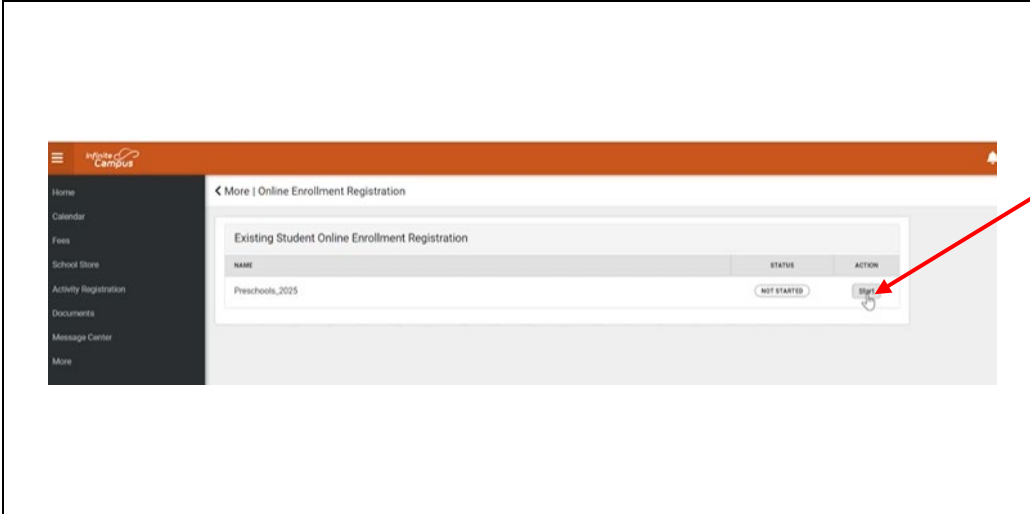
Welcome to the Infinite Campus Portal. Click on the “Close” button to close the welcome screen.



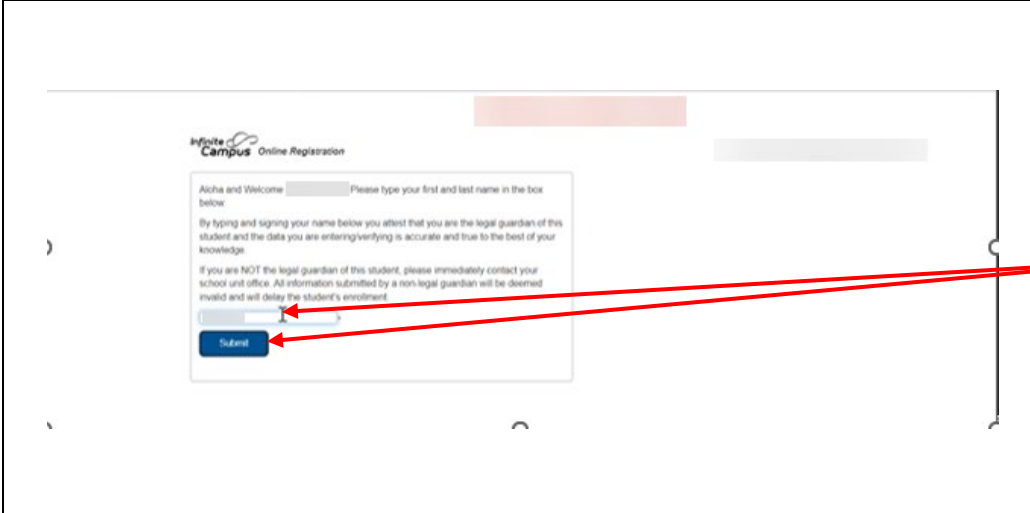
Next, click on “More” to begin Online Registration (OLR)



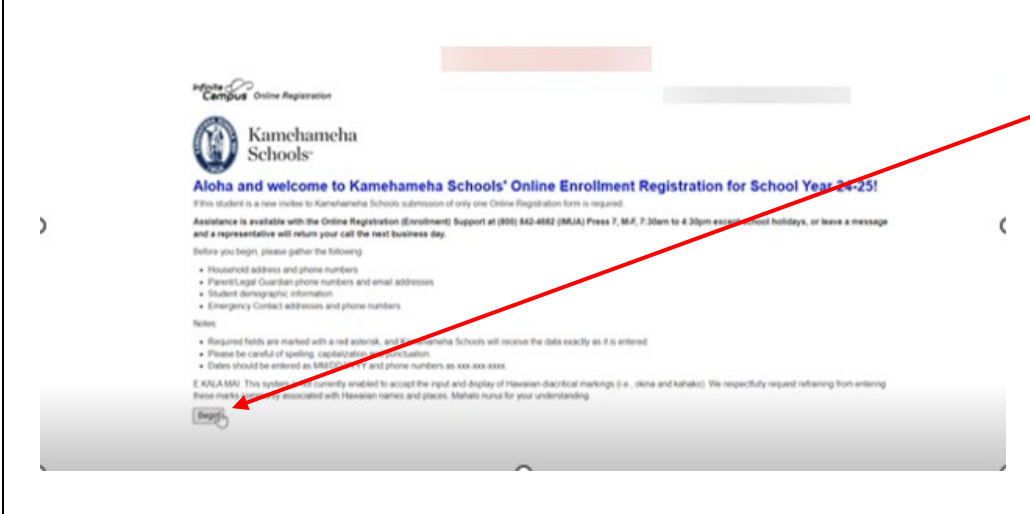
Select “Online Registration” to enter the Online Registration (OLR) portal.



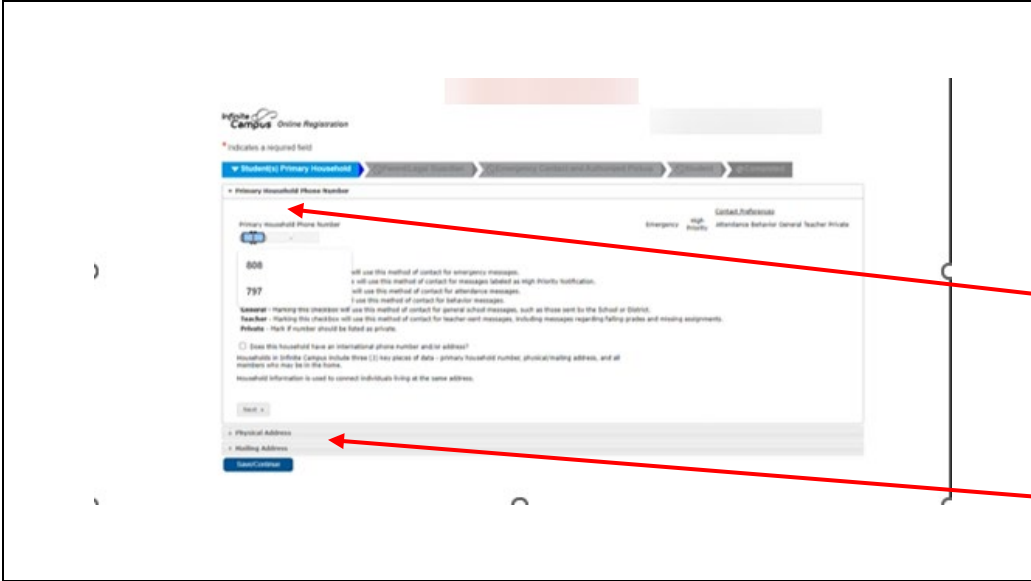
Click on “Start” to begin completing your Online Registration (OLR)



Begin by entering your First and Last name in the designated box, and click “Submit”.



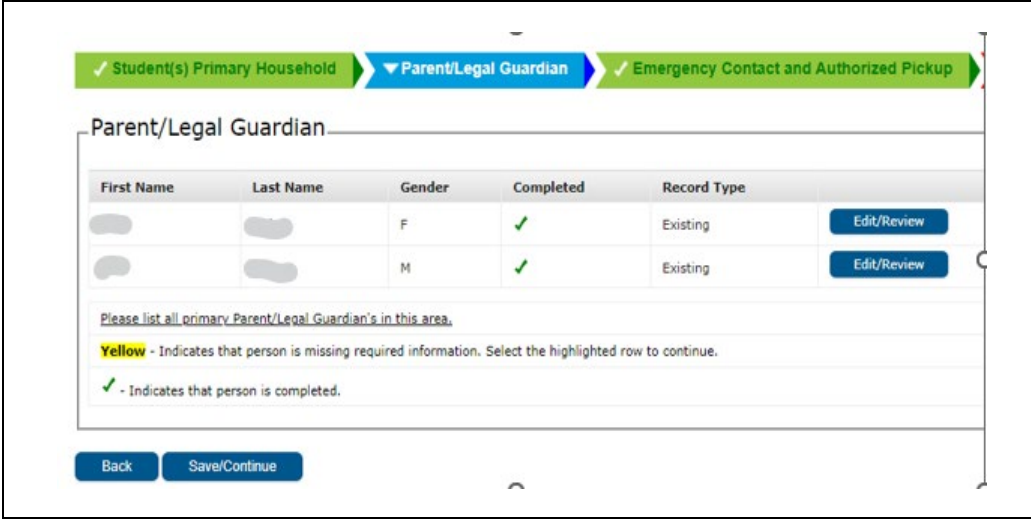
On the next screen, click “Begin”



Student(s) Primary Household Tab

Follow the prompts and fill out all necessary fields such as “Primary Household Phone Number” as shown in the picture on the left.

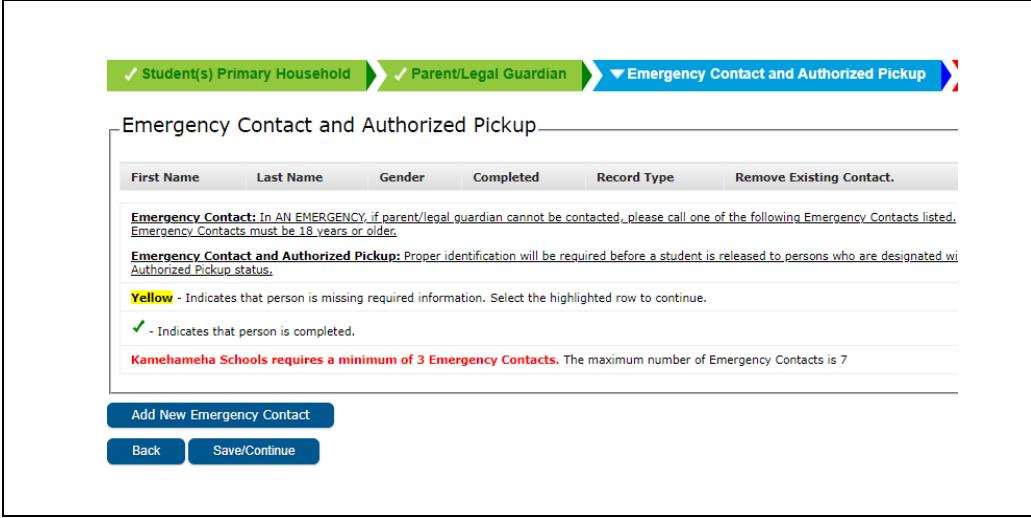
Enter both Physical Address and Mailing Address



Parent/Legal Guardian Tab

Click on Edit/Review and complete the requested information on each tab for each parent

Then click on Save/Continue



Emergency Contact and Authorized Pickup Tab

Click on Add New Emergency Contact and provide the requested information on each tab for each contact.

Then click on Save/Continue

[✔ Student\(s\) Primary Household](#)
[✔ Parent/Legal Guardian](#)
[✔ Emergency Contact and Authorized Pickup](#)
[▼ Student](#)

Student

First Name	Last Name	Gender	School	Completed	Record Type	
[Redacted]	[Redacted]	F	KS Preschool	✔	Existing	Edit/Review

Please do not add additional students.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✔ - Indicates that person is completed.

[Back](#)
[Save/Continue](#)

Student Tab

Click on Edit/Review and provide the requested information on each tab.

- Student Services
- Language Information
- Housing
- Tuition Deposit**

KS requires a minimum family contribution of \$100.00 which is non-refundable and non-transferable if the student does not resided.

[Click on this link to pay your deposit.](#)

[Previous](#)
[Cancel](#)
[Save/Continue](#)

Click on the "Tuition Deposit" dropdown. Click on the provided link to complete the payment of your child's tuition deposit.

Preschool - Minimum Family Contribution (Deposit)

As a part of the 2024-2025 school year enrollment process, a non-refundable and non-transferable \$100 tuition deposit (Minimum Family Contribution) is **REQUIRED** for all students attending Kamehameha Schools and is **not covered by financial aid.** This payment will be applied towards the tuition balance.

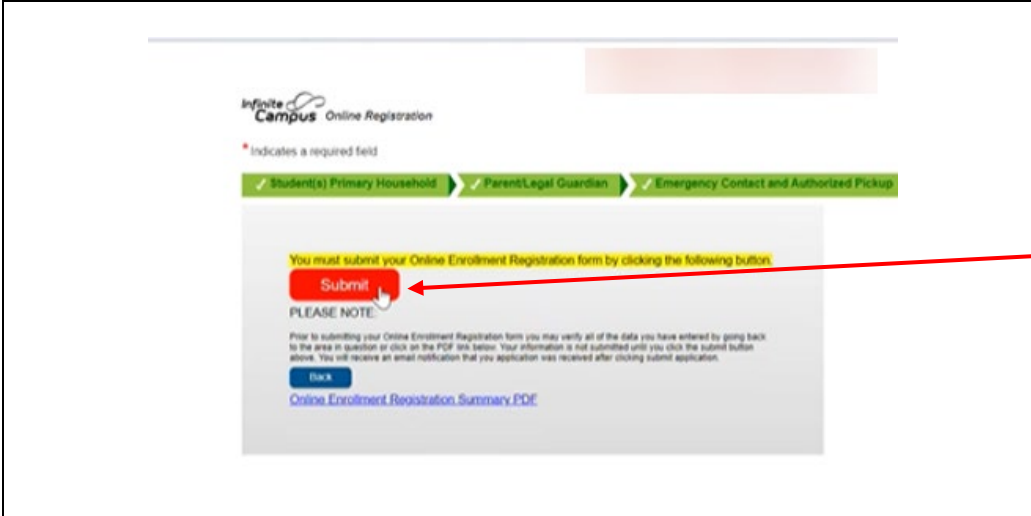
If paying by checking account or savings account, there is no additional service fee. If paying by credit card or debit card, a 2.95% service fee will be added.

If you do not have a checking account, savings account, credit card, or debit card please contact your Preschool Regional Office.

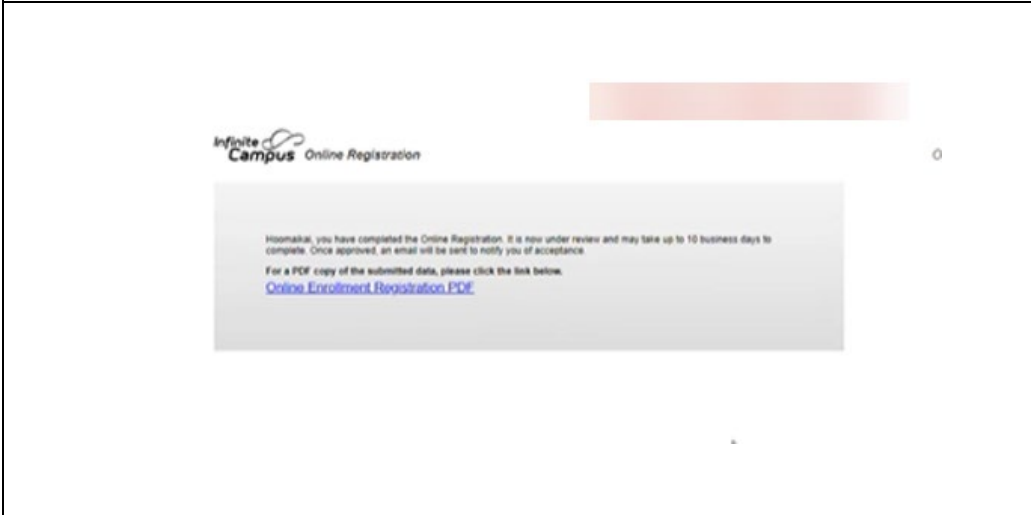
****IMPORTANT** Please note the company name for this charge on your bank or credit card statement will say FACTS Management, NOT Kamehameha Schools.**

[*New Invitees, please refer to your Admission's invite letter for your 7-digit KS ID number.](#)

Please read the following for detailed information regarding your tuition deposit.



Once you have completed filling out all the necessary fields within Online Registration, click “Submit”

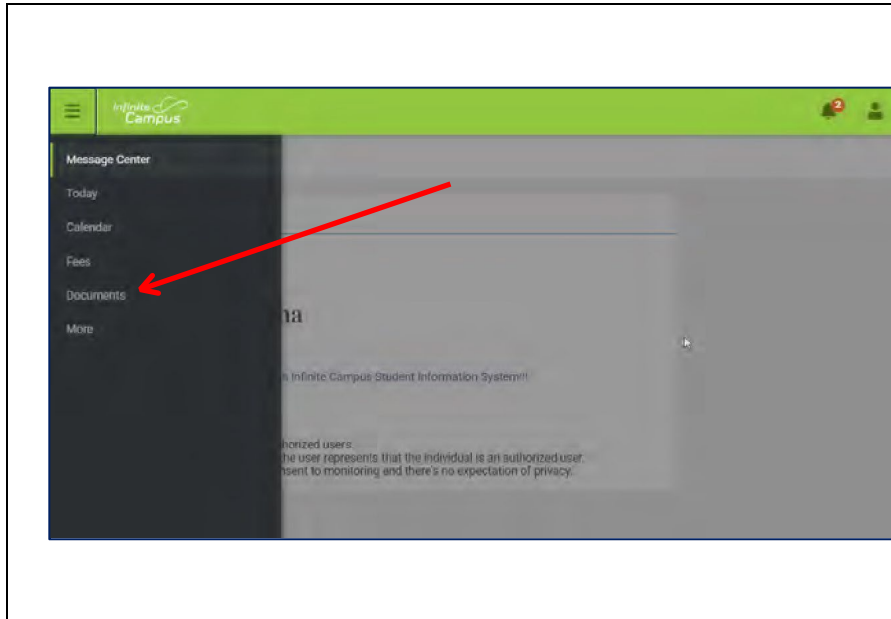


Congratulations! You have completed the Online Registration portion of enrollment. Please continue on to the next section for instructions on completing all remaining documents.



Infinite Campus Enrollment (Parent Guide)

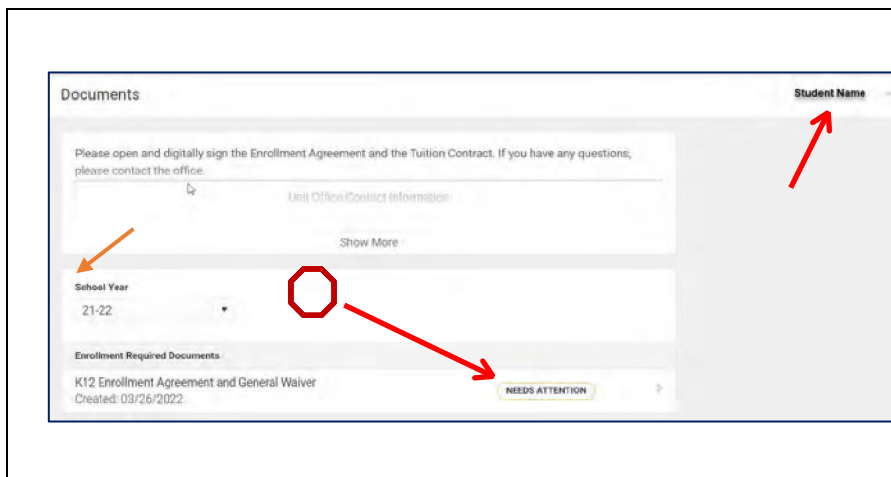
Documents



To continue your child's enrollment, each parent/legal guardian must log in separately in their individual parent portal and sign the forms in "Documents".

- Enrollment Agreement
- Tuition Contract
- Emergency Contact/Authorized Pick-Up Authorization Form

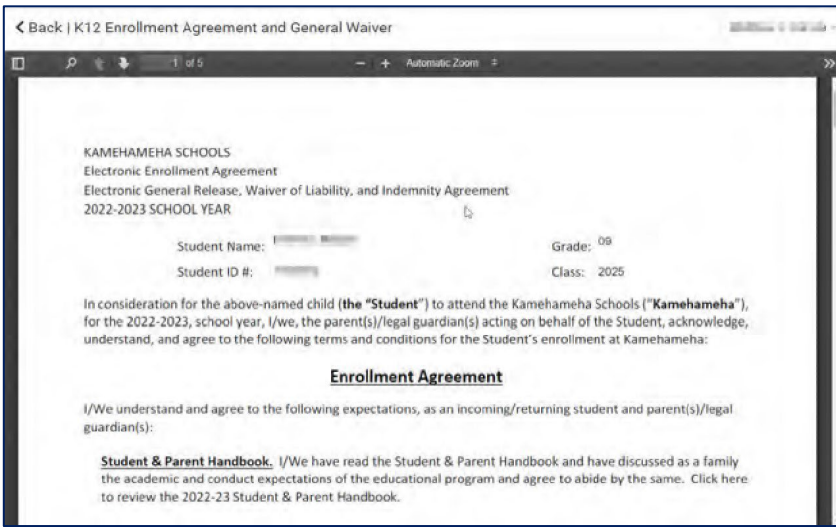
To begin, click on the Menu and select "Documents."



If you have more than one student enrolled at Kamehameha Schools, you can use the drop-down menu at the top-right to view documents for each of your students.

On the left side, select School Year 24-25.

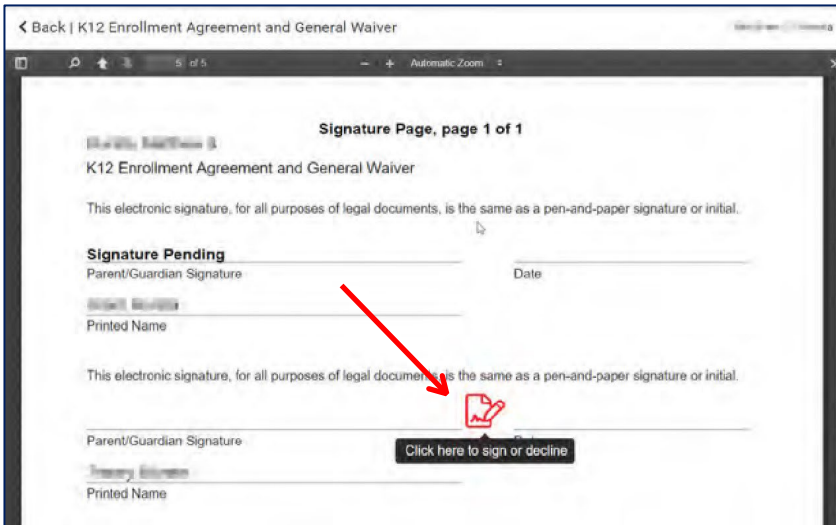
Click on form(s) that "Need your Attention".



Select the Enrollment Agreement and General Waiver document.

The document will open.

Read and scroll down to the bottom.



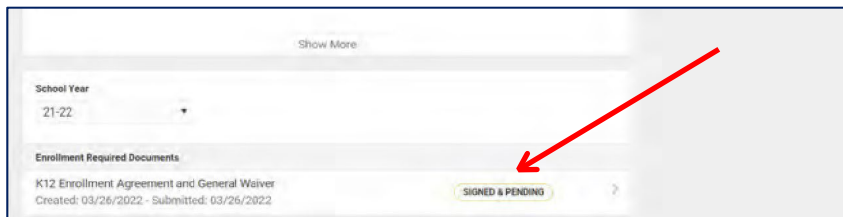
At the bottom of the form is an eSignature Page. Click on the red icon to sign the document.




Click on “Sign” to electronically sign the document.
 IF you click on “Decline” it will prevent anyone else from signing the form (some forms have multiple persons including parents, custodians, and student signatures required) and will delay any further processing.



Your electronic signature and date will appear
 If another signature is required, and has not been signed, it will show as “Signature Pending.”
 You must click on the “Submit” button at the bottom of the page to complete the eSignature process.



The status of the document shows that you have signed it and it is pending (other signatures and/or for Kamehameha Schools to finish processing the document).

<div style="text-align: center;">  <p>KAMEHAMEHA SCHOOLS TUITION CONTRACT 2024-2025 School Year</p> </div> <p>Student Name: _____ Campus: <u>Preschool Name</u></p> <p>Student ID #: _____ Grade: <u>P4</u></p> <p>This Tuition Contract is made between The Kamehameha Schools (“KS”) and the undersigned parent(s) and/or guardian(s) (“I/we”). In consideration for KS’s enrollment of my/our child named above (“Student”) for the 2024-2025 school year, I/we agree to the following:</p> <ol style="list-style-type: none"> Payment of All Amounts Due. I/We agree to pay KS tuition for the entire school year by payment to FACTS Management Company (“FACTS”). I/We understand that FACTS is an independent company separate and distinct from KS that provides various financial services including low-cost, automated payment plans for families 	<p>Select the Tuition Contract.</p>
<p><u>Payment Responsibility.</u> KS may rely on the following information in administering this Tuition Contract:</p> <p>_____</p> <p>Print Name of /Legal Guardian Print Name of Legal Guardian</p> <p>I/we acknowledge and agree to the terms of this Electronic Contract and so indicate by each of us inserting our name(s) below as my/our electronic signature(s), executed and adopted by me/us with the intent to sign this document – in other words, inserting my/our name(s) will be an electronic signature indicating I/we acknowledge and agree to the terms of this Electronic Contract just as a handwritten signature would be on a traditional paper Contract.</p> <p>I/WE HAVE READ AND UNDERSTAND THE TERMS OF THIS TUITION CONTRACT, AND AGREE TO BE BOUND BY ITS TERMS.</p>	<p>Print the name of each legal guardian of the student.</p>
<p style="text-align: center;">Signature Page, page 1 of 1</p> <p>This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.</p> <p>_____ Date _____</p> <p>Printed Name _____</p> <p>This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.</p> <p>_____ Date _____</p> <p>Printed Name _____</p>	<p>At the bottom of the form is an eSignature Page. Click on the red icon to sign the document.</p> <p>Your electronic signature and date will appear</p> <p>If another signature is required, and has not been signed, it will show as “Signature Pending.”</p> <p>You must click on the “Submit” button at the bottom of the page to complete the eSignature process.</p>

Documents

School Year
23-24

Enrollment Required Contract

- NKK Tuition Contract
Created: 05/12/2023 - Received: 05/12/2023

Enrollment Required Documents

- NKK EC AP Authorization Form
Created: 05/12/2023 - Received: 05/12/2023
- NKK Enrollment Agreement and General Waiver
Created: 05/12/2023 - Received: 05/12/2023

Supplemental Information

Emergency Contacts and Authorized Pickup Authorization Form

Click on the Menu option at the top

Home

- Calendar
- Fees
- Documents
- Message Center
- More

Click on "More" from the Main Menu

More

- Address Information
- Contact List
- Demographics
- Family Information
- Enrollment Clearance
- Medical Information
- Online Registration

Click on "Demographics"

<p>Non-Household Relationships</p> <table border="1"> <tr> <td>Relationship Emergency Contact and Authorized Pickup [Redacted] Emergency Priority 5</td> <td>Phone Cell: [Redacted] Other: [Redacted]</td> <td>Email No data</td> </tr> <tr> <td>Relationship Emergency Contact and Authorized Pickup [Redacted] Emergency Priority 3</td> <td>Phone Cell: [Redacted] Other: [Redacted]</td> <td>Email [Redacted]</td> </tr> <tr> <td>Relationship Emergency Contact and Authorized Pickup [Redacted]</td> <td>Phone Cell: [Redacted]</td> <td>Email No data</td> </tr> </table>	Relationship Emergency Contact and Authorized Pickup [Redacted] Emergency Priority 5	Phone Cell: [Redacted] Other: [Redacted]	Email No data	Relationship Emergency Contact and Authorized Pickup [Redacted] Emergency Priority 3	Phone Cell: [Redacted] Other: [Redacted]	Email [Redacted]	Relationship Emergency Contact and Authorized Pickup [Redacted]	Phone Cell: [Redacted]	Email No data	<p>Review the name of all individuals listed as Emergency Contacts and Authorized Pickups.</p>
Relationship Emergency Contact and Authorized Pickup [Redacted] Emergency Priority 5	Phone Cell: [Redacted] Other: [Redacted]	Email No data								
Relationship Emergency Contact and Authorized Pickup [Redacted] Emergency Priority 3	Phone Cell: [Redacted] Other: [Redacted]	Email [Redacted]								
Relationship Emergency Contact and Authorized Pickup [Redacted]	Phone Cell: [Redacted]	Email No data								
<p>If you AGREE to the individuals listed as emergency contacts and authorized pick-ups, please sign below.</p> <p>If you DO NOT AGREE to any of the individuals listed as emergency contacts and authorized pick-ups, both parents/guardians will need to come to an agreement on the individuals listed.</p> <p>Edit/Update the list as needed and sign below when you have come to an agreement. If there are no names listed, please complete the Online Registration Section and then return to this page.</p> <p>Please note that this is a requirement of enrollment and delays will affect the completion of your child's enrollment in our program.</p> <p>I/We have reviewed the names listed in Infinite Campus. I/We agree and approve of all emergency contacts and authorized pick-ups listed for my/our preschool child.</p> <p>_____</p> <p>Print Mother's/Legal Guardian's Name Mother's/Legal Guardian's Signature Date</p> <p>_____</p> <p>Print Father's/Legal Guardian's Name Father's/Legal Guardian's Signature Date</p>	<p>If you agree to the individuals listed as Emergency Contacts and Authorized Pickups, please sign form below.</p>									