KDHE KEES Access Instructions

KEES Security Agreement

The KEES End User Security Agreement must be filled out electronically, printed, and signed. Security Agreements that fail to comply with these instructions, or which are not easily read by KEES administrative staff, will be rejected and returned to the submitter. The name used on the Security Agreement must be the legal name of the user as shown on a government-issued ID or as it appears in the SHARP system. The supervisor identified in the Security Agreement must be the user's direct supervisor or other managerial staff in the user's business unit. New users must provide all four (4) pages of the document to KEES Security.

Link to the "End User Security Agreement" located on the KDHE KEES Repository

Training Requirements

In addition to the signed Security Agreement, new employees must also provide verification of completion of specific training requirements. New users must forward a file copy of either their training transcript or training certificates of completion for each course to the KEES Security. All training verification documents must be legible and include the name of the employee, name of the course, and a date that can be associated with the training. Hand-written entries or partial printing of any document will be rejected. Below are the training requirements for KDHE. Documents must be submitted as an attachment to an email, we cannot accept embedded images.

KDHE Employees:

- Information Security and HIPPA Awareness Training
    - Employees will receive an email from IT containing a link to the current trainings.
- Security Awareness Training for Information provided by the U.S. Social Security Administration (Course ID# 1046580)
    - Training course available online on Kansas Train: https://www.train.org/ks/home

Contract Employees:

- Navigate to the following link and click the "Go to the MS – IAC Cyber Security Awareness Training and Evaluation" https://oits.ks.gov/kiso/training/cyber-security-awareness

Submitting Documentation:

Attach all documentation files to an email message addressed to the KEES.Security@ks.gov mailbox. Please include the words "KEES ACCESS" and the name of the employee within the Subject line of the email message.

If you are unable to scan and e-mail the documents, mail them to:

KEES Security Administrator
State of Kansas
534 S Kansas Ave S-200
Topeka, KS 66603

Updated: 02/18/2022

NOTE: Documents must be named using the following conventions. Documents not conforming to the following naming convention will be rejected. All files must be submitted as attachments. We cannot accept images embedded in the body of an Email.

KEES End User Security Agreement:
After completing the signatory page, save the KEES End User Security Agreement document in PDF format. The naming convention is: <Date mm-dd-yyyy> <last name>, <first name>AGREE

Example: 07-01-2017 Test, Julie AGREE

Change Requests

When submitting a Change Request to update or terminate end users access to KEES, The name of the file should follow the naming convention: <Date mm-dd-yyyy> <last name>, <first name>Change Request

Example: 05-31-2017 Test, Julie Change Request

Information Security Training Certificate

After completing the training, save the Information Security Training document in PDF format. The naming convention is: <Date mm-dd-yyyy> <last name>, <first name>SEC

Example: 05-31-2017 Test, Julie SEC