

KEES Access Instructions

KEES Security Agreement

The KEES End User Security Agreement, hereafter “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 three (3) pages of the document to their designated KEES Submitter.

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 Submitter.

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. A request for KEES access may not be submitted in OIM until the KEES Submitter has received all documentation and emailed those documents, along with the KEES Security Agreement, to the ksc@kees.ks.gov mailbox. Below are the training requirements for DCF, KHPA, and non-State employees.

DCF Employees: <http://learning.srs.ks.gov/stc/standard/psciis.dll?mainmenu=standard>

- Information Security Awareness (Course ID #SDOPSE0101) or Information Security Awareness Review (Course ID #SDOPSE2015) NOTE: Security Awareness training must be completed annually to retain access to KEES.
- Security Awareness Training for Information provided by the U.S. Social Security Administration (Course ID# KEOPSE0101)
- HIPAA Training Courses:
 1. HIPAA Awareness (Course ID# ODHRPP0101)
 2. HIPAA Core (Course ID# ODHRPP0102)
 3. HIPAA More (Course ID# ODHRPP0103)

KDHE Employees: <https://ks.train.org/DesktopShell.aspx>

- IT Security Awareness Training – 2016 (Course ID# 1060933) NOTE: Security Awareness training must be completed annually to retain access to KEES.
- HIPAA: An Overview (Course ID# 1041019)
- Security Awareness Training for Information provided by the U.S. Social Security Administration (Course ID# 1046580)

Non-State Employees:

Non-state employees must submit completion certificates for the following courses, with any waivers or alternate courses being approved in advance by the KEES Compliance Officer:

- Cyber Security Awareness Training or any State-approved equivalent security training. NOTE: Security Awareness training must be completed annually to retain access to KEES.
URL: <http://oits.ks.gov/info-security/awareness-training> (choose the MS-ISAC version at the bottom)
- HIPAA: An Overview (Course ID# 1041019) or any State-approved equivalent HIPAA training.
URL: <https://ks.train.org/DesktopShell.aspx>.
- Security Awareness Training for Information provided by the U.S. Social Security Administration (Course ID # 1046580).
URL: <https://ks.train.org/DesktopShell.aspx>

Submitting Documentation:

The KEES Submitter will verify that all documentation is present and meets all requirements as indicated above. The Submitter will then attach all documentation files to an email message addressed to the ksc@kees.ks.gov mailbox. Screenshots embedded in the body of the email message are not accepted. These must be stand-alone files. 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