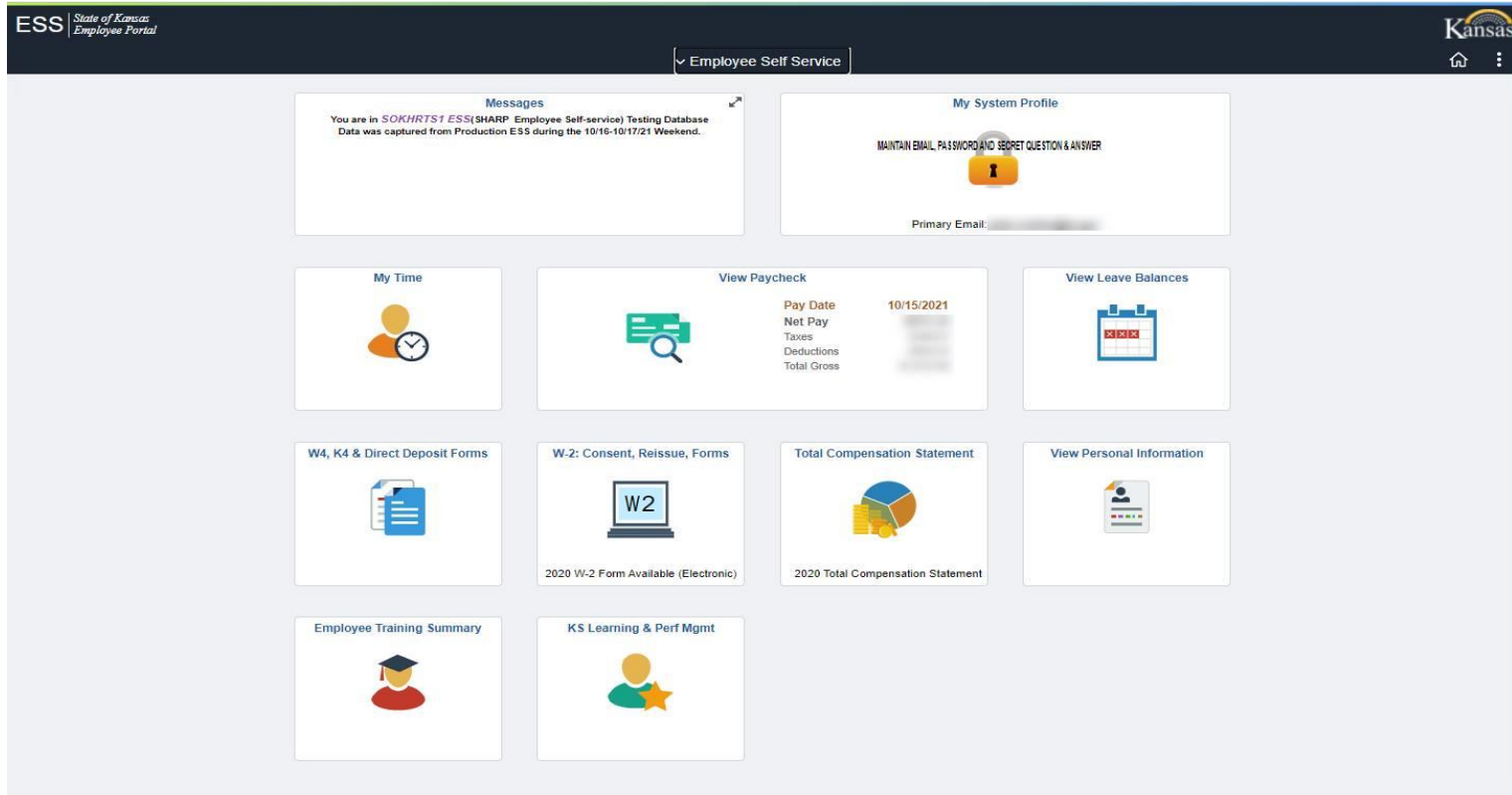


First Time Login Instructions for Kansas Learning & Performance Management System

The link to the Kansas Learning & Performance Management (KLPM) System can be found on the 'KS Learning & Perf Mgmt' tile in Employee Self-Service.

After logging into Employee Self-Service, click on the 'KS Learning & Perf Mgmt' tile and the KLPM log-in screen will open in a new browser tab.



Links to the KLPM login screen can also be found on the Department of Administration home page in the 'For State Employees' section (admin.ks.gov) and on the Office of Personnel Services home page in the 'State Employees' section (<https://admin.ks.gov/offices/personnel-services>)

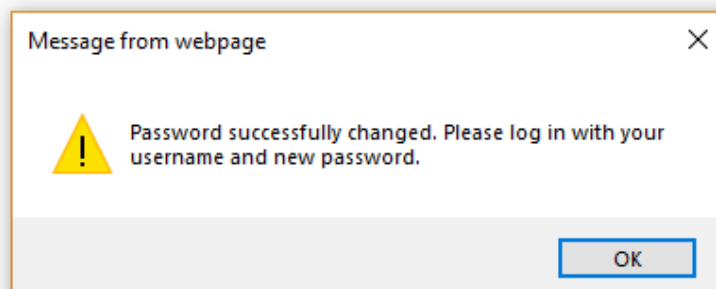
Enter your State of Kansas Employee ID which is 11 characters starting with a capital letter and followed by 10 numbers in the **Username** field. Enter your Password in the **Password** field, then click the **Login** button to access the System. You have been assigned a default password to use the first time you login to the Kansas Learning & Performance Management (KLPM) system. If you have not been provided with your default password or you do not know your State of Kansas Employee ID, please contact your agency Human Resource Office.



If you are a returning user and you have forgotten your password, click on the 'Forgot Password?' link on the Log In page.

Enter a new password in the **New Password** field and then re-enter your new password in the **Confirm Password** field. The password entered must meet requirements for length and characters entered. You will receive a message if your password does not meet the requirements.

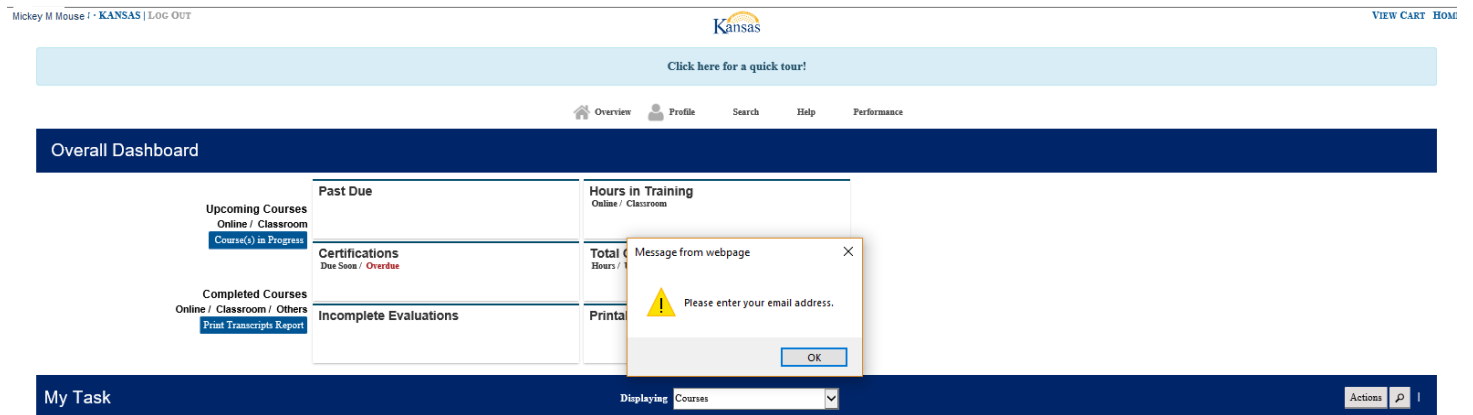
Click on the **Reset Password** Button and you will receive a message that your password has been successfully changed. Click **OK** and you will be taken back to the login page to reenter your Username and your new password.



Enter your username and your new password and click on Login.



You will receive a message to enter an email address to receive emails that are generated by the Kansas Learning & Performance Management system. Click on 'OK' and the Profile page will appear.



Enter your Email address in the **Email** field and click on 'Save'

Click here for a quick tour!

Overview Profile Search Help Performance Resources

USER DETAILS : JANE E SHELTON - KS LEARNING AND PERFORMANCE MGMT ID - 32143 Save Cancel

Overview	Groups	Enrollments	Assignments	Certifications	Evaluations	Competency Analysis	Succession	My Development Plan	Details
Personal Information									
User Name*	X1234567890				Email:	Mickey.Mouse@ks.gov			
First Name*	Mickey				Work Phone:				
Middle Name:	M				Mobile Phone:				
Last Name*	Mouse				City:				
Birth Date:					State:	- Select One -			
Gender:					Zip:				
Language*	English (US)				Country:	United States Of America			
Active - Login - 10/27/2021	<input checked="" type="checkbox"/>				Advanced View:	<input type="checkbox"/>			
Employee Information									
Employee ID:	K0000182319				Hire Date*	12/18/2000			
Badge ID:					Promotion Date:				
Employment Type*	Employee				Termination Date:				

You are now on the Home page of the Kansas Learning and Performance Management system. The Options that display on the User Dashboard are based on your position and security access. You may be able to work on a performance review or search for and complete training requirements.

Click here for a quick tour!

Overview Profile Search Help Performance Resources

User Dashboard

Upcoming Courses 0 Online / 0 Classroom 0 Course(s) in Progress	Past Due 0	Hours in Training 0 0 Online / 0 Classroom	 You are up to date!
	Certifications 0 Due Soon / 0 Overdue	Total Credits 0 0 Hours / 0 Units / 0 Others	
Completed Courses 0 Online / 0 Classroom / 0 Others Print Transcripts Report	Incomplete Evaluations 0	Printable Certificates 0	