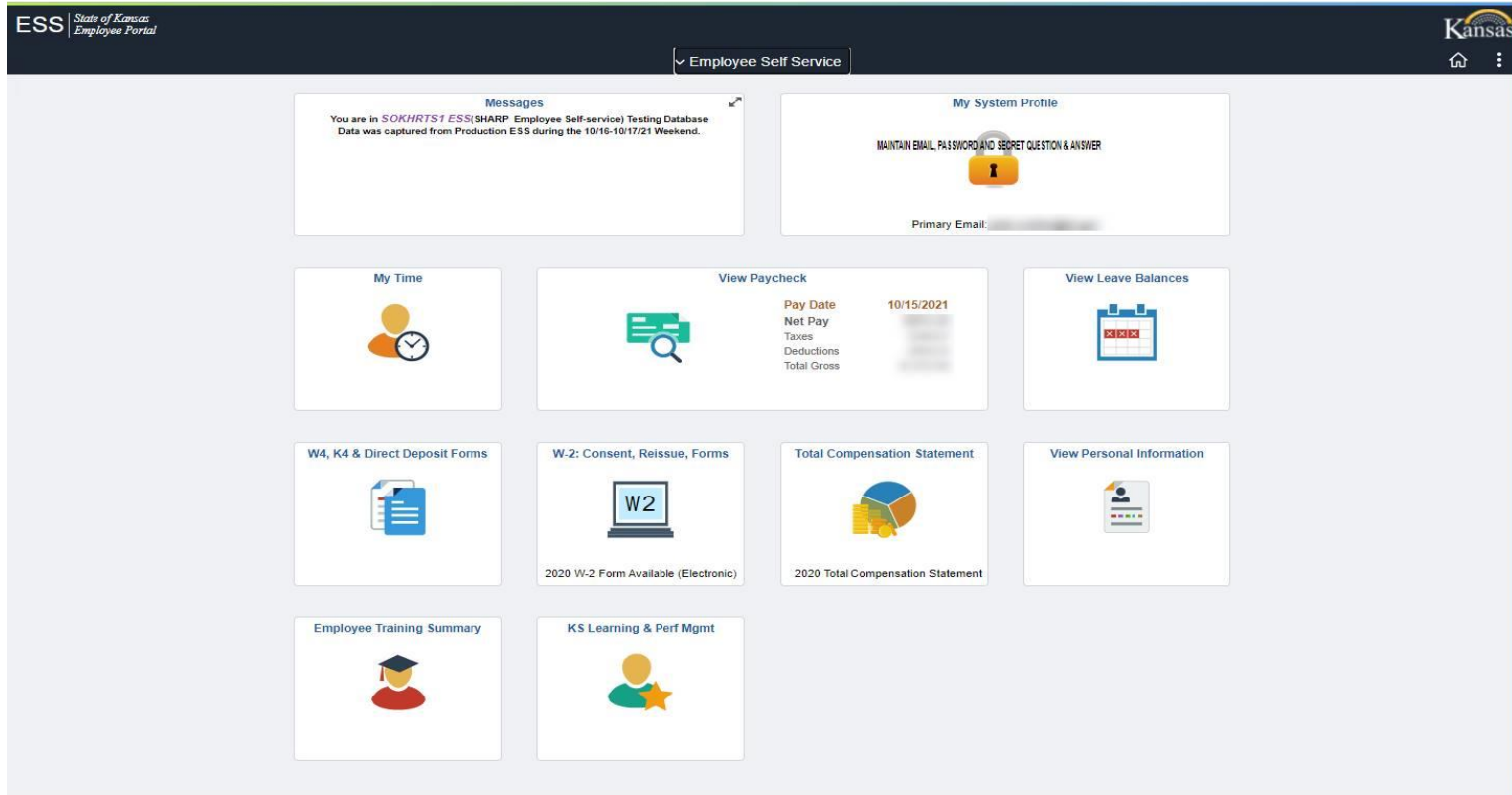


First Time Login Instructions for Kansas Learning & Performance Management System

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>)

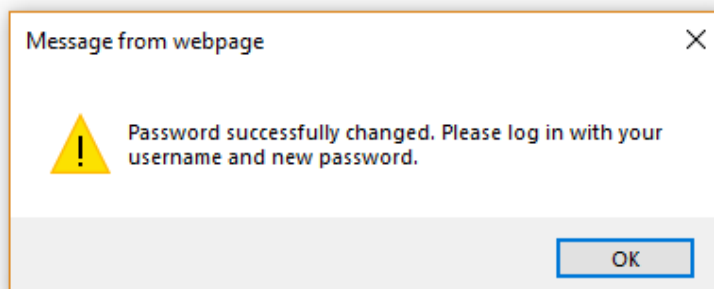
Enter your State of Kansas Employee ID which is 11 characters starting with a capital letter and followed by 10 numbers in the **Username** field. Enter your Password in the **Password** field, then click the **Login** button to access the System. You have been assigned a default password to use the 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.

The screenshot shows the login page for the Kansas Learning & Performance Management system. At the top is the Kansas state logo with the motto "AD ASTRA PER ASPERA". Below the logo is the title "Learning & Performance Management" and the instruction "Enter your username and password to login." There are two input fields: "Username:" with the value "X1234567890" and "Password:" with masked characters. A yellow "Login" button is below the password field. Below the button are links for "Forgot Password?" and "Need Help?". At the bottom, there is contact information: "Call (M-F, 8am-4:30pm) 785-296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka)". A disclaimer at the very bottom states that all information is confidential and that logging in implies agreement to security and confidentiality policies.

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.

The screenshot shows the user's dashboard after login. The user is identified as "Mickey M Mouse" and is logged out. The dashboard has a navigation bar with "Overview", "Profile", "Search", "Help", and "Performance". A "Click here for a quick tour!" link is present. The main content area is titled "Overall Dashboard" and contains several widgets: "Upcoming Courses", "Past Due", "Hours in Training", "Certifications", "Total", "Completed Courses", and "Incomplete Evaluations". A modal message box is overlaid on the dashboard, displaying a yellow warning icon and the text "Message from webpage" and "Please enter your email address." with an "OK" button. At the bottom, there is a "My Task" section with a "Displaying" dropdown menu set to "Courses" and an "Actions" button.

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	