

How to Sign the KPS Device Agreement

STEP 1 Find your student's ID number

Open the email your school sent about the device agreement. Your student's ID number is listed in that email.

Each student has their own ID number. If you have more than one student in the district, look for each ID separately.

STEP 2 Open the agreement page

Click the link in the email, or go to the address listed there. The 2026-2027 KPS Device Agreement lookup page will open.

STEP 3 Enter the ID and click LOOKUP

Type the student ID number into the box, then click the blue LOOKUP button.

STEP 4 Check the name, then click "here"

A green bar will appear that says a match was found. **Confirm the name shown is your student.**

Then click the word "here" in that green bar to open the agreement.

STEP 5 Read, sign, and submit

Read through the full agreement. The signature section is at the bottom of the page.

Check the box to agree to the terms and type your initials. In the signature field, type your own full name as the parent or legal guardian, not the student's name. Then click SUBMIT.

Repeat these steps for each student in your household.