

K-State eID Affiliation Process

Only for those who have not been previously associated with K-State.

If you are a current K-State student or have been a student and/or an employee in the past, there is no need to affiliate again. Please ignore this process.

If you are a new employee . . . not a current K-State student and have not been a student and/or an employee in the past, you will need to complete this process in order to obtain access to K-State's computer systems. Failure to do this will result in a loss of e-mail access, ability to view your online paycheck and access to other university computer systems.

After being hired in the Human Resource Information System (HRIS), you will receive e-mail notification of your Employee ID. Your Employee ID may be found on your pay advice or pay check stub . . . upper left hand corner. Your Employee ID is unique and will normally begin with a "W" or a "K." (Ex: W0000012129, K0000121229, etc.)

After receiving the e-mail notification, please wait 24 hours then use your 11-digit Employee ID to verify your affiliation with K-State.

Step 1: Go to: <http://eid.k-state.edu/>

The following page will appear.

**Enter your K-State eID and password ...
select Sign In.**

K-STATE ePROFILE

Your eProfile manages things such as your spam filtering, e-mail forwarding, password changes, and your official affiliation with K-State.

Sign in

k-State eID	<input type="text" value="almand"/>
Password	<input type="password" value="*****"/>

[Sign in](#)

Need a K-State eID?
As a part of the K-State community, you must register an eID, your key to the electronic resources at K-State.
[Register now!](#) ➔

eProfile Help
[Forgot your password?](#)
[eID FAQs](#)
[Password FAQs](#)
[K-State IT Help Desk](#)
[K-State Information Technology Usage Policy](#)

Step 2: The eProfile page will appear. Locate the affiliation section and select **Affiliate Now!**

The screenshot shows the K-State eProfile page. At the top, there is a navigation bar with links for "About K-State", "Academics", "Admissions", and "Research". Below this, the page title "K-State eProfile" is displayed. On the left side, there are links for "Calendar", "Campus map", and "Contact us". The main content area includes sections for "ePROFILE" (with a welcome message and a link to "I'm not Fname Lname."), "Password settings" (with a link to "change your password or password-reset options."), and "E-mail settings" (with links for "Set up e-mail forwarding.", "Spam filtering is enabled.", and "View your e-mail folder sizes."). On the right side, there is a table for affiliation selection. A red arrow points from the "Affiliate Now!" link in the "Employee" row to the "Affiliate Now!" link in the "Student" row.

eID	
E-mail	@k-state.edu
Student	Affiliate Now!
Employee	Affiliate Now!

Note: Those already affiliated as a student **will need to affiliate as an employee** to receive any employee services (including HRIS Employee Self Service).

This is a close-up of the affiliation selection table from the previous screenshot. The "Student" row is highlighted with a red box and the word "Affiliated" is in green. The "Employee" row has a red arrow pointing to the "Affiliate Now!" link.

Edit my info	
eID	
E-mail	@k-state.edu
Student	Affiliated
Employee	Affiliate Now!

Step 3: Enter your Last Name, Gender, Birthdate, SSN (Social Security Number) and Employee ID (Ex: W0000XXXXX, K0000XXXXXX, etc.).

Select **Confirm Affiliation**

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K-State home > Information technology > eProfile > Affiliations > Employee

CONFIRM YOUR K-STATE AFFILIATION

Confirm as Employee
An asterisk (*) denotes a required field.

Last name*

Gender* Male Female

Birthdate* mm/dd/yy

SSN* Dash(es) optional

Employee ID* Ex: W0C00051841

Confirm affiliation

eID affiliation help
You may associate your eID with any or all of the following K-State affiliations: student, employee, or sponsored.

Congratulations!
You are now affiliated with K-State!

Questions may be directed to
iTAC Help Desk at eid@ksu.edu or 785.532.7722