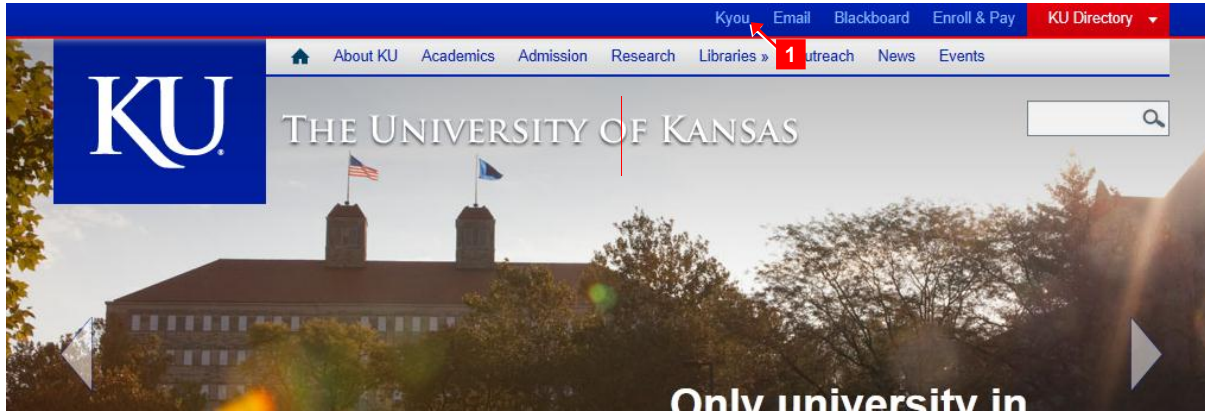


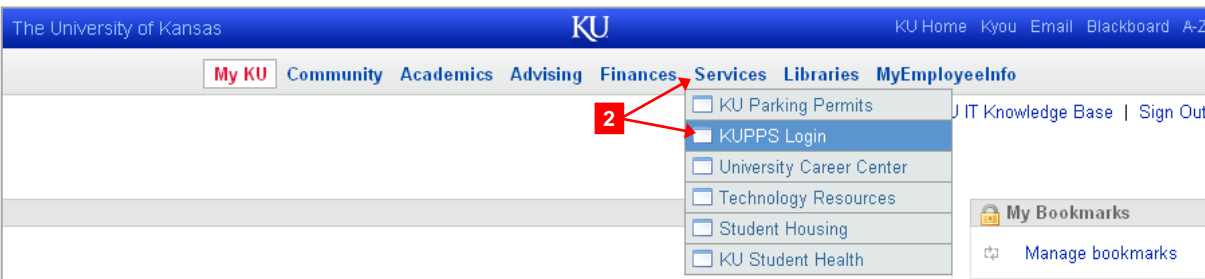
# LOGIN TO KUPPS USING THE KYOU PORTAL



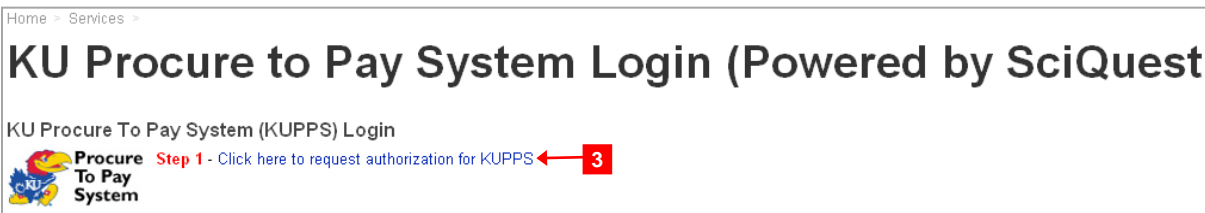
KUPPS identifies users by their Kyou portal username and password. No additional username or password is required after authenticating through the KU portal.

All KUPPS users must be approved by their respective department heads and should receive training before using the system.

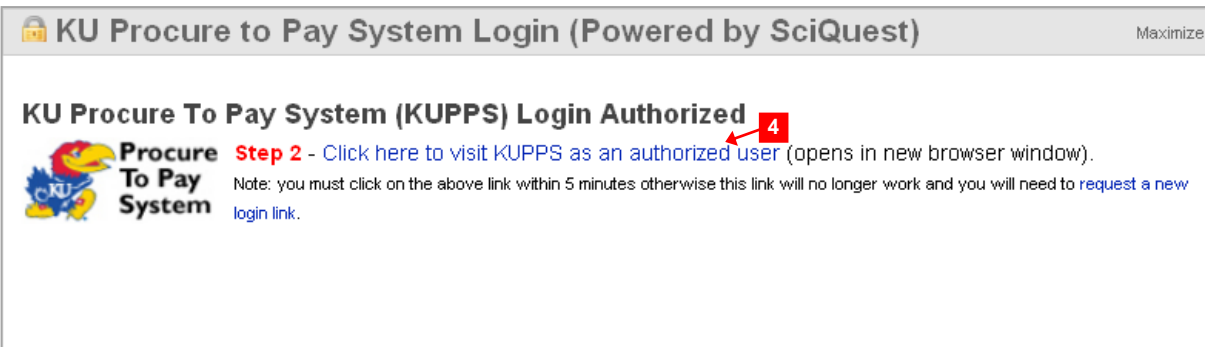
**1 Accessing the Kyou Portal.** Click the [Kyou](#) portal link on any KU webpage. At the prompt, enter your University Online ID and Password. These are typically the same ID and Password used for University email.



**2 KUPPS Login.** Once in the Kyou portal, hover over the **Services** option and select [KUPPS Login](#) from the drop-down list.



**3 Login Authentication: Step 1.** Click the [Click here to request authorization for KUPPS](#) link.



**4 Login Authentication: Step 2.** Click the [Click here to visit KUPPS as an authorized user](#) link. This launches KUPPS into a new browser window or tab. You may close the browser for the KYOU portal.