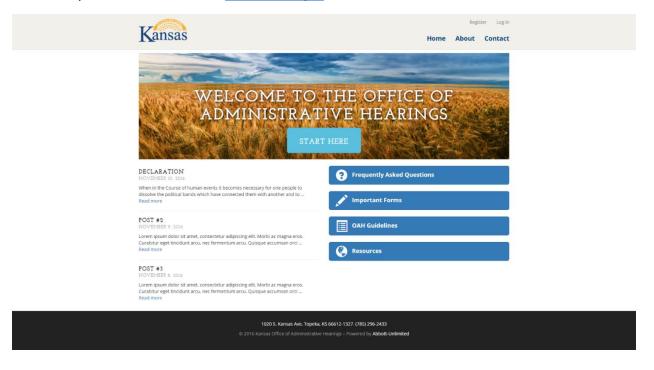
Office of Administrative Hearings – "Appellant" User Guide

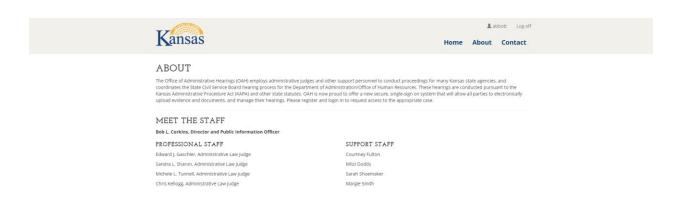
Overview

The Office of Administrative Hearings (OAH) employs administrative judges and other support personnel to conduct proceedings for many Kansas state agencies, including the State Civil Service Board hearing process for the Department of Administration/Office of Human Resources. These hearings are conducted pursuant to the Kansas Administrative Procedure Act (KAPA) and other state statutes. OAH is now proud to offer a new secure, single-sign-on system that will allow all parties to electronically upload evidence and documents, and manage their hearings. Please register and login on this system in order to be able to receive your access to the appropriate case.

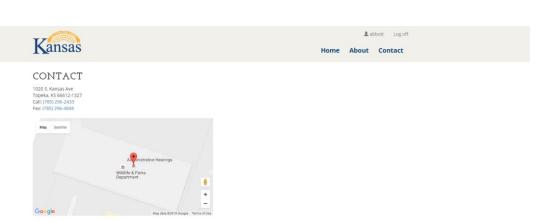
OAH cases can only be docketed by OAH support staff. You cannot start a new case with an electronic appeal submittal on this website, but only electronically upload and view filings here once the case has been created by OAH staff. Also, you cannot be approved for this online access to your case until OAH has received your signed agreement to its terms of use for this system. For more information about the new OAH system, visit the website, www.oah.ks.gov.



For more information about the Office of Administrative Hearings or directions and contact information please visit the About or Contact page in the top heading.



1020 S. Kansas Ave. Topeka, KS 66612-1327, (785) 296-2433



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Accessing the System

As an "Appellant" user, you will need to create a new account by registering on the website. You will need to enter a unique user ID and strong password, and also enter in some personal identification information that will be stored securely within the system. Once you agree to the terms and agreement of service your account will be created.

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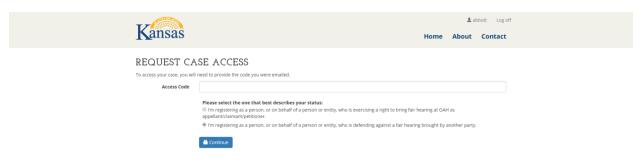
From there you will need to verify your email address. Go to the inbox of the email address you entered, and confirm the email by clicking on the link provided. If you do not see an email in your inbox, check your SPAM folder.

Following your account creation, you will be able to login to the system by clicking the "Start Here" in the center image, or "Log In" in the top right corner. From there you will hit the log in screen, and need to provide your username and password.

Kansas	Register Log in Home About Contact
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Username: Password Remember Me? Log in Register as a new user Forgot your password?	
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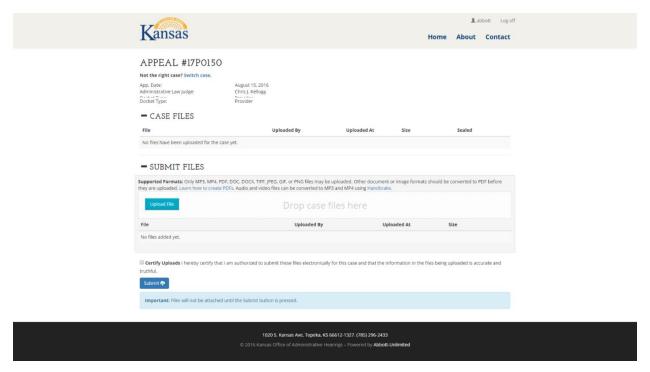
Once you have successfully logged into the system, you will not be able to access anything further until you enter in an "Access Code". You should receive the code via email from the Office of Administrative Hearings. If you have not received a code, but expected to, please contact them immediately. The code will only need to be entered once, and will grant you complete access to the case information and uploads. You have five days to create an account and use the Access Code to complete this process – the Access Code will be deactivated if you don't do so within the five days. Make sure you click "Yes" you are the appellant.



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After you have successfully logged into the system, and verified your access to a specific case, you will be taken to the file upload page. This page provides you access to upload any case related documents,

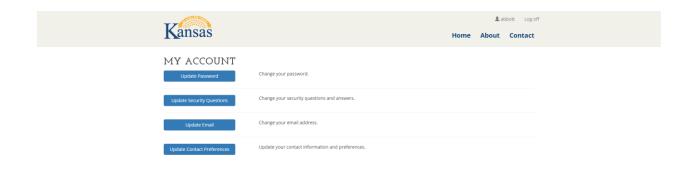
and allows you to follow along with all parties involved. This page will allow you access to view documents that have been submitted by all parties involved in the case. Additionally, you will receive a notification via email when any party files anything. For more information about what type of files you can upload, there is a link provided in the page to provide detail.



From this screen you can upload documents pertaining to the case by clicking "Upload File", or by simply dragging and dropping the file(s) over.

Account Maintenance

Once you have logged into the system your selected username will remain in the top right corner of each page. By selecting the username, you will be taken the maintenance page where you will have multiple options for handling your account.



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Update Password

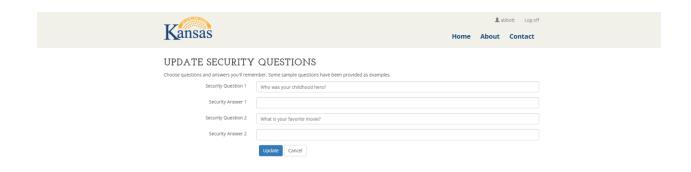
Update password simply allows you to enter your old password and your new password (twice), which will reset your password within the system. For security reasons, it's a good practice to change your password every 60 days at least.



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Update Security Questions

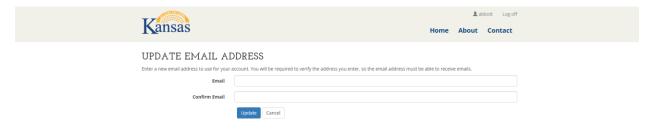
Security questions can be hard to remember, but are crucial if you forget your password. If you go to the Update Security Questions page you can change the questions or answers you originally entered during the registration process.



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Update Email

If your email address changes, or if there becomes a different email address you would prefer to use, you can come to this page and update your new email address.



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Update Contact Preferences

Every time a document is uploaded to your case you will receive an email notification. Some individuals do not want to receive so many emails. If desired, you can uncheck the box for receiving those notifications. You can also update your mailing address.



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Control how and when you are contacted.	
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Please confirm this information is accurate,	and make any necessary updates if it has changed.
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Line 2 (Suite, Apt #)	
City	Торека
State	Kansas
ZIP Code	66618
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