



KANSAS GRANTS MANAGEMENT SYSTEM

Quick Start Guide

for LEA Administrators

***Assigning Security Levels
for the Kansas
Grants Management System***



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Introduction

This document will explain how LEA administrators can use the Kansas Grants Management System (KGMS) to grant access and assign security levels to KGMS modules.

Logging In

Type the following in your browser's Address or Location field to display the KSDE login page:

<https://apps.ksde.org/authentication/login.aspx>

Kansas CAN User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

[Login](#)

[Forgot Your Password?](#)

KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) IE 10, IE 11 when run in compatibility mode; for Macintosh - Firefox v27 to v44.0

[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

New User Registration

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

[Register](#)

[System Maintenance Notices](#)

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IT Help Desk: (785) 296-7935
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KGMS is part of KSDE's single sign-on system, so after logging in, click on the link that says **Kansas Grants Management System**. The **LEA Home** page displays.



The screenshot shows the 'DISTRICT HOMEPAGE' of the Kansas Grants Management System. At the top, it displays the user information: 'User: dtest District: DTEST Building: 0000 Access Level: District Admin'. Below this is a 'Search Options' section with two dropdown menus: 'School Year' set to '2018 - 2019' and 'Grant Type' set to 'Select a Grant Type'. There are 'Search' and 'Clear' buttons. Below the search options is a 'Grant Organization Listing' table.

School Year	Grant Type	Status	Action
2018 - 2019	Deaf-Blind	In Process	

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and '100' records. The status 'Displaying records 1 - 1 of 1' is shown at the bottom right.

Task Navigation Area

- [Manage Applications](#)
- [LEA Home](#)
- [Maintenance](#)
- [Help](#)
- [Logout](#)

Along the left side of all of the KGMS pages is the **Task Navigation Area**, where you can jump to common tasks by clicking on the link for the task you would like to accomplish. The **Task Navigation Area** for the district users displays the clickable options for Manage Applications, LEA Home, Help, and Logout.

District admins have links to each of those, as well as an additional link for Maintenance. Security permissions for grant applications can be set through this menu option. Click on the **Maintenance** option on the **Task Navigation Area** on the left side of the screen, then select the **User Security** option.



Use the dropdown to select the **School Year** and **Grant Type**. This will display a screen with the users listed, so that admins can then pick the user for whom they want to view or modify access. Note that security access is granted by school year.

USER SECURITY

User: dtest District: DTEST Building: 0000 Access Level: District Admin

Search Options

School Year	2018 - 2019
Grant Types	Deaf-Blind

Users

User Name	Description	View/ Edit
Richards, Jane	Update	
Smith, Joe	Update	
Winchester, Sally	View Only	
Murphy, Sam	Approval	

The current security permission for each user is listed in the **Description** column. To edit those permissions, click on the **View/ Edit** icon for each.



User: dtest District: DTEST Building: 0000 Access Level: District Admin

User Name	Access Level
Smith, Joe	Update

Save

Use the dropdown to select the required security role. In each of the modules, there will be 4 roles that can be selected:

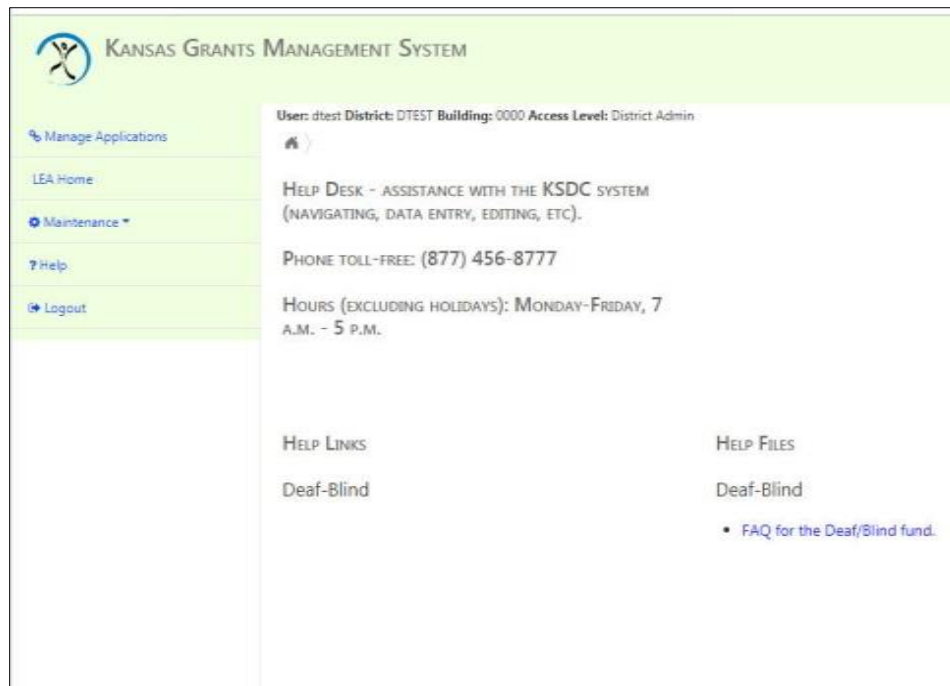
- **No Access** - The user will not see that module within the KGMS system.
- **View Only** - The user can view the information but not change, edit or do any modifications to the data
- **Update** - The user can create and edit grant application data but they cannot do the final step of actually submitting the results to the Kansas State Department of Education
- **Submit** - Allows a user to create and edit grant application data and also submit it to the state when the self-assessment is complete

Click the **Save** button to save the individual security access for that user. The admin would repeat this process for every user within the KGMS system and for each school year.



Support

The state maintains the Help documents and links associated with the application process. Users can access this documentation by clicking on the ? **Help** on the left side of the page.



Software support is provided by Leader Services' help desk staff. Leader's help desk can be reached by email at helpdesk@leaderservices.com or by calling toll-free 877-456-8777.

Session Timeout

In the bottom-left hand corner of the screen, there is a sentence that reads *Session Expires in XX minutes*. Once it gets to two minutes, a pop-up window will appear warning the user that their session will expire in two minutes and they will be automatically logged out. The timer resets back to 20 minutes each time the user does something on the page or navigates to a new page. If they are automatically logged out, they will return to the **User Login for KSDE Web Applications** page, as shown on the first page of the Quick Start Guide.

Logging Out

You can log out of KGMS by clicking on **Logout** on the left-hand side.