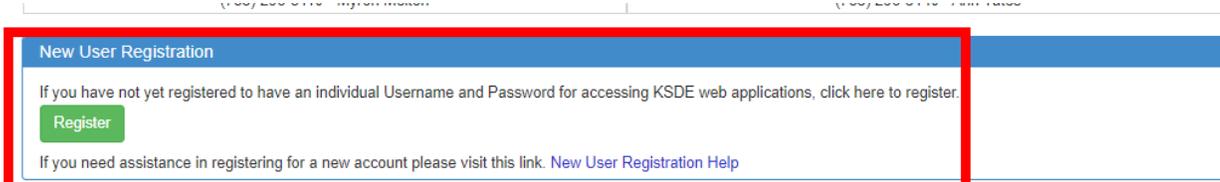


Quick Guide to Registering for PCA (part of KGRS)

Personnel Categorical Aid (PCA) is the new program for claiming special teachers for state categorical aid. It is part of the Kansas Grants Reporting System (KGRS), so that is the program you'll actually register for. If you already have access to KGRS, then a local administrator can give you access to PCA when it is available.

Registering

If you already have a district level account (all buildings) such as the one you used last year for CAPS, then just login and skip to the bottom of this page, if you are new to this, then create an account using the register button.



Fill in the required information, make sure the password is both secure and memorable, it can be reset, but the KSDE help desk can't help with your password. Make sure also that your email and phone # are correct! The email is how your password can be reset and your phone number is how KSDE staff may try to contact you. Your username can be anything you like, if you are responsible for some building level reporting, you might have Name-District, Name-1001, etc. Having a plan can make it easier to remember which login goes with which access.

For KGRS/PCA, select "All Buildings" on the dropdown.

Please select the organization and building that you belong to:

Organization: Building:

Please enter a Username and password.

Username:*

Password:*

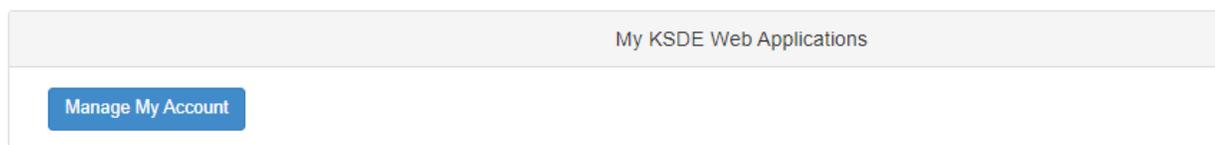
Confirm Password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special c

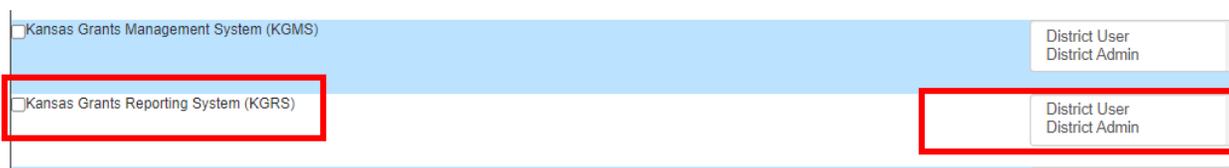
**** Please select a building ****

- All Buildings
- # 0433 - Riverside Intermediate
- # 0434 - Riverside Middle School
- # 0435 - Riverside Primary School
- # 0436 - Riverside High School
- # 0437 - Riverside Virtual High School
- # 0439 - K time program w/o SPED
- # 0463 - Riverside Special Day School

If you already have access as a district level user, then click Manage My Account, after logging in.



That will open up an alphabetical list of programs for district level users. Select KGRS and either District User or District Admin (admin can assign roles to users, but otherwise the roles are identical.)



Submit at the bottom, and that's it!

Until your access is approved by the LEA special education director or superintendent, your access will show: [Kansas Grants reporting System \(KGRS\) - User approval pending or application not active](#)

If you are the administrator who gets the approval requests, then look for an email for you or your staff. If that person should have access, then follow the instructions to approve their access.

Problems with registering for KSDE Web Applications (used to be called Authenticated Applications) should be handled by the KSDE helpdesk. helpdesk@ksde.org 785- 296-7935.

Access Levels within the program

Once PCA is open, people with District Admin access will be able to set user access levels on everyone with access to the program for their LEA..

First go to Maintenance, then make sure the current school year is set (should be the default), then select Personnel Categorical Aid in the dropdown.

The screenshot shows the 'KANSAS GRANTS REPORTING SYSTEM' interface. The left sidebar contains a navigation menu with items: Manage Applications, LEA Home, Maintenance (highlighted with a red arrow labeled '1'), User Security, Personnel Categorical Aid, Reports, Help, and Logout. The main content area displays the 'USER SECURITY' page. At the top, it shows user information: 'User: ealden-605update District: D0605 Building: 0000 Access Level: District Admin'. Below this is a 'Search Options' section with a 'School Year' dropdown set to '2022 - 2023' and a 'Data Collection Types' dropdown set to 'Select a Data Collection Type'. A red arrow labeled '2' points to this dropdown, which is open and shows 'Personnel Categorical Aid' selected. Below the search options is a table with columns 'User Name' and 'Description', and a message: 'No District Users found with the specified search criteria.' At the bottom of the page is a 'Maintain Security' button.

That should bring up the list of staff with access.

- No access would be for someone who does not need to see or edit PCA data. This is the default
- View only access allows a person (such as CFO, Superintendent, member districts, or Interlocal/coop) to view your information but not modify it.
- Data Entry is the one that allows modification of all data.

The screenshot shows the 'MAINTAIN USER SECURITY' page. At the top, it shows user information: 'User: ealden-605update District: D0605 Building: 0000 Access Level: District Admin'. Below this is a breadcrumb trail: 'User Security > Maintain User Security'. The main content area is titled 'MAINTAIN USER SECURITY' and contains a table with columns: 'User Name', 'No Access', 'View Only', and 'Data Entry'. The table has one row for 'Alden' with radio buttons for each access level. The 'Data Entry' radio button is selected. At the bottom of the table are 'Save' and 'Cancel' buttons. A red arrow labeled '3' points to the 'Data Entry' radio button.