

KGRS SYSTEM BASICS

System Requirements

- Supported Web Browsers are listed on the login page for KSDE Web Applications.
- Excel or another spreadsheet program is highly recommended for working with the data. The PCA manager can offer some support for using Excel.

Login

KGRS is part of the KSDE single sign-on system. To reach the KSDE Web Applications page, type the following URL into your browser's address bar:

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

If you have a district level (all buildings) login, enter your **Username** and **Password** in the fields and click the blue Login button. Once logged in, click “**Manage my account**” in the upper left corner of the applications screen, and select the **Kansas Grants Reporting System (KGRS)** from the list of available applications. Access to a new application must be approved by the district superintendent or coop/interlocal special education director.

If you don't have a district level login, click “**Register**” and complete the information, selecting the **Kansas Grants Reporting System (KGRS)** along with any other applications you need access to. Your new login must be approved by the district superintendent or coop/interlocal special education director.

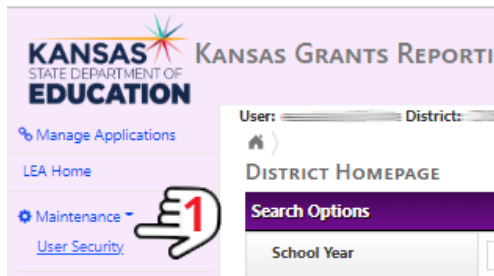
There are two levels of access, **District Users** must be approved inside KGRS by District Administrators and can be approved for view only access. **District Administrators** have full access to EVERY module/program within KGRS and can approve district users within KGRS for any module.

After access to KGRS is granted, if you don't have access to PCA, please contact evelyn.alden@ksde.gov, who can send detailed instructions to the administrator for your LEA.

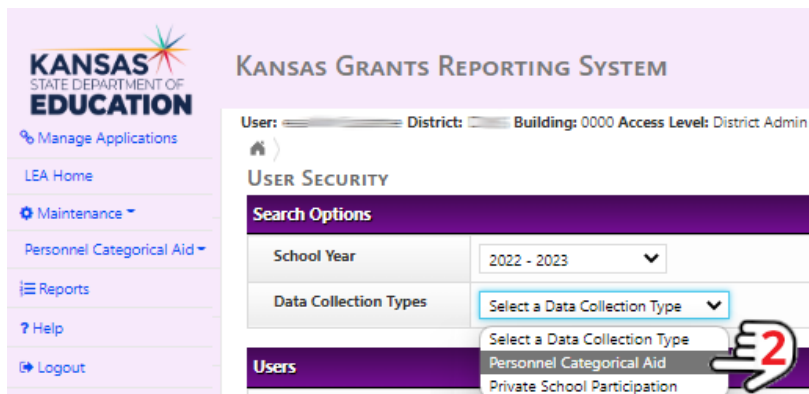
District Administrators-granting access

An individual is approved in KSDE applications as District User or View only access to KGRS, but one of the people listed as District Administrator for that district must still assign specific access to PCA within KGRS.

- 1) Within KGRS, the district administrator must select the little arrow next to “Maintenance” on the left, then click on User Security.

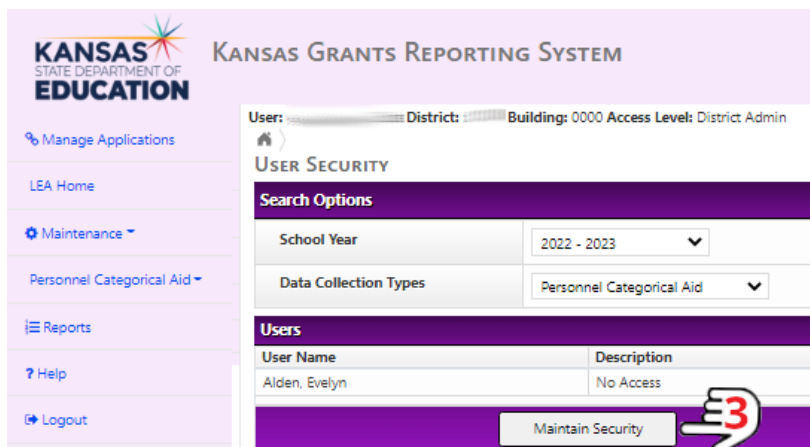


- 2) The administrator then must select the data collection type (PCA).



This will display anyone who either has access (access type will be displayed) or has access to KGRS, but not currently access to PCA (No Access).

- 3) Click on “Maintain Security” to set access options.



All User (non-administrator) access staff will be displayed in a table. Access may be changed on any staff member at this point.

- 4) "Data Entry" should be selected for anyone who should be able to enter or edit data in PCA.
"View Only" for anyone who should not be able to change data but needs to be able to view data or run reports (financial officers, member districts for a coop/interlocal, coop/interlocal for member districts, etc.).
- 5) Click "Save".

KANSAS STATE DEPARTMENT OF EDUCATION

KANSAS GRANTS REPORTING SYSTEM

User: [redacted] District: [redacted] Building: 0000 Access Level: District Admin

Home > User Security > Maintain User Security

MAINTAIN USER SECURITY

User Name	No Access	View Only	Data Entry
Alden	☒	☐	☐

Save Cancel

The modified person(s) should now have Data Entry access. Access can be revoked or changed at any time through the same process.

KANSAS STATE DEPARTMENT OF EDUCATION

KANSAS GRANTS REPORTING SYSTEM

User: [redacted] District: [redacted] Building: 0000 Access Level: District Admin

Home > User Security

USER SECURITY

Search Options

School Year: 2022 - 2023

Data Collection Types: Personnel Categorical Aid

User Name	Description
Alden, Evelyn	Data Entry

Maintain Security