

Add User Group for KTS Project

A user group called **KTS Data Exchange** has been created and pushed down to your IC district database. The IC system administrator will need to assign this user group to every individual person dealing with the KTS Pilot Project. Those who belong to the KTS Data Exchange user group will receive updates and/or error messages that will be directed to the user's Process Alerts. The user will only receive error messages and updates if attached to the appropriate calendar (i.e. participating high school in the district or ATC/CTC technical school).

PATH: Search > User > (Search for individual user & Select Go) > User Groups tab

1. Select the check box next to KTS Data Exchange user group.
2. Save the individual user record.

The screenshot shows the user management interface for 'User: tfluke'. The interface includes a search bar with 'Fluke' entered and a 'Go' button. Below the search bar, it displays 'Search Results: 1 users' and a list of users with 'tfluke' selected. The main area shows the 'User Groups' tab for 'User: tfluke', with a 'Save' button and a grid of user groups. The 'KTS Data Exchange' group is checked.

User Account	User Groups	Tool Rights	Calendar Rights
<input type="checkbox"/> +Lynn Camp High School	<input type="checkbox"/> -2 Central Elementary	<input type="checkbox"/> -2 Dewitt Elementary	
<input type="checkbox"/> -2 Flat Lick Elementary	<input type="checkbox"/> -2 G.R. Hampton	<input type="checkbox"/> -2 Girdler Elementary	
<input type="checkbox"/> -2 Knox Appalachian	<input type="checkbox"/> -2 Knox Central	<input type="checkbox"/> -2 Knox Co. Learning Acad.	
<input type="checkbox"/> -2 Knox Co. Middle	<input type="checkbox"/> -2 Lay Elementary	<input type="checkbox"/> -2 Lynn Camp	
<input type="checkbox"/> -2 West Knox	<input type="checkbox"/> Assessment	<input type="checkbox"/> Athletic LC	
<input type="checkbox"/> Attendance	<input type="checkbox"/> Attendance KC	<input type="checkbox"/> Bookkeeper	
<input type="checkbox"/> Career-Technical	<input type="checkbox"/> Census	<input type="checkbox"/> Comp Care	
<input type="checkbox"/> contact log	<input type="checkbox"/> Conv 2 Tool rights	<input type="checkbox"/> Director of SpEd	
<input type="checkbox"/> Discipline	<input type="checkbox"/> District SP Ed	<input type="checkbox"/> District Teds	
<input type="checkbox"/> DPP Staff	<input type="checkbox"/> Elem. Counselor	<input type="checkbox"/> ELL	
<input type="checkbox"/> ER Coaches	<input type="checkbox"/> ESS	<input type="checkbox"/> Food Service	
<input type="checkbox"/> Food Service Admin	<input type="checkbox"/> Fram Coordinator	<input type="checkbox"/> FRYSC	
<input type="checkbox"/> Gear Up	<input type="checkbox"/> Gifted/Talented	<input type="checkbox"/> Grading	
<input type="checkbox"/> HS Counselor	<input type="checkbox"/> IC Tech Coach	<input type="checkbox"/> KC Scheduling	
<input type="checkbox"/> KC Spec Ed Chair	<input checked="" type="checkbox"/> KTS Data Exchange	<input type="checkbox"/> LC Scheduling	
<input type="checkbox"/> Librarian	<input type="checkbox"/> Nurse	<input type="checkbox"/> Other (Full Reporting)	

NOTE: In order for KDE to be able to assist with KTS project issues and questions, it will be necessary for districts to add the "kdeadadmin" user account to the KTS Data Exchange user group.

For more information:

Please submit any questions about the KTS Data Exchange project by [email](#).