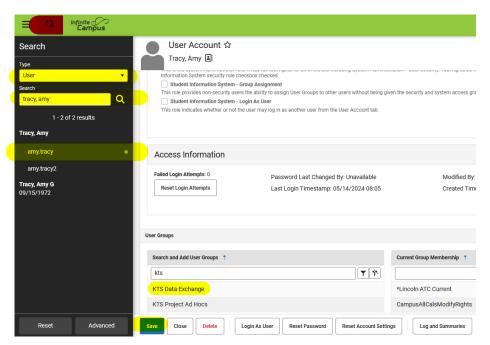# Add User Group for KTS Project-New Look

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) > Scroll to the bottom of the screen and find user groups.

1. Search for KTS Data Exchange and click on it to add to the user

2. Save the individual user record.

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 "kdeadmin" user account to the KTS Data Exchange user group.

For more information:

Please submit any questions about the KTS Data Exchange project by email.