

## How to add Principal role for Grants Management

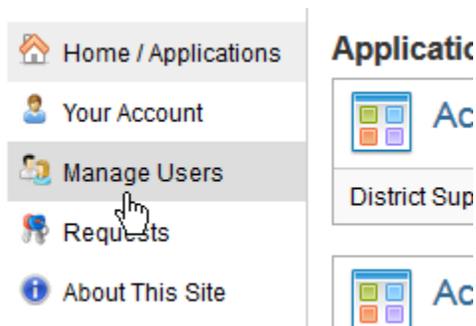
### Superintendent:

Log in to SSO: <https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>



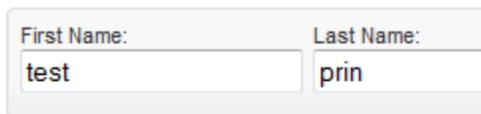
SSO login form with fields for Username and Password, and a Sign In button.

Click "Manage Users" in the left column



Navigation menu with options: Home / Applications, Your Account, Manage Users (highlighted), Requests, About This Site. Application list includes District Sup and Ac.

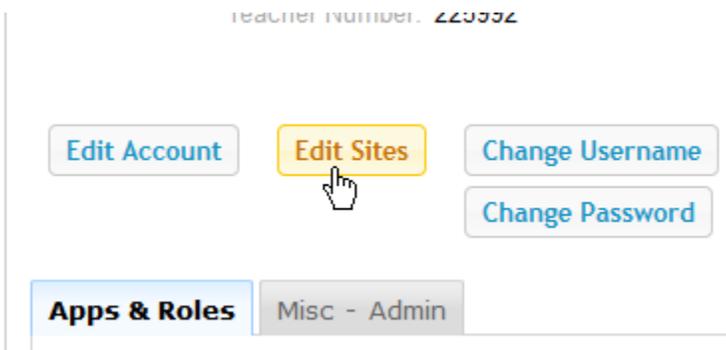
Search for and select the Principal's account – If the Principal does not already have an account, you will need to create one using the "Create A New User" button at the top right of the "Manage Users" screen



Search form with fields for First Name (test) and Last Name (prin).

	Username	First Name
Select	Test.Principal	Test

Please make sure that your principal is associated with their specific site or sites. To associate a principal with a site, click on the "Edit Sites" button on their SSO account profile.



User profile management screen showing buttons for Edit Account, Edit Sites (highlighted), Change Username, and Change Password. Below are tabs for Apps & Roles and Misc - Admin.

Once the site has been added, on the right side of the screen, Click “Manage roles for this user”

Apps & Roles Misc - Admin

NOTE: These are not links.

[Manage roles for this user](#)

Application	Role	Specific District Only?
Academic Scholars FY 2014	Principal	

On the right side, again, click “Add a Role”

Home > Manage Users > Viewing User Profile > Manage User's Roles

Roles For Test Principal

[Add A Role](#)

Application	Role	Specific District Only?
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In the drop-down menu, select “Grants Management and Expenditure Reporting”

Choose Application:

Select A Role:

- Academic Scholars FY 2014
- Accountability Advanced Coursework
- Accountability Reporting 2012
- Accreditation/Accountability/HQT (Previously HQT in S
- ACE District Remediation 2013-2014
- ACE End of Course Projects 2013-2014
- ACE Exemptions and Exceptions FY 2013-2014
- Allocation Notices System FY 2010-2014
- Alternative Education Implementation Plan FY 2013-201
- \* Required Field Annual Incident and Firearms Report - Unsafe School C
- ARRA Quarterly Reporting (\$25K Vendors)
- Battelle For Kids
- Child Nutrition e Claims System
- District Bullying Prevention Policy - Annual Performa
- District Consolidated Application - Federal Grants On
- Districtwide Student Needs Assessment FY 2013-2014
- Early Intervention - Sooner Start
- Gifted and Talented Report FY 2013-2014
- Grants Management and Expenditure Reporting
- Gushers and Dusters Book Reviews

Select the "Principal" role and click "Submit" – If the principal already has another role, that's ok. He or she will still need the "Principal" role.

Choose Application: Grants Management and Expenditure Reporting

Select Role(s):

- District Logon Administrator
- District Superintendent
- District User
- District View Only
- Principal
- SDE Administrator
- SDE View Only
- seaBatchMgr - Batch Manager
- seaFinalPrgReview - Final Program Review
- seaInitialPrgReview - Initial Program Review
- seaPayManager - Pay Manager

User's Current Roles For Grants Management and Expenditure Reporting

- None

\*Required Field

Cancel Previous Step Submit