Chapter 3 – Accessing KDOA Web Applications and KAMIS II

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System Requirements and Browser Settings

Minimum and Recommended System Requirements

These are the minimum system/browser requirements for KAMIS II:

- Monitor screen resolution of 1024 x 768 *or* your monitor's recommended resolution if higher than this
- Microsoft Internet Explorer 8.0 or newer
- **Disable all Pop-Up blockers**
- **Disable Auto-Complete feature**

Other browsers may work, but Internet Explorer is the only supported browser.

If you are still using Windows XP and use Internet Explorer 6 as your browser, you may not be able to access KDADS Web Applications due to security issues.

We recommend using at least version 8 of Internet Explorer, and only those versions that are still receiving security patches with the operating system version you are using. Refer to Microsoft's website for more information on their operating system and browser support end dates.

Browser Settings

Pop-Up Blocker

Because some features in KAMIS II automatically launch in a new window, your browser's pop-up blocker may prevent these windows from opening.

To prevent this, you should disable the pop-up blocker in your browser, or allow pop-ups for KAMIS II sites. Depending upon the pop-up blocker used, the procedures differ. Refer to the specific instructions from the software manufacturer or work with your agency IT staff to make this change.

If you choose to allow pop-ups only for KAMIS II sites, use the URL https://webapps.aging.ks.gov for the exception.

Auto-Complete

The AutoComplete feature can cause certain forms to perform incorrectly within KAMIS II. It may also cause problems with your login after you change your web applications password.

To prevent these issues, disable your browser's Auto-Complete feature for forms and passwords. Depending on the browser, the procedures differ. Refer to your browser's Help feature or work with your agency IT staff to make this change.

Disable Pop-up Blockers and AutoComplete

Important Note   The steps provided below are for Internet Explorer version 10. If you have a different version, or use a different browser, this is just a general guideline on how to change these settings.
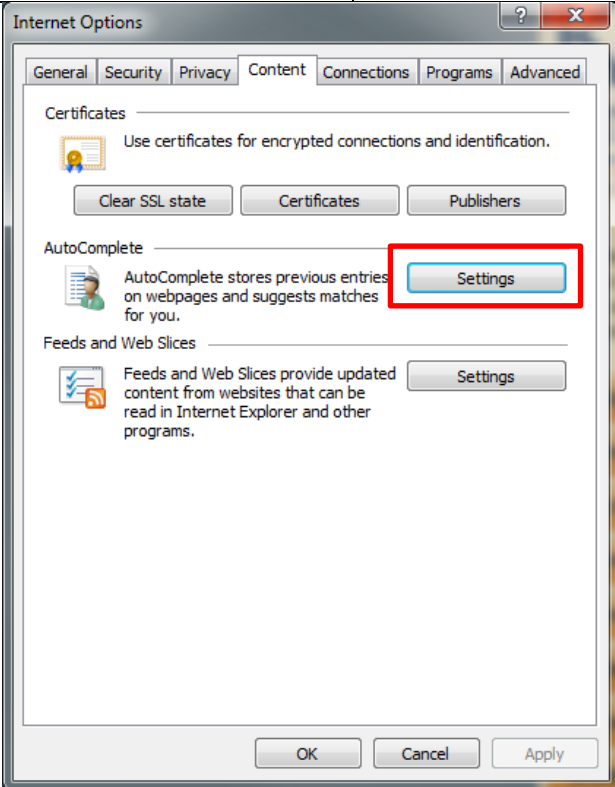
How to Disable Pop-up Blockers   Follow these steps to disable pop-up blockers in Internet Explorer 10:

Step	Action	Result
1.	Open Internet Explorer	The browser will open to your default home page.
2.	Click on **Tools**	
3.	Click on **Internet Options**	Dialog box displays
4.	Click on the **Privacy** tab	Privacy tab displays
5.	Under **Pop-up Blocker** make sure the 'Turn on Pop-up Blocker' box is UNCHECKED.	Pop-up blockers are turned off.

Disable Pop-up Blockers and AutoComplete, Continued

How to Turn Off AutoComplete Features

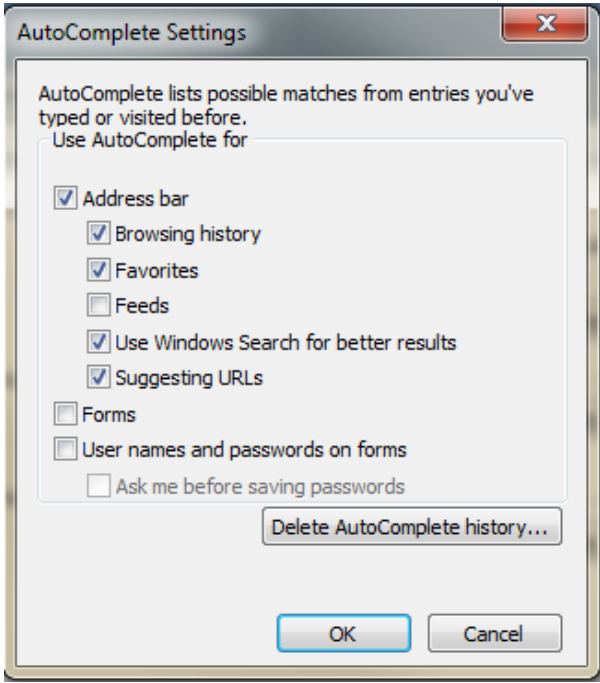Follow these steps to turn off the AutoComplete feature for Forms and Passwords in Internet Explorer 10:

Step	Action	Result
1.	Open Internet Explorer	The browser will open to your default home page.
2.	Click on **Tools**	
3.	Click on **Internet Options**	Dialog box displays
4.	Click on the **Content** tab	Content page displays
5.	Under AutoComplete, click on the **Settings** button	AutoComplete Settings window displays

Disable Pop-up Blockers and AutoComplete, Continued
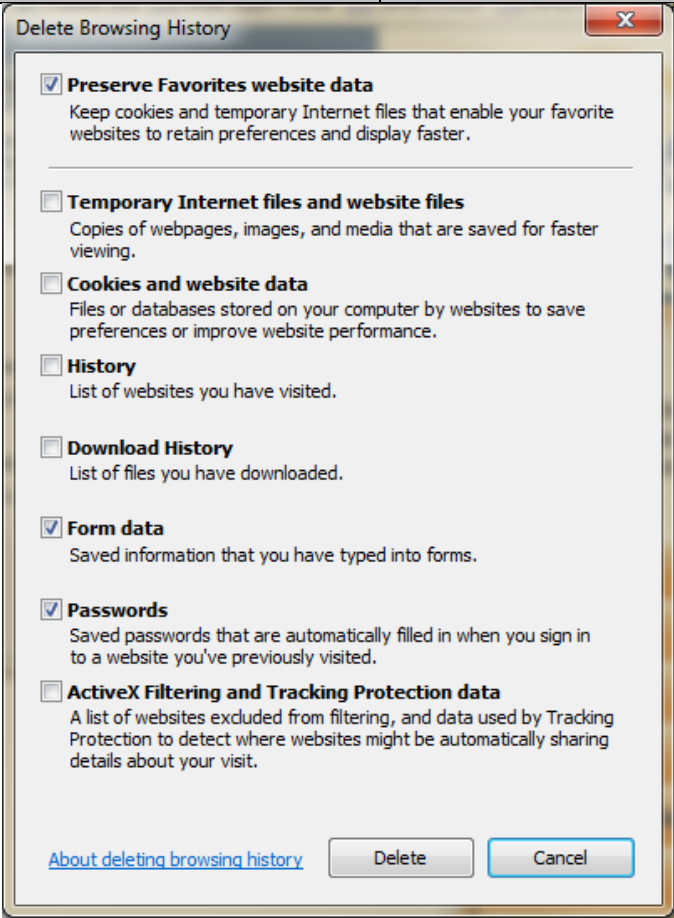
How to Turn Off AutoComplete Features

Continued

Step	Action	Result
	AutoComplete Settings AutoComplete lists possible matches from entries you've typed or visited before. Use AutoComplete for ☑ Address bar ☑ Browsing history ☑ Favorites ☐ Feeds ☑ Use Windows Search for better results ☑ Suggesting URLs ☐ Forms ☐ User names and passwords on forms ☐ Ask me before saving passwords Delete AutoComplete history... OK Cancel	
6.	Ensure that the checkboxes are *not* checked for the following fields: • **Forms** • **User names and passwords on forms**	Disables the AutoComplete feature for forms and passwords
7.	To clear any existing entries in the AutoComplete cache, click on the **Delete AutoComplete history…** button	Delete Browsing History dialog box displays
8.	Ensure that only the checkboxes below are checked: • **Preserve Favorites website data** • **Form data** • **Passwords**	Favorited website data will not be deleted. Form data and passwords will be deleted.

Disable Pop-up Blockers and AutoComplete, Continued

How to Turn Off AutoComplete Features

Continued

Step	Action	Result
9.	Click on the **Delete** button	Existing cached forms and password information is deleted and the Delete Browsing History dialog box closes
10.	Click on the **OK** button in the *AutoComplete Settings* window	The changes made are saved and the dialog box closes
11.	Click the **OK** button in the *Internet Options* window	The Internet Options dialog box closes and saves any changed settings

Access the KDADS Web Applications Sign In Page

Introduction   KAMIS II is part of KDADS Web Applications. Access to the Web Applications sign-in page can be found on KDADS' Provider Information Resource website.

How To   Follow the steps below to access the KDADS Web Applications sign-in page.

Step	Action	Result
1.	Connect to your Internet Provider, if not already connected.	Obtain TCP-IP (internet) access.
2.	Open your internet browser. Access the KDADS Provider Information Resource Website. The URL is http://www.aging.ks.gov.	The home page of the website will be displayed. Recommended: For ease of use in the future, create a bookmark for this page.
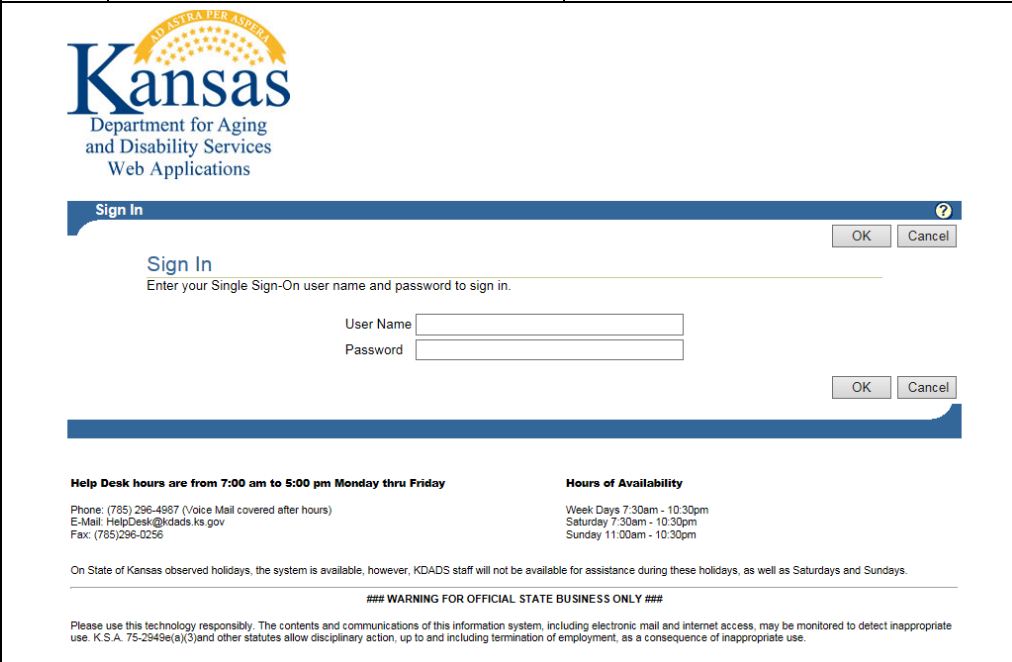
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How To   Continued

Step	Action	Result
3.	Click on the blue **Web Applications** button.	The KDADS Web Applications Sign In page will display.

Important Note   *Do not* bookmark/favorite the Sign In page. Security protocols built in to the sign-in process do not allow access to this page via a shortcut. It is safe, and recommended, that you do create a bookmark/favorite to the Provider Information Resource Website that contains the *link* to the sign-in page.

Signing In to KDADS Web Applications

Introduction   A unique User Name and Password are required to access KDADS Web Applications. Additional security software that encrypts data before transferring the information over the Internet is in place. This ensures that unauthorized persons will not intercept login information or any web applications data accessed after login.

Issuance Procedure   You will receive your user name and password via two emails sent from the KDADS Help Desk. The emails are sent to the email address entered on the security agreement you submitted to request access to one or more web applications.

User Name Requirements   The user name is usually your first and last name as you entered it on your security agreement. There are no spaces or other special characters in the user name. The user name is not case-sensitive. Refer to the e-mail you received from the KDADS Help Desk for your user name.

Password Requirements   Web applications password requirements:
- Password expires every sixty (60 days). The user will be prompted to change it automatically. There are four grace logins allowed before you must change it or be locked out of the system. If locked out, you must contact the KDADS Help Desk to have the password reset.
- Minimum password length is eight (8) characters
- Password must contain at least one alphabetic character
- Password must contain at least one numeric character
- Password must contain at least one uppercase letter
- Password must contain at least one lowercase letter
- Special characters are recommended, but not required.

Refer to the e-mail you received from the KDADS Help Desk for your initial password. You will change it after you login.

Signing In to KDADS Web Applications, Continued

Sign In   Follow the steps below to sign in to KDADS Web Applications.

Step	Action	Result
1.	Type your user name in the User Name field. It is not case-sensitive.	Your user name will display.
2.	Press the Tab key.	The cursor will move to the Password field.
3.	Type your password.	The password entry is masked, so a dot will appear for each character you type. This is done for security purposes.
4.	Press Enter or click on the OK button.	Your login is processed and if the user name and password match your record in the access sign-in table, your login is successful and the KDADS Web Applications Home Page will display.

Changing the Password

Introduction Passwords in KAMIS will automatically expire every 60 days. However, the user can change the password at any time using the manual Change Password process.

**Note**: A user should immediately change their password if they believe another person may have discovered their current password.

How to Change the Password You must be logged in to Web Applications before you can access the link to manually change your password. Follow the steps below to manually change your Web Applications password to access KAMIS II:

Step	Action	Result
1.	If you are not already, login to KDADS Web Applications. Refer to the previous chapter for instructions.	The Web Applications Home Page displays.
2.	Locate the <u>Change Password</u> link in the header area of the Home Page and click on the link.	The Change Password screen displays.
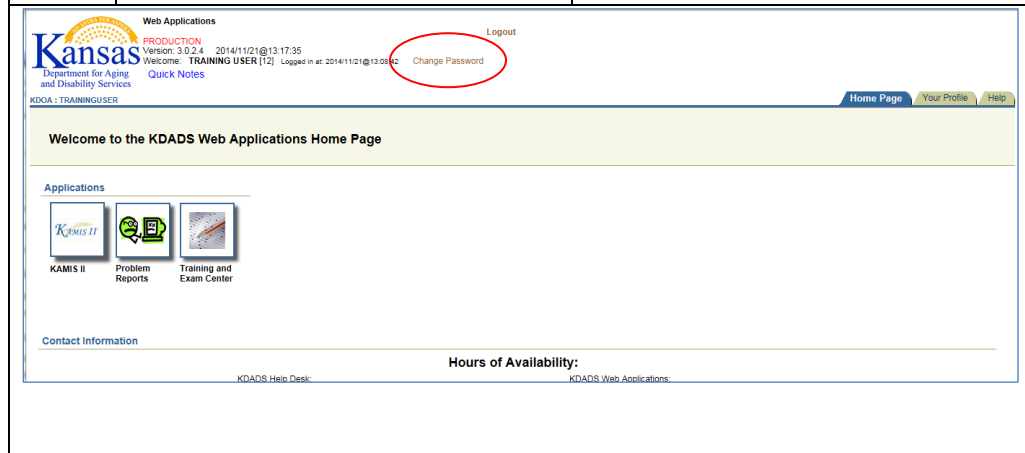
Changing the Password, Continued

**How to Change
the Password**
(continued)

Step	Action	Result
3.	Click your insertion point in the Old Password field and type in your **old (current) password** then press the tab key.	Masked characters appear in Old Password field, and insertion point advances to the New Password field.
4.	Type in the **new password** and press the tab key.	Masked characters appear in New Password field, and insertion point advances to the Confirm New Password field.
5.	Type the new password again to **confirm** the change. Click on the OK button.	The username and the original password will be authenticated. See below for possible outcomes.
	If you receive a confirmation message that your password is successfully changed, click on OK.	You will return to the Change Password page. DO NOT FILL IT OUT AGAIN.
	Click on the Cancel button to exit back to the Web Applications Home Page.	If prompted, answer 'Yes' to close the tab or window and return to the home page.
	If you receive an error message that your password was not successfully changed, read the message to determine why.	Return to the Change Password screen to repeat steps 3-5 above.
6.	The next time you log in to Web Applications, you will use your new password.	

Changing the Password, Continued

Expired Password	When your password expires (after 60 days), you will *automatically* be prompted with the Change Password screen after you login, and you will complete steps 3-5 above to change it.

User Profile

Overview   **Your Profile** is an optional page you use to edit your personal information that is associated with your KDADS Web Application user account.

Click on the Your Profile Navigation Tab to access this area.

Your Profile Page

From the KDADS Web Applications Home Page, click on the Your Profile tab:

User Profile, Continued

Items Available for Edit

The following fields are editable:

Your Profile Information:

- **Heading Display Name** - changes how your name is displayed in the header of the KDADS Web Application pages.
- **Working Title** – enter the working title for your job position.
- **Office** – you can enter your department name, building name, etc. This is not for your business address (see below).
- **E-mail** – changing your email address here updates the email address in your access sign-in record and any future contact made regarding web applications via email will be sent to this email address.
- **Quick Notes Email and Cell Text Msg Address** – if you use Quick Notes, this determines how you will be contacted.

Primary Duties/Tasks/Assignments:

You can enter up to five short descriptions of your job's primary duties, tasks, and/or assignments.

Business Address Information:

Use this region to enter your business address information.

Post Your Picture(s)

This region is not currently being used.

Note: Make sure you click on the **Apply Changes** button after making any changes to your profile.

Accessing KAMIS II

Before you begin …   You must login to KDADS Web Applications before you can access KAMIS II.

Launch KAMIS II   Click on the KAMIS II button under 'Applications'
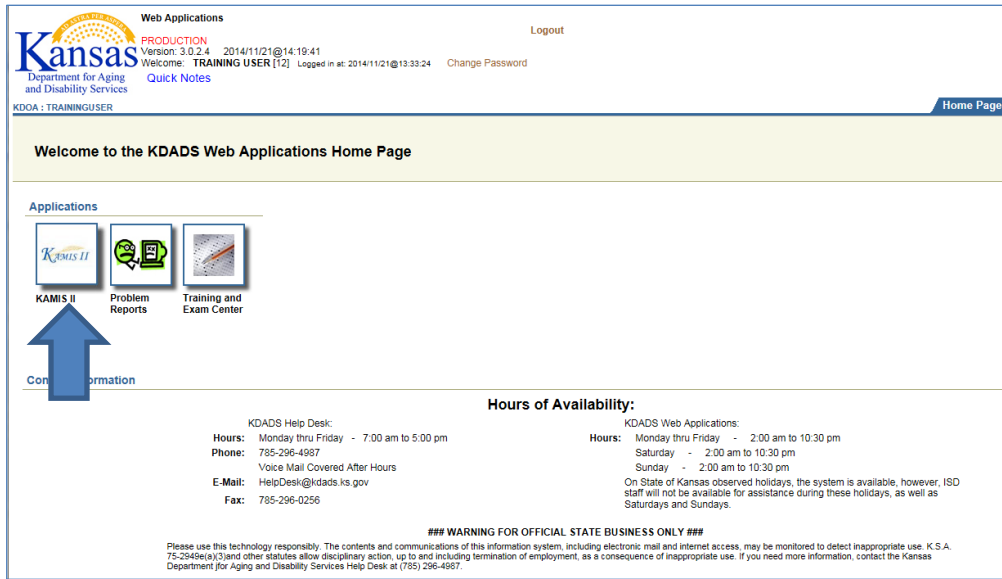
You may see a message stating 'Redirecting to the Login Server for authentication' for a short period before the KAMIS II Home Page displays.

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Accessing KAMIS II, Continued

KAMIS II Home Page

The KAMIS II Home Page displays:

Exiting KAMIS II

Introduction   The KDADS Web Applications environment is accessed via a single sign-on process. This means you only have to login one time, and you will have access to all the web applications that your user account security is set up for. If you logout of Web Applications, you no longer have access to any of those applications.
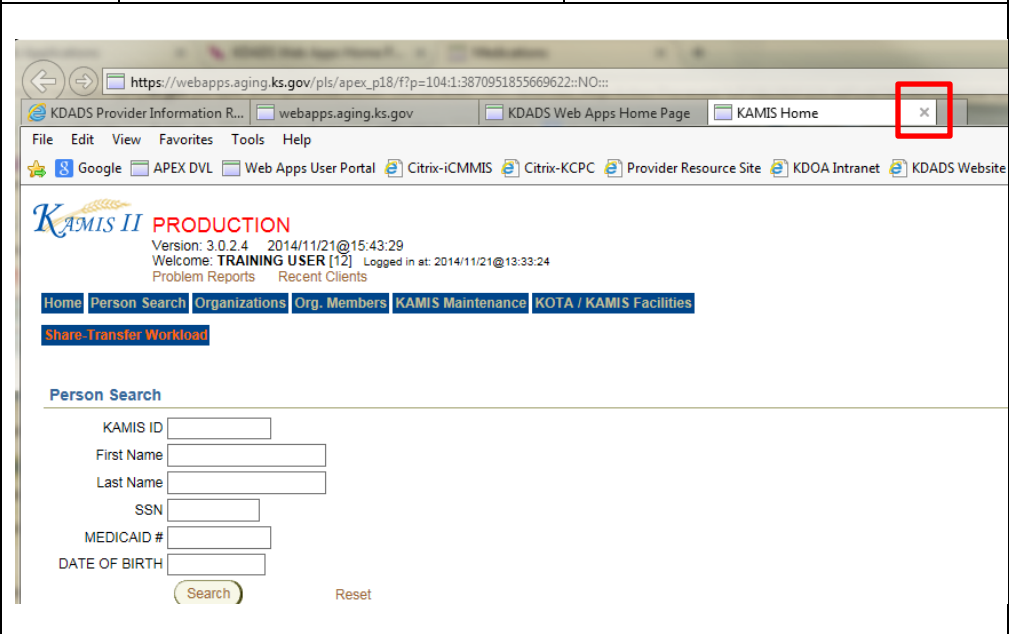
That is why there is no Logout link in KAMIS II. If you were to logout of KAMIS II, you would also log out of any other web applications that you might have open or want to access after exiting KAMIS II. You would have to log back in before you could open another application.

Therefore, you do not actually logout of KAMIS II, you just close the tab or window that it is housed in. If you truly want to log out of all Web Applications, you will do so from the KDADS Web Applications Home Page.

How to   Follow the steps in the table below to exit out of KAMIS II.

Step	Action	Result
1.	If Tabbed Browsing is enabled in your browser, click on the X on the tab in which KAMIS II is located.	The KAMIS tab will close. All other tabs in your browser will remain open.

Exiting KAMIS II, Continued

| Step	Action	Result
2.	If Tabbed Browsing is NOT enabled in your browser, or you manually opened KAMIS II in a separate window, click on the X in the upper right-hand corner of the window in which KAMIS II is located.	The KAMIS II window will close. Any other browser windows will remain open.
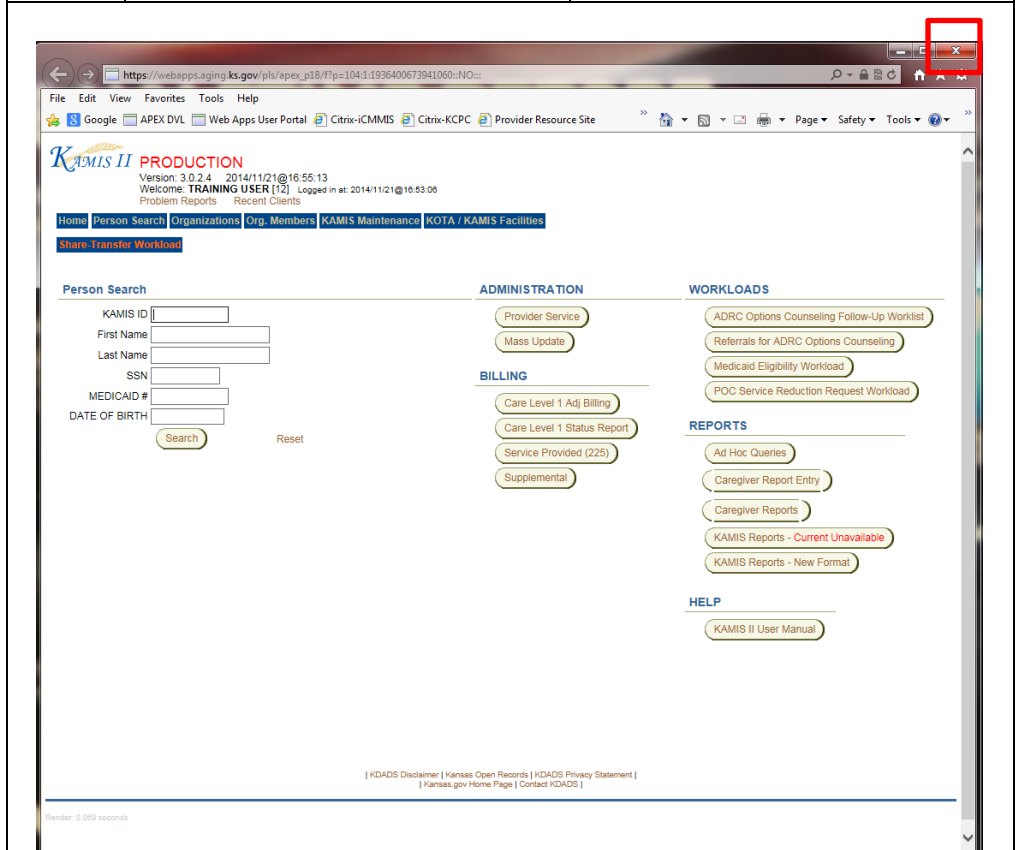
Logging Out of KDADS Web Applications

Introduction   When you are done using KAMIS II or any other web applications you may have access to, you should log out of KDADS Web Applications. This will free up resources on the computer and ensures the user has securely exited the applications so no one else can open any Web Applications from this computer, under their login.

How To   To logout of KDADS Web Applications, click on the **Logout** link located at the top of the KDADS Web Applications Home Page.
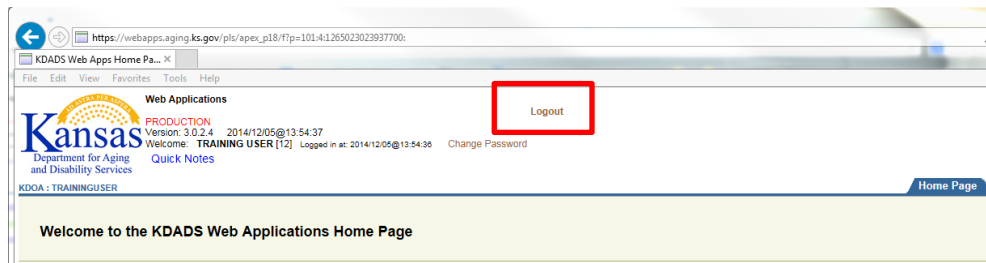
When you see the page below, your logout is complete and you can close your browser window.