How to Manage K-TRACS Supervisors

Navigate to the K-TRACS portal at <u>https://kansas.pmpaware.net/login</u> and login to your account.

1.) Click on Menu then click on My Profile

Menu 🔘 Admin				
Home	RxSearch	User Profile	Training	
Dashboard	Patient Request	My Profile	NarxCare Overview	
PMP Announcements	Bulk Patient Search	Default PMPi States	Narx Scores	
	Requests History	Delegate Management	Overdose Risk Score	
	MyRx	Password Reset	AWARxE/NarxCare User Guide	
	Prescriber Report	Log Out	Help	
	Patient Alerts			

2.) Scroll down to the bottom to the Supervisors section. Click the "x" to remove a supervisor. Or enter the email address of a new supervisor and click Add. Click Save Changes when you are done. (Note: when adding a new supervisor, they will need to login to their account to approve you as a delegate before you can begin conducting searches on their behalf).

Supervisors			
I am a delegate for the following people*			
Email			
pmpadmin@ks.gov	Add		
Selected Supervisors			
Email: janetest@gmail.com	×		
Email: sallytest@gmail.com	∞		
Email: jotest@yahoo.com	∞		
Email: pmpadmin@ks.gov	×		
Save Changes			