

How to Manage K-TRACS Supervisors

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

- 1.) Click on **Menu** then click on **My Profile**



- 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**).

