

# How to Manage K-TRACS Delegates

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

- 1.) On the **My Dashboard** screen you will see a list of your delegates. Click **View All Delegates**.

The screenshot shows the 'My Dashboard' interface. It has three main sections: 'Patient Alerts' with a 'View All Patient Alerts' link, 'Recent Requests' with a 'View Requests History' link, and 'Delegates'. The 'Delegates' section contains a table with the following data:

Delegate Name	Status	Request Date
<a href="#">Minnie Mouse</a>	pending	01/27/2023
<a href="#">Sally Test</a>	approved	01/27/2023

- 2.) Click on the delegate to display their information below and select **Approve** (when a new delegate adds you as a supervisor on their account) or **Reject** (when a delegate changes employers).

The screenshot shows the 'Delegate Management' page for 'Minnie Mouse'. At the top, there is a table listing delegates:

First	Last	Role	Delegate Status	Date Requested	Date Verified
Minnie	Mouse	Prescriber Delegate - Licensed	Pending	01/27/2023	
Sally	Test	Prescriber Delegate - Licensed	Approved	01/27/2023	01/27/2023

Below the table, the details for 'Minnie Mouse' are shown. On the right side of the details, there are 'Reject' and 'Approve' buttons. A red arrow points to the 'Approve' button. The details include:

- Registration Approval Date: 07/26/2022
- Role: Prescriber Delegate - Licensed
- Phone: (785) 789-1345
- Email: [redacted]
- Address: 1234 Pond Road, Fairdale, KS 66566
- Date of Birth: 01/01/1960
- Delegate (pending)
- Professional license (invalid): KS 15-12345-01
- Employer DEA: PP1234567
- Supervisors: Jane A Test (pending), Janetst@gmail.com; Jo Test (approved)
- Delegates: 0
- Healthcare Specialty: [redacted]