**State of Kansas**



**SMART Homepage Guide**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 3/4/2019 |
| **Version:** | 1.2 |
| **Last Updated Date:** | 7/18/2019 |
| **Background:** | The SMART Homepage is the default landing page for all SMART users upon login. It provides convenient links to many external websites that contain resources for SMART users. |
| **Module Homepage access:** | The SMART homepage contains a drop-down menu at the top center of the page, which provides access to the other Module-specific homepages: |
| **SMART Homepage:** | The SMART homepage contains the following tiles:   * **SMART Messages** * **My System Profile** * **Fluid Training** * **SMART Training** * **Security Access Forms** * **ManageEngine** * **Informational Circulars** * **Policy Manual** * **Utilities** |
| **SMART Messages** | The ‘SMART Messages’ tile will contain any important messages that need communicated to the entire SMART user community. Unless there is a message that users need to see, this tile will remain blank. |
| **My System Profile** | The ‘My System Profile’ tile is a quick link to the user’s individual profile information. This is where email addresses can be updated, passwords can be changed and the Secret Question & Answer used to reset passwords can be maintained.  If users have not established a question & answer for resetting their SMART password using the ‘Forgot Password?’ function, then they will only see 1 tile:  No other tiles will be available until a Secret Question and Answer have been provided.  Click the tile, then click the ‘Maintain Secret Question & Answer used for “Forgot Password”’ link:  Select a pre-set Question and then provide the answer in the Response field before clicking ‘OK’. |

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| **Fluid Training** | This tile opens a new window to the Fluid Training page on SMART*Web*. |
| **SMART Training** | This tile open a new window to the New User Training page on SMART*Web*. |
| **Security Access Form** | This tile open a new window to the Security Access Forms page on SMART*Web*. |

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| **ManageEngine** | This tile opens a new window to the ManageEngine Service Desk signon page. |
| **Informational Circulars** | This tile opens a new window to the Informational Circulars page of the Department of Administration website. |
| **Policy Manual** | This tile opens a new window to the Policy Manual page of the Department of Administration website. |

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| **Utilities** | This tile allows users to access the Process Monitor, Queries, Report Manager, Worklist, nVision Report Request and BI Analytics. |