

State Constituent Portal Guide



NOTE: While we continue to sort out the secure certificate for kidschance.org we have set up a clone of kidschance.org under another active certificate so that all data entered during your review will be encrypted as it travels between your computer and the server.

Temporary Secure Site: <https://kcoa.agora-net.com>

1. Log In

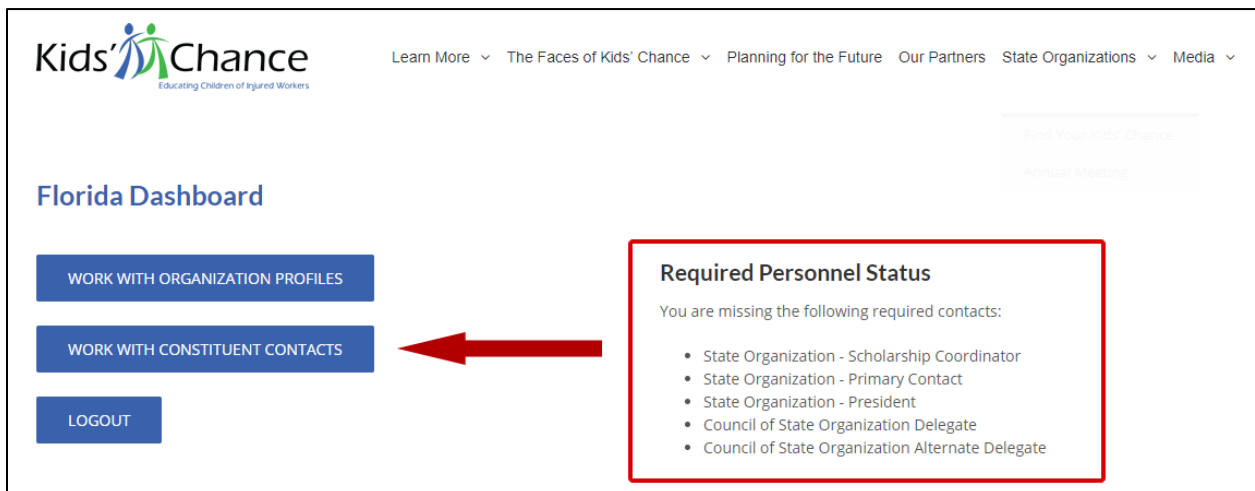
- The login link is at the bottom of the home page



- Each State Program has one username/password combination
- This account has full access to:
 - Constituent Contact List
 - Yearly Profile
- Your scholarship coordinator does NOT need this login to do the quarterly status updates for your PFF referrals

2. Your Dashboard

- You access the portal features from your dashboard including
 - Yearly Organization Profile Reports
 - Constituent Contact List which can be updated at any time during the year



- The Dashboard will give you feedback on whether you currently have active contacts entered for the five required positions. This screenshot shows a dashboard for a newly created account where all five contacts have not yet been entered.

3. Working with Constituent Contacts

Constituent Contacts

[RETURN TO DASHBOARD](#)

[ADD A NEW CONTACT](#) 

First	Last	Email	Company	KCOA Affiliation	Active
No entries match your request.					

- **Adding a New Contact**



- From the dashboard click “Work with Constituent Contacts”
- Click the “Add a New Contact” button
- Complete the online form. Required fields are marked with a *
- Note the “Active” field on the form. Contacts are never deleted from your Constituent list. If someone is no longer active with your organization, you edit the record and uncheck the “active” box to indicate they are no longer working with your organization. This preserves the information for archival purposes.

Constituent Contacts

[RETURN TO DASHBOARD](#)

[ADD A NEW CONTACT](#)

First	Last	Email	Company	KCOA Affiliation	Active		
Lynn	Lang	lynn.lang@burkhartgroup.com	Acme	<ul style="list-style-type: none">State Organization - Scholarship CoordinatorCouncil of State Organization Delegate		View	Edit
Lorie	Miller	miller@agora-net.com	AgoraNet, Inc.	<ul style="list-style-type: none">State Organization - Primary ContactState Organization - Scholarship CoordinatorKCOA Board	<input checked="" type="checkbox"/>	View	Edit



- **Viewing and Editing Existing Contacts**

- After you have entered contacts, they will appear in a grid for quick viewing
- To view all the details for an entry, click its “view” link (red arrow)
- To edit the entry, click its “edit” link (yellow arrow)

4. Log Out

- When you have finished your work, click “Return to Dashboard” (if necessary) and then click the “Logout” button.