

New to Kids Hope Alliance? The basics of getting started with our cloud-based systems.

The following is a basic to-do list for service providers new to Kids Hope Alliance data systems. You may reach out to the KHA Help Desk for additional how-to details as you complete these requirements.

- **Register** your organization in the KHA contract management system known as Agiloft.
 - Instructions and link can be found in the Agiloft section at:
<https://www.kidshopealliance.org/Providers/Provider-Resources.aspx>
- **Determine** who will work in the SAMIS system. There will need to be:
 - Finance Manager
 - Program/Data Manager
 - Contact Person to receive KHA information sent through the SAMIS system.
 - Complete the *Blank Agency Contact Info Form* and email it to samis@coj.net:
<https://www.kidshopealliance.org/Providers/SAMIS.aspx>
- **Designate** a person or person(s) to the fiscal role of '*Creator*' and '*Submitter*' for your Budgets and Reimbursements. This person(s) will be assigned a Finance Manager user account. *There can only be one "Creator" and "Submitter" assigned per program at any given time. One person can fulfill both roles or there can be a total of two (one person in each role).*
- **Submit** a SAMIS system user request form with *Non-Disclosure Agreement* for your Finance and Program/Data Managers.
 - Obtain the blank User Request Form from your contract manager or email the KHA Help Desk at samis@coj.net.
 - User request forms must be signed by a known member of your organization's management, executive director or person who signed your KHA contract.
- **Once** a new SAMIS users account has been established and validated, the new user must then register and complete the appropriate trainings for their roles in our Learning Management System known as CollaborNation. Trainings include the appropriate SAMIS class for the assigned user and the FERPA 101 online training for all system users.
 - Download instructions to register by clicking '*CollaborNation Account Setup*' under The '*SAMIS 3.0 Training Handouts*' section at:
<https://www.kidshopealliance.org/Providers/SAMIS.aspx>
 - [Training Events \(Register or Find Classes\)](#)

KHA Systems Help Desk

M-F 8:00 – 5:00

samis@coj.net

agiloft@coj.net

904.255.4410

