

K-State eID - Granting Privileges

This procedure is completed by designated department personnel and is necessary for those individuals who need temporary (30-day) access to web mail and other university services prior to being hired or rehired in the Human Resource Information System (HRIS).

Note: If 30 days is not adequate and an extension is necessary, simply grant privileges again after initial grant expires.

- Step 1: Provide [K-State eID New Employee Registration instructions \(PDF\)](#) to employee.
- Step 2: Complete appointment form . . . include K-State eID. Send appointment form to the Division of Human Resources.
- Step 3: Grant (30-day) privileges to new employee to enable web mail and other university services.

Go to eProfile Sign in page:

<https://eid.k-state.edu/support>

Sign-In using your eID and password.

Kansas State University | K-State Home | Directories | People | Search K-State

About K-State | Academics | Admissions | Research

K-State eProfile

K-State Home > Information technology > eProfile

K-STATE ePROFILE

Your eProfile manages things such as your spam filtering, e-mail forwarding, password changes, and your official affiliation with K-State.

Sign in

K-State eID

Password

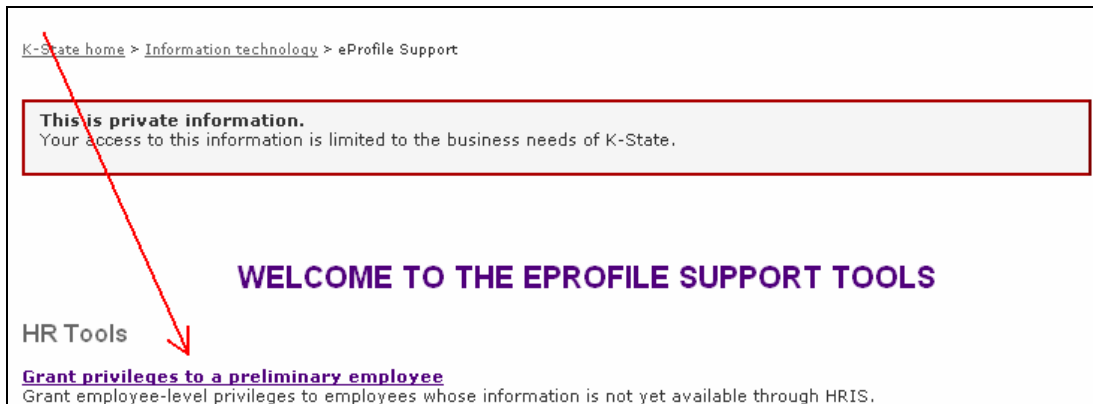
[Sign in](#)

Need a K-State eID?
As a part of the K-State community, you must register an eID, your key to the electronic resources at K-State.
[Register now!](#)

eProfile Help
[Forgot your password?](#)
[eID FAQs](#)
[Password FAQs](#)
[K-State IT Help Desk](#)
[K-State Information Technology Usage Policy](#)

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Step 4: Select "Grant privileges to a preliminary employee" link.



K-State home > Information technology > eProfile Support

This is private information.
Your access to this information is limited to the business needs of K-State.

WELCOME TO THE EPROFILE SUPPORT TOOLS

HR Tools

[Grant privileges to a preliminary employee](#)
Grant employee-level privileges to employees whose information is not yet available through HRIS.

The Preliminary Employee Grants page will appear.

Step 5: Enter the "eID" for whom you are granting preliminary privileges and select "Search."



Preliminary Employee Grants

Your Current Grants ([View All](#))

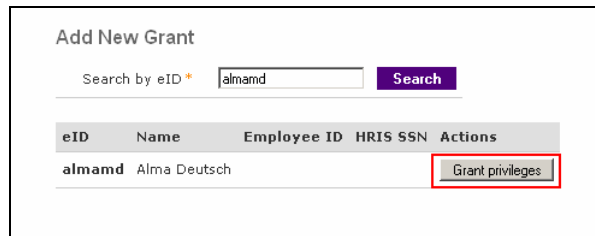
eID	Granted	Expires	Status	Comment	Actions
No preliminary employee grants found					

Add New Grant

Search by eID*

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Step 6: The “Add New Grant” section will appear. Select “Grant Privileges.”



eID	Name	Employee ID	HRIS SSN	Actions
almamd	Alma Deutsch			Grant privileges

Step 7: The “New Preliminary Employee Grant” page will appear. Enter comments about the privilege grant and select “Add Grant.”



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New Preliminary Employee Grant

Granting preliminary employee privileges to:

eID: salmamd
Name: Alma Deutsch

Expiration date * 02/08/2007 (Defaults to the maximum, 30 days from today)

Comments about this privilege grant *

Alma Deutsch - Dept of HR - Mgr Trng and Tech Support

Add Grant

Process has been completed. Employee has special privileges for 30 days.

- If 30 days is not adequate and an extension is necessary, grant privileges again after initial grant has expired. Example: Nine-month temporary employee has been terminated but will returning after a summer break.
- After employee has been hired ... match has been made ... or first paycheck received, employee will need to affiliate with K-State. [K-State eID Affiliation Process for New Employees\(PDF\)](#)