

July 17, 2017

The following was sent to program directors.

KAERS is ready!

Dear Program Directors,

You may now begin entering data into KAERS for FY18.

Under "State Resources," there is a "KAERS Start-Up Sheet" to help you get started.

IMPORTANT: Remember that **the main contact is required** and it will appear on KYAE's website ([Find your local adult education Skills U center](#)) for clients to contact. There is currently **a text campaign that is directly connecting people to this** "County Contacts" page; it is how folks who see/hear the TV and radio spots know how to get into contact with you.

Also, this year it is required to enter the Authorizing Agent, Chief Financial Officer, and Human Resources contact. **These are all required before you can enter student data. You must keep all staff and contacts updated in KAERS and the Finance Module will need to be in sync.** After contacts are entered, make sure classes are entered under the scheduling tab.

If you have any KAERS-related questions, contact Terry Tackett (terry.tackett@ky.gov) or Natalie Cummins (natalie.cummins@ky.gov).

Thanks!

Missy Brownson

502-892-3014

Senior Associate, System Support
Kentucky Adult Education Skills U
Council on Postsecondary Education

[Website](#) | [Facebook](#)

