**How to add Principal role for Grants Management**

**Superintendent:**

**Log in to SSO:** <https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>



**Click “Manage Users” in the left column**



**Search for and select the Principal’s account – If the Principal does not already have an account, you will need to create one using the “Create A New User” button at the top right of the “Manage Users” screen**



**Please make sure that your principal is associated with their specific site or sites. To associate a principal with a site, click on the “Edit Sites” button on their SSO account profile.**



**Once the site has been added, on the right side of the screen, Click “Manage roles for this user”**



**On the right side, again, click “Add a Role”**



**In the drop-down menu, select “Grants Management and Expenditure Reporting”**



**Select the “Principal” role and click “Submit” – If the principal already has another role, that’s ok. He or she will still need the “Principal” role.**

