



Kansas NG9-1-1 Portal – Submitting GIS data updates

Original February 4, 2016
Last Revised February 4, 2016

Prepared by NG911 GIS Committee
Prepared for NG911 Local agencies

Document Change Log

Date	Author	Change	Reason
2/4/16	Eileen Battles	None	Original release

Under the direction of the Kansas 911 Coordinating Council, the Data Access and Support Center (DASC) has developed a web portal to manage NG911 related documents, content and data.

NG911 Portal - <https://portal.kansas911.org/>

All Kansas NG911 GIS remediation and maintenance data must be submitted through the Kansas NG911 Portal.

The following steps outline how to register and upload data on the NG911 Portal:

1 - Register - Identify the PSAP(s) you represent, as well as your role.

The NG911 GIS project roles include **Local GIS Data Steward** and **Data Maintainer** -

- The **Local GIS Data Steward** is the person responsible for assuring maintenance is performed on the GIS data for the agency. Every PSAP must designate a Local Data Steward. The Local Data Steward must be a staff person for the City or County responsible for the PSAP, even if a vendor handles the actual data maintenance.
 - *The Local Data Steward may also serve as the Data Maintainer.*

- The **Data Maintainer** is the primary person who will be performing the actual maintenance of the GIS data for the agency.
 - *The Local Data Maintainer may also serve as the Local GIS Data Steward.*

Note: The Local GIS Data Steward must be from the PSAP, so a vendor's role would be Data Maintainer.

2 - Log In - Once you have registered, you will receive an email confirmation with your password.

3 - [NG911 Toolbox](#) - The NG911 Toolbox contains a series of data quality assurance checks that need to be run before each NG911 GIS data submission. The Local Data Steward or Data Maintainer is responsible for ensuring GIS data has been validated using the NG911 Toolbox Validation Tools before submitting maintenance data.

3 - Upload GIS Data - Log in and select Upload GIS Data from the menu bar.

- Click on Upload GIS Data, select the PSAP for whom you are submitting data (if you represent 1 PSAP this will be populated for you), answer questions about the data you are submitting.
- Choose File for upload, only zip files are accepted!
- When the form has been completely filled out and data has been successfully attached, click Submit.

What happens next?

You will receive a data receipt confirmation email. If your data has not gone through NG911 GIS Data Quality Assurance (QA) audit, then it will be forwarded to AOS for QA. If your submission is a maintenance update, DASC will perform various QA checks on the data, then send a notification email detailing the DASC QA results and any follow up steps, if necessary.