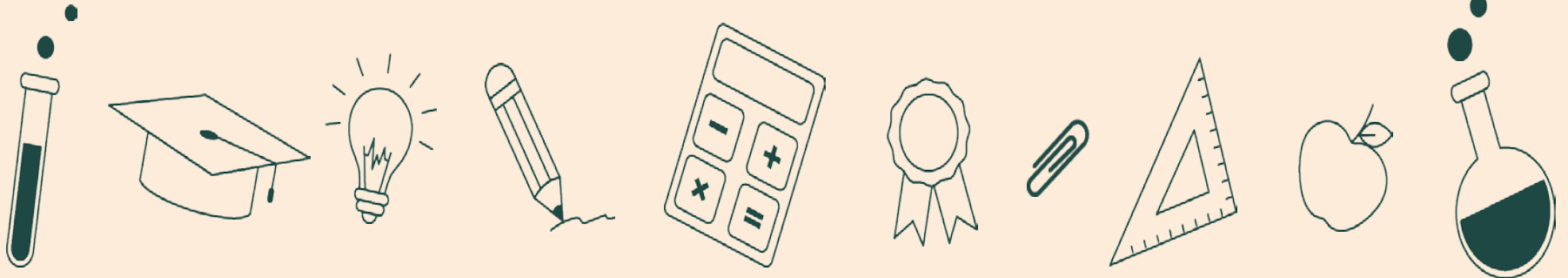
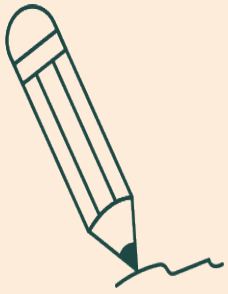


# LEA Reporting Training

July 15, 2020

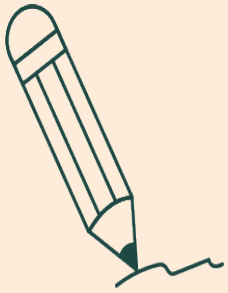




# Mission

The State Charter Schools Commission (SCSC) approves and supports Georgia's charter schools. We expect the highest quality from our schools, giving students better opportunities than in traditional district schools.





# Agenda

## 9:00am - Overview of MyGaDOE

*Chris Rivera, GaDOE Help Desk Manager*

## 10:30am - Overview of Data Collections

*Kathy Aspy, GaDOE Data Collections & Reporting Manager*

## 11:30am - Overview of Georgia Unique Identifier for Education (GUIDE) System

*Patricha (Patty) Miller, GaDOE Data Collections & Reporting, GUIDE & Private School Administrator*

## 12:15pm - Conclusion/ Time for Troubleshooting



# MyGaDOE Portal Provisioning for Charter School Security Officers

Presented by  
Chris Rivera  
GaDOE Helpdesk Manager



# MyGaDOE Portal Provisioning Basics

- Based on User Self-Provisioning
- Organization Security Officer Approvals
- Application Security Officer Approvals

# User Self Provisioning

- Request a New Account
- Add or Remove Organizational Roles
- Add or Remove Application Roles
- Change/Update Account Information
- Change Passphrase

# Organization Security Officer

- Review/Approve requests for user access under assigned organization.
- Add new users under assigned organization.
- Modify account status (Suspend, Un-Suspend, Terminate) under assigned organization.
- Reset passphrases for users under assigned organization.

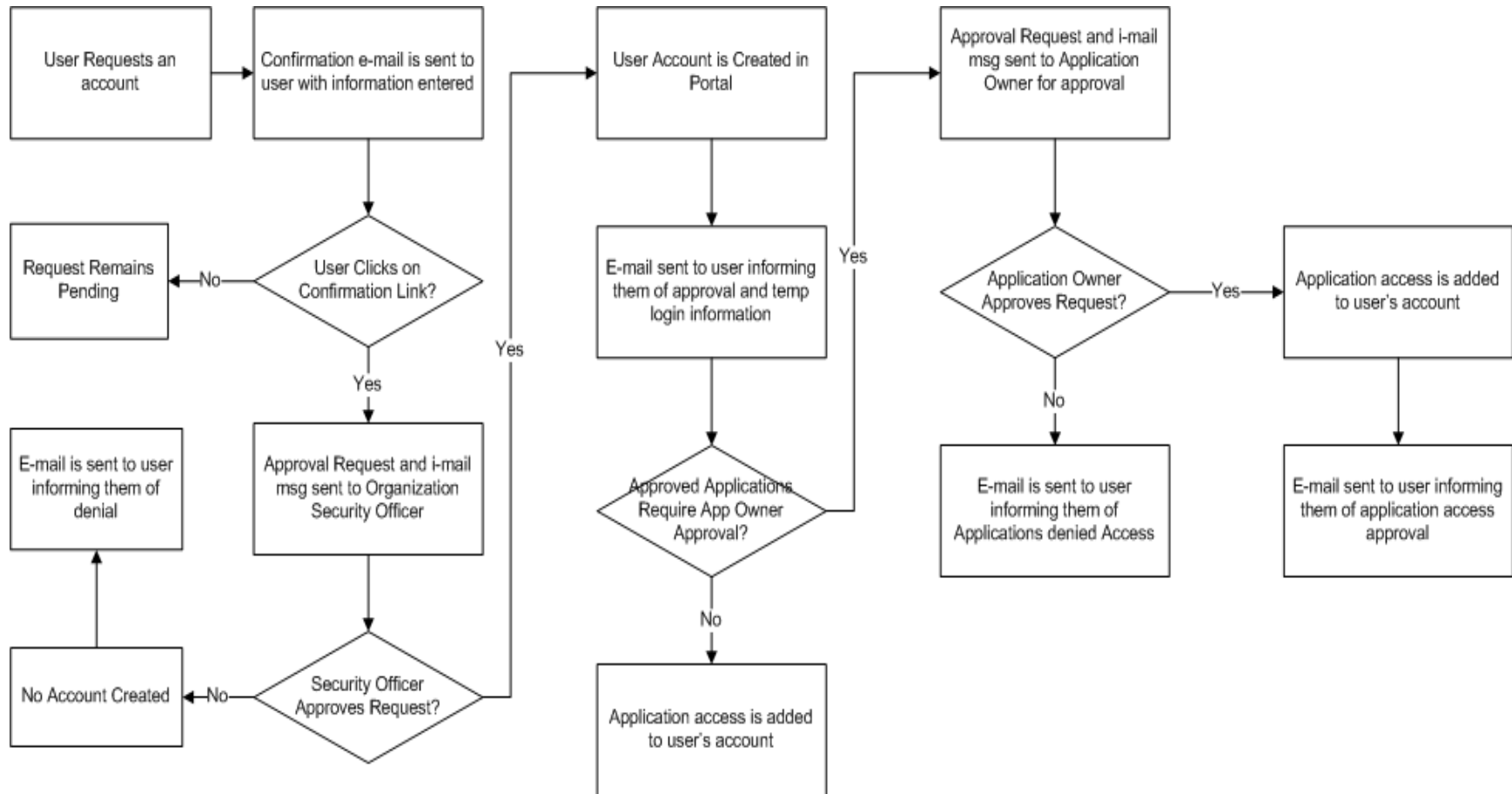
# Application Security Officer Approvals

**Review/Approve requests for user access to their assigned application regardless of user's assigned organization.**





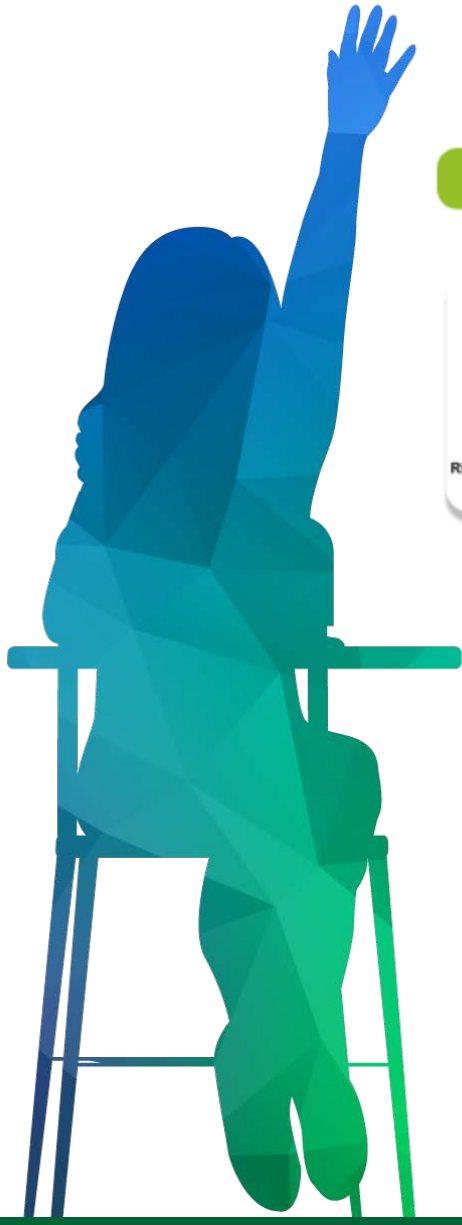
# Provisioning Workflow



# Signing Up for a Portal Account

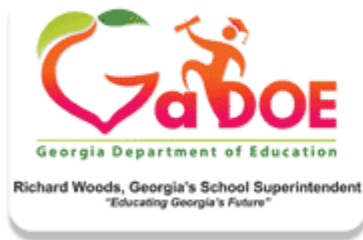
## New User Registration Wizard

- **Step 1 – Enter User Information**
- **Step 2 – Select Districts And Roles**
- **Step 3 – Select Applications And Roles**
- **Step 4 – Request Submission Summary**



## MyGaDOE

### Please Log In



Username:

Password:

[I forgot my passphrase!](#)

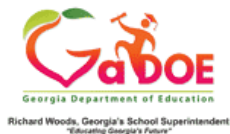
Login

[Or sign up for an account](#)

#### Helpful links

- ✦ [MyGaDOE Online Guide](#)
- ✦ [GaDOE Public Website](#)
- ✦ [Information Systems](#)
- ✦ [AYP & NCLB](#)
- ✦ [Georgia Standards](#)
- ✦ [Data Collections](#)
- ✦ [Financial Reports](#)
- ✦ [Report Card](#)

This website requires Cookies be enabled in your browser.



[GaDOE Public Website](#)

[Back to Login](#)

### Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

#### Step 1

Enter information about yourself:

First Name:

Last Name:

Email Address:

Confirm Email:

Next >>

**Enter Name and e-mail Address.**

**E-mail address is also Portal Login ID.**

## Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

### Step 2

#### Select an Organization:

For a list of District Organizational Role Descriptions, click [here](#).  
To view Organization/Application Role Mapping, click [here](#).

To select a School, first choose a District

☐ District

State Charter Schools II

☒ School

Academy For Classical Education

Atlanta Heights Charter School

Baconton Community Charter School

Brookhaven Innovation Academy

Cirrus Charter Academy

Coweta Charter Academy

Ethos Classical Charter School

Fulton Leadership Academy

Genesis Innovation Academy for Boys

Genesis Innovation Academy for Girls

Harriet Tubman School of Science & Technology

International Academy of Smyrna

International Charter Academy of Georgia

Ivy Preparatory Academy at Gwinnett

Liberty Tech Charter Academy

Pataula Charter Academy

Resurgence Hall Charter School

SAIL Charter Academy - School for Arts-Infused Learning


SLAM Academy of Atlanta

Southwest Georgia S.T.E.M. Charter Academy


Spring Creek Charter Academy


Statesboro STEAM Academy


The Community Academy for Architecture and Design

Click on a  to see

Roles for Selected

 Principal


 Teacher


 Security Officer


 Administrator - School Admin

 Staff

 GTID Coordinator - GTID Coordinator

 Special Ed Staff - Special Ed Staff

 Counselor

 School User - School User

Assignments (per Organization):  
move that role.

Select appropriate Organization: District, DOE Agency, or Other. Available Organizations appear in appropriate drop-down boxes.

Next select appropriate Organization Role from provided list. List is dependent on Organization selected.

To add a role assignment click on green “+” sign to the left of role.

**Based on Organizational role selected, a default set of application roles will automatically be added to profile.**



#### Apply for a GaDOE Account







STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

#### Step 3


To view Organization/Application Role Mapping, click [here](#).

#### Select an Application Role:

Click on a  to see list of roles for that application.  
Click on a  to select that role.

-  CCRPI
-  EOPA
-  Exceptional Students
-  Full Time Equivalent
-  GUIDE
-  Student Class Application
-  Student Record
-  Technology Inventory

#### Current Application Role Assignments (per Application):

Click on a  to Remove that role.

<< Back

Next >>



## Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary


### Step 3

To view Organization/Application Role Mapping, click [here](#).


#### Select an Application Role:


Click on a  to see list of roles for that application.  
Click on a  to select that role.


 CCRPI


 Principal - Principal


 EOPA


 Exceptional Students


 Full Time Equivalent


 School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.

 GUIDE

 School User (Read Only) - School level user for read only


 Student Class Application


 Student Record


 Technology Inventory

#### Current Application Role Assignments (per Application):

Click on a  to Remove that role.

Principal(CCRPI)

School Level User(Full Time Equivalent)

School User (Read Only)(GUIDE)

<< Back

Next >>

To add additional Application roles, click on “+” sign next to application and then the **green** “+” sign beside the appropriate role.

To remove Application roles from list of those assigned, click on **red** “-” sign beside the application role.

Review all the information entered into account setup wizard.

If all is as required, click on the **“Submit”** button to submit request for approval.

**Apply for a GaDOE Account**

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

**Step 4**

Summary of Request

First Name: Joe  
Last Name: Doe  
Email Address: jdoe@doe.k12.ga.us  
Organization: Berrien High School

Summary of Organizations Roles Applied For

Principal

Summary of Applications Applied For

Application: Student Profile  
Application Role: School User  
Application: Professional Development  
Application Role: School Administrator  
Application: GSO Unit Builder  
Application Role: Unit Builder  
Application: Georgia Testing Identifier  
Application Role: bldg  
Application: GASIS: Reporting  
Application Role: GSSIS  
Application: Central Directory  
Application Role: School System User

<< Back

Click to Submit Request

Submit



# Request Submittal Confirmation

## Request Submittal

Your request has been submitted. You will soon receive an email that will give you instructions on how to certify your request so that it may be processed.



# User Certification E-mail

From: [PortalSupport@doe.k12.ga.us](mailto:PortalSupport@doe.k12.ga.us) [mailto:[PortalSupport@doe.k12.ga.us](mailto:PortalSupport@doe.k12.ga.us)]

Sent: Monday, May 15, 2017 9:50 AM

To: [REDACTED]

Subject: New User Request Certification

This email is to certify a request that was submitted for access to the MyGaDOE Portal for this email address. The complete details of this request are as follows:

Requested Organization: Lovinggood Middle School

Add Requested Org Role: Teacher

Requested Application Roles:

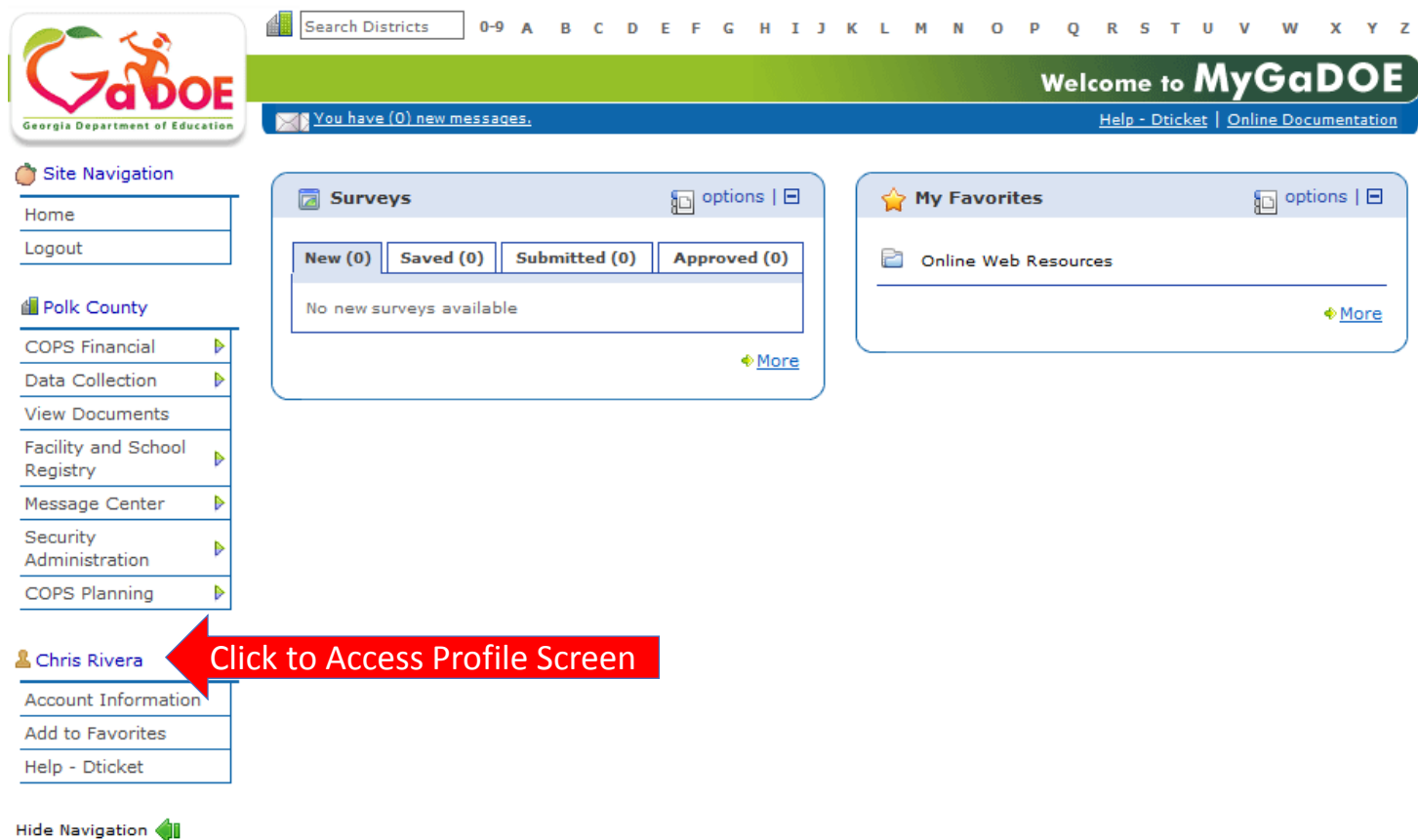
Please click to the following link to certify the request. Processing will begin immediately after clicking the link:

[Certify this request](#)

# Modifying Existing Portal Account

- **Add or Remove Organizational Roles and/or Application Roles**
- **Change/Update Account Information**
- **Change Passphrase**

# Log into MyGaDOE Portal – Portal Home Page



The screenshot displays the MyGaDOE Portal Home Page. At the top left is the GaDOE logo with the text "Georgia Department of Education". To its right is a "Search Districts" box followed by a navigation bar with letters 0-9 and A-Z. A green banner across the top reads "Welcome to MyGaDOE". Below this banner, a blue bar shows "You have (0) new messages." and links for "Help - Dticket" and "Online Documentation".

On the left side, there is a "Site Navigation" menu with links for "Home" and "Logout". Below this is a "Polk County" section with a list of links: "COPS Financial", "Data Collection", "View Documents", "Facility and School Registry", "Message Center", "Security Administration", and "COPS Planning".

Below the navigation menu is a user profile section for "Chris Rivera". It includes links for "Account Information", "Add to Favorites", and "Help - Dticket". A red arrow points to the "Chris Rivera" link with the text "Click to Access Profile Screen".


At the bottom left is a "Hide Navigation" button with a green double arrow icon.

The main content area features two panels. The "Surveys" panel has tabs for "New (0)", "Saved (0)", "Submitted (0)", and "Approved (0)". It displays "No new surveys available" and a "More" link. The "My Favorites" panel shows "Online Web Resources" and a "More" link.

# Add or Remove Organizational Roles and/or Application Roles

- **Step 1 – User Information**
- **Step 2 – Select District and Roles**
- **Step 3 – Select Applications and Roles**
- **Step 4 – Request Submission Summary**

# Profile Screen – Request Roles

**Edit Profile**  
Chris Rivera (crivertest2@doe.k12.ga.us)

Salutation:

First Name:

Chris

\* Required

Middle Name:

Last Name:

Rivera

\* Required

Display Name:

Chris Rivera

Email Address:

crivertest2@doe.k12.ga.us

\* Required

Last 4-digits of SSN:

1234

\* Required

Birth Date:

07/01/1965

Gender:

☒ Male ☐ Female

Phone Number:

(111) 111-1111

Fax Number:

NT Login:

URL:

Change Passphrase

Change Challenge Questions

Application Role(s):

Portal - User  
GSO Unit Builder - Unit Builder

Organization Role(s):

Bryan County High School - Teacher

Address:

Line 1

Line 2

City

State

ZIP

Country

County

Is Primary

☐

Save Address

New

Delete

Request Roles:

Request Roles

Update Person



## Review account information and current Org and Application role provisioning in first step of Request Provisioning Wizard.

**Request Provisioning**

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

**Step 1**

The Application Request will be made for the following user:

First Name:

Last Name:

Email Address:

Current Organization Roles:

Bryan County High School: Teacher

Current Application Permissions:

Portal: User

GSO Unit Builder: Unit Builder

**Next >>**

## Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

**Step 2**

**Select an Organization:**

To select a School, first choose a District

☐ District

☒ School

To select a Dept, first choose an Agency


☐ Agency

☐ Department










☐ Division

To see additional Organizations, first choose a Type


☐ Other Type


Click on a  to select that role.

**Roles for Selected Organization:**

-  Principal
-  Teacher
-  Security Officer
-  Administrator - School Admin
-  Staff
-  GTID Coordinator - GTID Coordinator
-  Special Ed Staff - Special Ed Staff
-  Counselor
-  School User - School User

Current Role Assignments (per Organization):

Click on a  to Remove that role.

Teacher(Academy For Classical Education) 

**<< Back** **Next >>**

To add Organizational roles, select the proper organization from drop down lists and then the **green “+”** sign beside the appropriate organizational role.

To remove Organizational roles from list of those assigned, click on **red “-”** beside the organizational role you would like to remove.





## Apply for a GaDOE Account


STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary


### Step 3

To view Organization/Application Role Mapping, click [here](#).


#### Select an Application Role:


Click on a  to see list of roles for that application.  
Click on a  to select that role.


 CCRPI


 Principal - Principal


 EOPA


 Exceptional Students


 Full Time Equivalent


 School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.

 GUIDE

 School User (Read Only) - School level user for read only

 Student Class Application


 Student Record

 Technology Inventory


#### Current Application Role

#### Assignments (per Application):

Click on a  to Remove that role.

Principal(CCRPI)

School Level User(Full Time Equivalent)

School User (Read Only)(GUIDE)

<< Back

Next >>

To add additional Application roles, click on “+” sign next to application and then the **green** “+” sign beside the appropriate application role.

To remove Application roles from list of those assigned, click on **red** “-” beside the application role you would like to remove.

Review all the information entered into account setup wizard.

If all is as required, click on the **“Submit”** button to submit request for approval.

### Request Provisioning

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

#### Step 4

Summary of Request

First Name: Chris  
Last Name: Rivera  
Email Address: criveratest2@doe.k12.ga.us  
Organization: Bryan County High School

Summary of Organizations Roles Applied For

Organization: Bryan County High School  
Organization Role: Staff

<< Back

Summary of Applications Applied For

Application: Georgia Testing Identifier  
Application Role: bldg

Click to Submit Request

Submit

# Request Submittal Confirmation

## Request Submittal

Your request has been submitted and processing has begun. You will be updated on the status of your request in the next 3 days.



# Change/Update Account Information

- **Name information**
- **Login/e-mail information**
- **Phone Number**
- **Address Information**
- **Challenge Questions and Answers**

# Correct/Update Profile Information

The screenshot shows a web form titled "Edit Profile" for a user named Chris Rivera (criveratest2@doe.k12.ga.us). The form contains several input fields for personal information, some marked as required. Below these are buttons for "Change Password" and "Change Challenge Questions". The "Application Role(s)" section lists "Portal - User" and "GSO Unit Builder - Unit Builder". The "Organization Role(s)" section lists "Bryan County High School - Teacher". There is an address section with fields for Line 1, Line 2, City, State, ZIP, Country, and County, along with a "Is Primary" checkbox. At the bottom, there are buttons for "Save Address", "New", and "Delete". A red arrow points to the "Update Person" button with the text "Click to Save Changes".

**Edit Profile**  
Chris Rivera (criveratest2@doe.k12.ga.us)

Salutation:

First Name:  \* Required

Middle Name:

Last Name:  \* Required

Display Name:

Email Address:  \* Required

Last 4-digits of SSN:  \* Required

Birth Date:

Gender: ☒ Male ☐ Female

Phone Number:

Fax Number:

NT Login:

URL:

[Change Password](#) [Change Challenge Questions](#)

Application Role(s): Portal - User  
GSO Unit Builder - Unit Builder

Organization Role(s): Bryan County High School - Teacher

Address: 

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Save Address](#) [New](#) [Delete](#)

Request Roles: [Request Roles](#)

[Update Person](#) **Click to Save Changes**

On the User Profile screen, information can be added or modified as desired.

E-mail address (login) can be modified.

Once appropriate changes have been made to profile, click on **“Update Person”** to save changes.

# Change Challenge Questions and/or Answers

**Edit Profile**  
Chris Rivera (criveratest2@doe.k12.ga.us)

Salutation:

First Name:  \* Required

Middle Name:

Last Name:  \* Required

Display Name:

Email Address:  \* Required

Last 4-digits of SSN:  \* Required

Birth Date:

Gender: ☒ Male ☐ Female

Phone Number:

Fax Number:

NT Login:

URL:

Application Role: Portal - User  
(s): GSO Unit Builder - Unit Builder

Organization Role: Bryan County High School - Teacher  
(s):

Address: 

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Request Roles:

To review and/or modify challenge questions and answers, a user can click on **“Change Challenge Questions”** button

# Correct/Update Challenge Questions and Answers

Step 1	Step 2	Step 3
Security Agreement	Change Passphrase	Change Challenge Questions

Challenge Questions

What was your High School mascot? ▼	helpdesk
What was the last name of your child ▼	helpdesk
What was the lastname of your first E ▼	helpdesk

# Profile Screen – Change Passphrase

**Edit Profile**  
Chris Rivera (criveratest2@doe.k12.ga.us)

Salutation:

First Name:  \* Required

Middle Name:

Last Name:  \* Required

Display Name:

Email Address:  \* Required

Last 4-digits of SSN:  \* Required

Birth Date:

Gender: ☒ Male ☐ Female

Phone Number:

Fax Number:

NT Login:

URL:

**Click Here** [Change Passphrase](#) [Change Challenge Questions](#)

Application Role(s): Portal - User  
GSO Unit Builder - Unit Builder

Organization Role(s): Bryan County High School - Teacher

Address: 

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Save Address](#) [New](#) [Delete](#)

Request Roles: [Request Roles](#)

[Update Person](#)

A user may reset their passphrase by clicking on the **“Change Passphrase”** button.



# Terms of Use Agreement – User Must Accept

Step 1	Step 2	Step 3
Security Agreement	Change Passphrase	Change Challenge Questions

## Terms of Use

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS RELATING TO YOUR USE OF THIS SITE (the "Site") CAREFULLY. By using this Site, you are deemed to have agreed to these terms and conditions of use. We reserve the right to modify these terms and conditions at any time. You should check these terms and conditions periodically for changes. By using this Site after we post any changes to these terms and conditions, you agree to accept those changes, whether or not you have reviewed them. If at any time you choose not to accept these terms and conditions of use, please do not access or otherwise use this Site or any information contained on this Site.

BY CLICKING ON THE "ACCEPT" BUTTON AND COMPLETING THE REGISTRATION OR PROFILE PROCESS, YOU ARE STATING THAT YOU AGREE TO BE BOUND BY ALL OF THE TERMS OF SERVICE AND CONDITIONS OF USE CONTAINED HEREIN AND/OR MODIFIED FROM TIME TO TIME. REJECTION OF THIS AGREEMENT WILL RESULT IN DENIAL OF COMPLETION OF YOUR REGISTRATION FOR THIS SITE OR PROFILE PROCESS.

## Scope of Terms and Conditions

I recognize that I am legally responsible for my activities pursuant to Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated. I recognize that I may have access to personal and private information the disclosure of which may be protected against under Federal or State law and that the failure to comply with these strict confidentiality requirements may violate Federal or State law and individual privacy rights. Therefore, I hereby certify that I will not release, disclose, discuss, reproduce, sell, use or otherwise disclose any information that may be protected under Federal or State laws to any individual or entity without the express consent or direction of the Georgia Department of Education (GaDOE). In the event that I inadvertently or incorrectly release any protected information, I agree to advise the GaDOE immediately and identify the business organization, entity, or individual person to whom the information was divulged and the content substance of the information. All information created, transmitted, and stored on State information technology resources is the sole property of the state and is subject to monitoring, review, and seizure. Logging on to any State information system is an acknowledgement of this standard and an agreement to abide by it and all other governance regarding its use.

Do Not Accept

Accept

Click Here to Accept

1. Enter Current Passphrase
2. Enter New Passphrase
3. Re-enter New Passphrase
4. Select Save Passphrase

Step 1	Step 2	Step 3
Security Agreement	Change Passphrase	Change Challenge Questions

---

Change Passphrase for Chris Rivera :

Enter Current Passphrase:

Enter New Passphrase:

No reused passphrase  
Length of passphrase between 8 and 25 chars  
Must contain at least one of the characters !@\$%^\*()-\_.,?  
Must not contain the words password,test,train

Reenter New Passphrase:

# Security Officer Responsibilities

- Review/Approve requests for user access under assigned organization.
- Add new users under assigned organization.
- Modify account status (Suspend, Un-Suspend, Terminate) under assigned organization.
- Reset passphrases for users under assigned organization.

# Review Access Requests – Approve/Deny

The screenshot displays the MyGaDOE portal interface. At the top left is the GaDOE logo. To its right is a search bar labeled 'Search Districts' with a dropdown menu showing '0-9' and 'A' through 'Z'. A green banner across the top reads 'Welcome to MyGaDOE' with links for 'Help - Dticket' and 'Online Documentation'. Below the banner, a message notification says 'You have (0) new messages.' with an envelope icon. A red arrow points to this message link with the text 'Click to Access iMail'. The left sidebar contains 'Site Navigation' with links for Home, Logout, and Polk County, followed by a list of links: COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. Below this is a user profile for 'Chris Rivera' with links for Account Information, Add to Favorites, and Help - Dticket. At the bottom left is a 'Hide Navigation' button. The main content area has two panels: 'Surveys' with tabs for New (0), Saved (0), Submitted (0), and Approved (0), showing 'No new surveys available' and a 'More' link; and 'My Favorites' with a link for 'Online Web Resources' and a 'More' link.

**Portal access requests are delivered via the MyGaDOE Portal iMail system.**

**Security Officers can view the request information and then take appropriate action.**

**Portal iMail is access from Portal Home page message link at top of page.**

# iMail Message Inbox

New and existing iMail messages are shown in Inbox. New messages appear in “Bold”. Portal access request notifications will appear in **Notifications Box**. To view a message Double-Click on message and message will open.

The screenshot displays the MyGaDOE iMail Message Inbox interface. At the top, there is a search bar for districts and a navigation menu with letters A through Z. A green banner at the top right says "Welcome to MyGaDOE" with links for Help, Drickets, and Online Documentation. Below this, a blue bar indicates "You have (10) new messages." The left sidebar contains site navigation links (Home, Logout), information technology links (Documents), and user information for Chris Rivera (Account Information, Add to Favorites, Help - Dticket). The main content area is titled "Notification" and features a "Compose" button and action buttons: Get Emails, Move to Inbox, Mark as Unread, Move to Trash, and Move to Folder. A search bar and pagination controls (1-20 of 6) are also present. The message list includes columns for checkboxes, flags, from, subject, and sent date. The messages are all from the Support Portal and include Application Request Notifications and Portal Access Request Notifications.

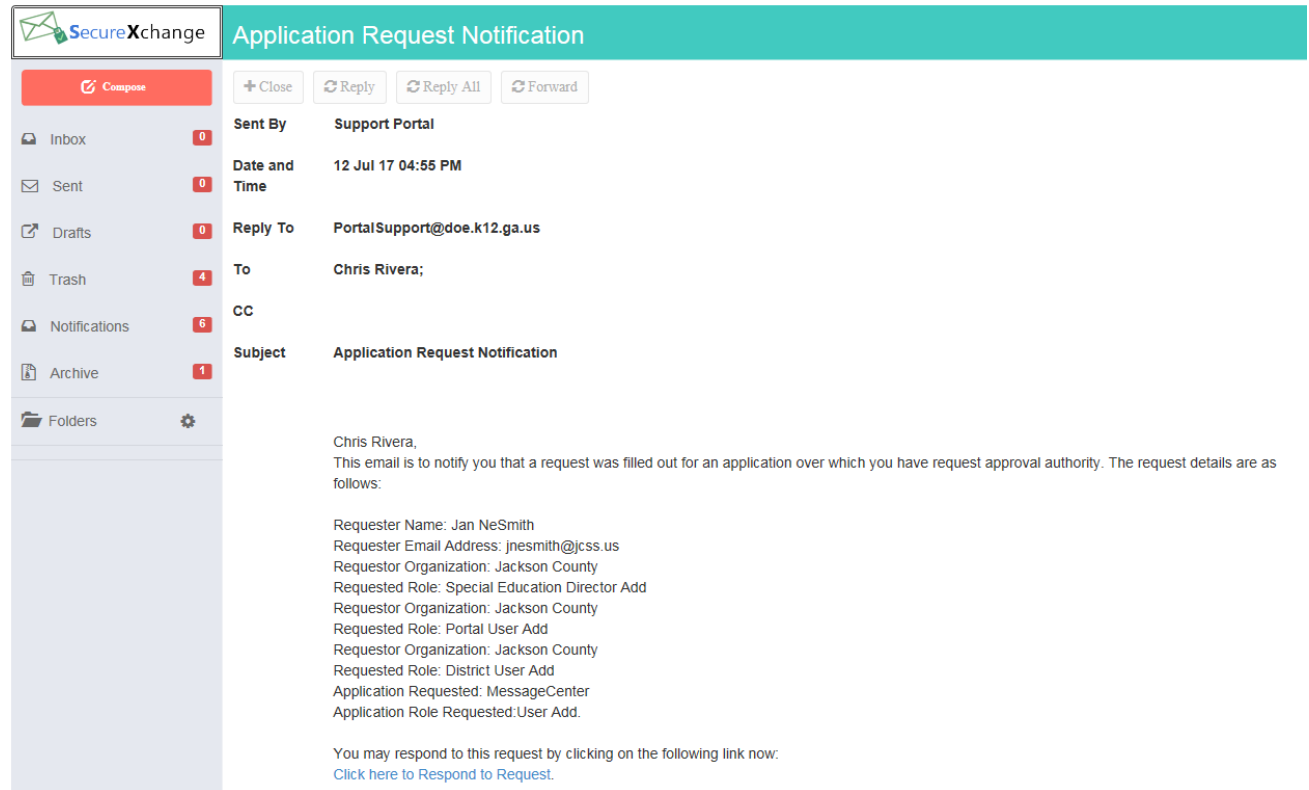
<input type="checkbox"/>	! Flag	From	Subject	Sent Date
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 04:55 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Portal Access Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:20 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:20 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:13 PM

# iMail Message Preview

Information from request can be viewed.

Request will show who requested, e-mail address of user, requested Organization roles and any requested Application Roles.

To take action, click on the link at bottom of message.



The screenshot displays a web-based email interface. On the left is a sidebar with a 'Compose' button and a list of folders: Inbox (0), Sent (0), Drafts (0), Trash (4), Notifications (6), Archive (1), and Folders (with a settings gear icon). The main content area has a teal header bar that reads 'SecureXchange' and 'Application Request Notification'. Below the header are buttons for '+ Close', 'Reply', 'Reply All', and 'Forward'. The message details are as follows:

- Sent By:** Support Portal
- Date and Time:** 12 Jul 17 04:55 PM
- Reply To:** PortalSupport@doe.k12.ga.us
- To:** Chris Rivera;
- CC:**
- Subject:** Application Request Notification


The body of the email begins with 'Chris Rivera,' followed by a notification that a request was filled out for an application over which the user has approval authority. The request details are listed below:

- Requester Name: Jan NeSmith
- Requester Email Address: jnesmith@jcss.us
- Requestor Organization: Jackson County
- Requested Role: Special Education Director Add
- Requestor Organization: Jackson County
- Requested Role: Portal User Add
- Requestor Organization: Jackson County
- Requested Role: District User Add
- Application Requested: MessageCenter
- Application Role Requested: User Add.

At the bottom, a link is provided: 'You may respond to this request by clicking on the following link now: [Click here to Respond to Request.](#)'

# Request Approvals Screen




New and Pending requests can be viewed on this screen. Requests requiring action have a **green arrow** beside them. To view entire request click on “+” sign beside the request.

 Request Approvals

Show/hide Legend

**Browse requests by status**  
• [In Process](#) • [Completed](#) • [Archived](#) • [New - \(Awaiting Email Confirmation\)](#)

**In Process requests & Action Items** - requests for which you may take action  
Show: [Action Items](#), [In Process](#), [Both](#)

  	2010-08-27 15:25:00 Chris Rivera - Bryan County High School
--	---

Submit

# Request Approvals Screen

Security Officer will approve or reject each line item and then submit. Once complete, account will be created (New Account) and/or additional roles will be added to user account.

Request Approvals

Show/hide Legend

**Browse requests by status**  
· [In Process](#) · [Completed](#) · [Archived](#) · [New - \(Awaiting Email Confirmation\)](#)

**In Process requests & Action Items** - requests for which you may take action  
Show: [Action Items](#), [In Process](#), [Both](#)

2010-08-27 15:25:00 Chris Rivera - Bryan County High School

Add Organization Role - Bryan County High School - Staff

☐ Approve ☐ Reject

Add Application Role - Georgia Testing Identifier - bldg

☐ Approve ☐ Reject

Submit



# Request Approvals Screen

The screenshot displays the MyGaDOE website interface. At the top, there is a search bar for districts and a navigation menu with letters A-Z. Below this is a green banner with the text "Welcome to MyGaDOE" and links for "Help - Dticket" and "Online Documentation". A message bar indicates "You have (0) new messages.".

On the left side, there is a "Site Navigation" menu with links for Home, Logout, and Polk County. Under Polk County, there is a list of links: COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. The "Security Administration" link is highlighted in blue, and a red arrow points to it with the text "Click to Access".

Below the Site Navigation menu, there is a user profile for "Chris Rivera" with links for Account Information, Add to Favorites, and Help - Dticket.

At the bottom left, there is a "Hide Navigation" button.

The main content area features a "Surveys" section with tabs for New (0), Saved (0), Submitted (0), and Approved (0). Below the tabs, it states "No new surveys available" and includes a "More" link. To the right of the Surveys section is a "My Favorites" section with a link for "Online Web Resources" and a "More" link.

The Request Approval screen can also be accessed through the Security Administration menu available for Security Officers.

The menu item, "Request Approval" is located on the left-hand navigation menu.

# Adding New Users

The screenshot displays the MyGaDOE portal interface. At the top, there is a search bar for districts and a welcome message. The left-hand navigation menu includes sections for Site Navigation, Polk County, and a user profile for Chris Rivera. The 'Security Administration' link is expanded, and the 'Add Person' link is highlighted with a red arrow pointing to it, labeled 'Click to Access'. The main content area shows a 'Surveys' section with tabs for New, Saved, Submitted, and Approved surveys, and a 'My Favorites' section with a link to Online Web Resources.

**Site Navigation**

- Home
- Logout

**Polk County**

- COPS Financial
- Data Collection
- View Documents
- Facility and School Registry
- Message Center
- Security Administration
- COPS Planning

**Chris Rivera**

- Account Information
- Add to Favorites
- Help - Dticket

**Surveys**

- New (0)
- Saved (0)
- Submitted (0)
- Approved (0)

No new surveys available

**My Favorites**

- Online Web Resources

**Click to Access**

Organization Security Officers have the ability to add new users to the portal which do not have a Portal Account.

This option is available under the Security Administration application link on the left-hand navigation menu using the **“Add Person”** Link.

# Security Officer - Adding New User

## Add User Registration Wizard

- Step 1 – Enter User Information
- Step 2 – Select Districts And Roles
- Step 3 – Select Applications And Roles
- Step 4 – Request Submission Summary

# Add Person – Step 1, User Information

**Apply for a GaDOE Account**

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

**Step 1**  
Enter information about the user:  
  
First Name:   
Last Name:   
Email Address:   
Confirm Email:   
  

Next >>

**Enter name  
and e-mail  
address.**

**E-mail  
address is  
also Portal  
Login ID.**

# Add Person – Step 2, Districts And Roles

Select appropriate  
Organization: District,  
DOE Agency, or Other.  
Available Organizations  
appear in appropriate  
drop-down boxes.

Next select appropriate  
Organization Role from  
provided list. List is  
dependent on  
Organization selected.

To add a role assignment  
click on **green “+”** sign  
to the left of role.

**Apply for a GaDOE Account**

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

---

**Step 2**

**Select an Organization:**

To select a School, first choose a District

☐ District

☒ School

To select a Dept, first choose an Agency  
To select a Division, first choose a Dept


☐ Agency

☐ Department








☐ Division


To see additional Organizations, first choose a Type

☐ Other Type

Click on a  to select that role.

**Roles for Selected Organization:**

-  GTID Coordinator - GTID Coordinator
-  Special Ed Staff - Special Ed Staff
-  Counselor
-  School User - School User
-  Charter School Administrator - Charter School Administrator
-  Charter School Superintendent - Charter School Superintendent
-  Charter School Title I LEA Coordinator - Charter School Title I LEA Coordinator

**Current Role Assignments (per Organization):**  
Click on a  to Remove that role.



# Add Person – Step 3, Applications And Roles


## Apply for a GaDOE Account


STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

### Step 3


#### Select an Application Role:


Click on a  to see list of roles for that application.  
Click on a  to select that role.


 CCRPI


 Principal - Principal


 EOPA


 Exceptional Students


 Full Time Equivalent


 School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.

 GUIDE

 School User (Read Only) - School level user for read only


 Student Class Application


 Student Record


 Technology Inventory


To view Organization/Application Role Mapping, click [here](#).

#### Current Application Role Assignments (per Application):

Click on a  to Remove that role.

Principal(CCRPI)

School Level User(Full Time Equivalent)

School User (Read Only)(GUIDE)

<< Back

Next >>

**Based on  
Organizational  
role selected, a  
default set of  
application  
roles will  
automatically  
be added to  
profile.**



## Apply for a GaDOE Account












STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

**Step 3**


To view Organization/Application Role Mapping, click [here](#).




**Select an Application Role:**

Click on a  to see list of roles for that application.  
Click on a  to select that role.

-  CCRPI
  -  Principal - Principal
-  EOPA
-  Exceptional Students
-  Full Time Equivalent
  -  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
-  GUIDE
  -  School User (Read Only) - School level user for read only
-  Student Class Application
-  Student Record
-  Technology Inventory

**Current Application Role Assignments (per Application):**

Click on a  to Remove that role.

- Principal(CCRPI)
- School Level User(Full Time Equivalent)
- School User (Read Only)(GUIDE)

**<< Back** **Next >>**

To add additional Application roles, click on “+” sign next to application and then the **green** “+” sign beside the appropriate application role.

To remove Application roles from list of those assigned, click on **red** “-” sign beside the application role.

# Add Person – Step 4, Submission Summary

**Apply for a GaDOE Account**

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

**Step 4**

**Summary of Request**  
  
First Name: Joe  
Last Name: Doe  
Email Address: jdoe@doe.k12.ga.us  
Organization: Bryan County High School

**Summary of Organizations Roles Applied For**  
  
Teacher

**Summary of Applications Applied For**  
  
Application: Student Profile  
Application Role: Teacher  
Application: Professional Development  
Application Role: Student  
Application: Professional Development  
Application Role: PD Users  
Application: GSO Unit Builder  
Application Role: Unit Builder

<< Back

Submit

Review all the information entered into account setup wizard.

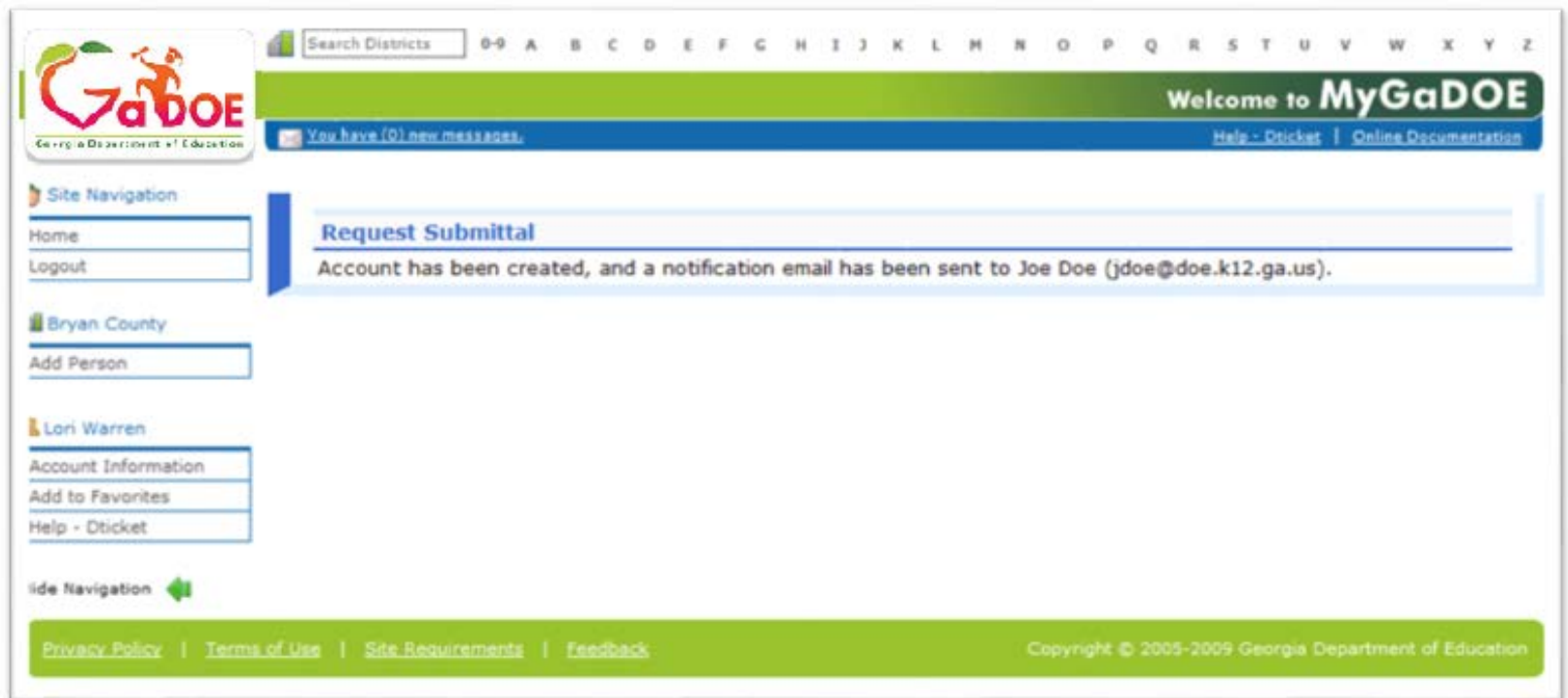
If all is as required, click on the **“Submit”** button to submit request for approval.

Click to Complete



# Add Person – Request Submitted

Account has been created and user has been sent an e-mail with temporary login information.



# Notification e-Mail to User

**User receives an e-mail notifying them their account has been created with temporary login information.**

Joe Doe,

This message has been sent to inform you of the status of your request. Please see the details below to review the status of each request item. If you have questions about the contents of this message, please contact your Security Officer.

Request Details:

Requester Name: Joe Doe

Organization: Bryan County High School

Org Role: Teacher Add Status=Approved

Application: GSO Unit Builder Role: Unit Builder Add Status=Approved

Application: Student Profile Role: Teacher Add Status=Approved

Application: Professional Development Role: Student Add Status=Approved

Application: Professional Development Role: PD Users Add Status=Approved

To login, use your email address and your password:

Username: **jdoe@doe.k12.ga.us**

Temporary Password: **0\$WordRedressDone**

After you have logged in for the first time, you will be prompted to fill out your user profile and to change your password.

If you do not see an Approved or Denied status for a requested App Role, you will be receiving another message when the status is updated by the Application Owner.

You may click the following link to access the portal login screen: [GADOE Login](#)

Sincerely,

DOE Portal Support

# Modify Account Status (Suspend, Un-Suspend, Terminate)

The screenshot displays the MyGaDOE portal interface. On the left, there is a sidebar with the GaDOE logo and a 'Site Navigation' menu containing links for Home, Logout, Polk County, COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. Below this is a user profile for Chris Rivera with links for Account Information, Add to Favorites, and Help - Dticket. A 'Hide Navigation' button is at the bottom of the sidebar. The main content area features a search bar for districts, a list of categories (Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, All Organizations), and a 'Welcome to MyGaDOE' banner with links for Help - Dticket and Online Documentation. A 'My Favorites' section shows 'Online Web Resources' with a 'More' link. At the bottom, a green bar contains links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with a copyright notice for 2005-2009 Georgia Department of Education.

**By performing a People Search in the portal and editing a user's account, within your assigned organization(s), a Security Officer can Suspend, Un-Suspend, or Terminate a user's account in the system.**

# People Search Results

By selecting Show Suspended or Show Terminated users, Security Officers can see all users in system matching criteria.

**People Search Results for 'rivera':**

Person Name	Organization	Is Active	Email Address	Edit	View
rivera, [REDACTED]	Terminated User	No	[REDACTED]@2.ga.us	[Edit Icon]	[View Icon]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit Icon]	[View Icon]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit Icon]	[View Icon]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit Icon]	[View Icon]
Rivera, Chris	Polk County	Yes	chris.x46flyer@gmail.com	[Edit Icon]	[View Icon]
Rivera, Chris	Information Technology	Yes	crivera@doe.k12.ga.us	[Edit Icon]	[View Icon]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit Icon]	[View Icon]
Rivera, [REDACTED]	Terminated User	No	rivera@doe.k12.ga.us	[Edit Icon]	[View Icon]
RIVERA, [REDACTED]	Suspended User	No	RIVERA@doe.k12.ga.us	[Edit Icon]	[View Icon]
Rivera- [REDACTED]	Terminated User	No	[REDACTED]	[Edit Icon]	[View Icon]

**Click to Edit**

# Profile Edit Screen

**Edit Profile**  
William McDrish [wmcdrish@bryan.k12.ga.us]

Solution:

First Name:  \* Required

Middle Name:

Last Name:  \* Required

Display Name:  \* Required

Email Address:  \* Required

Last 4-digits of SSN:  \* Required

Birth Date:

Gender: ☐ Male ☐ Female

Phone Number:

Fax Number:

NT Login:

URL:

Application: Portal - User

Role(s): GASIS - Data Verification - dist  
AYP/NCLB - District User  
Title Nine - View All  
Title Nine - Add/Update Current Data  
Legacy Facilities - Any User

Organization: Bryan County - Media Coordinator

Role(s): Bryan County - Portal User  
Bryan County - TAADRA Coordinator

To modify the Account Status for a user, scroll down to bottom of the Profile Edit screen for selected user.

# Modify Status – Select Desired Status

**Reset Passphrase**

**Application** Portal - User  
**Role(s):** GASIS: Data Verification - dist  
AYP/NCLB - District User  
Title Nine - View All  
Title Nine - Add/Update Current Data  
Legacy Facilities - Any User

**Organization** Bryan County - Media Coordinator  
**Role(s):** Bryan County - Portal User  
Bryan County - TAADRA Coordinator  
Bryan County - Title IX/ Sports Equity Director

**Address:** Line 1 Line 2 City State ZIP Country County Is Primary  
       ☐

**Save Address** **New** **Delete**

**Administrative Fields:**  
**SSOID:** 931AB870-3D1C-4D28-A2EA-0C17575D863E

**Password Change Required:** ☒

**Current Status:** Suspended  
**Suspended Reason :** **New Status:**

**Assign Roles:** **Assign Roles**

**Update Person**

**Select Desired Status**

Once the desired user status is selected, click on the **“Update Person”** to effect changes to user’s account.

**Important:**  
***Terminated users cannot be re-activated by Security Officers, call Helpdesk for Assistance in re-activating terminated accounts.***

# Reset User Passphrase

The screenshot displays the MyGaDOE portal interface. On the left, the 'Site Navigation' menu includes links for Home, Logout, Polk County, COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. Below this, a user profile for 'Chris Rivera' is shown with links for Account Information, Add to Favorites, and Help - Dticket. A 'Hide Navigation' button is also present. The main content area features a 'Search Districts' dropdown menu with a list of districts (0-9, A-Z) and a 'People' search option. The 'People' search results show a table with columns for 'Submitted (0)' and 'Approved (0)'. A 'More' link is visible below the table. The 'My Favorites' section on the right shows a link for 'Online Web Resources'. The footer contains links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with the copyright notice: Copyright © 2005-2009 Georgia Department of Education.

By performing a People Search in the portal and editing a user's account, within your assigned organizations, a Security Officer has the ability reset a user's passphrase.



# People Search Results

By selecting Show Suspended or Show Terminated users, Security Officers can see all users in system matching criteria.

Georgia Department of Education

Welcome to MyGaDOE

You have (0) new messages.

Help - Docket | Online Documentation

Site Navigation

Polk County

Chris Rivera

Hide Navigation

Advance Search

Search By:

Last Name: rivera Search

☒ Show Suspended Users ☒ Show Terminated Users

People Search Results for 'rivera':

Pages: [1]

Person Name	Organization	Is Active	Email Address	Edit	View
rivera, [REDACTED]	Terminated User	No	[REDACTED]@2.ga.us	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, Chris	Polk County	Yes	chris.x46flyer@gmail.com	[Edit]	[View]
Rivera, Chris	Information Technology	Yes	crivera@doe.k12.ga.us	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	rivera@doe.k12.ga.us	[Edit]	[View]
RIVERA, [REDACTED]	Suspended User	No	RIVERA@doe.k12.ga.us	[Edit]	[View]
Rivera- [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]


Privacy Policy | Terms of Use | Site Requirements | Feedback

Copyright © 2005-2009 Georgia Department of Education

Click to Edit



# Profile Edit Screen

 **Edit Profile**

Joe Doe (jdoe@doe.com)

Salutation:

First Name:

Joe

\* Required

Middle Name:

Last Name:

Doe

\* Required

Display Name:

Joe Doe

Email Address:

jdoe@doe.com

\* Required

Last 4-digits of SSN:

\* Required

Birth Date:

Gender:

☐ Male ☐ Female

Phone Number:

Fax Number:

NT Login:

URL:

Reset Passphrase

← Click Here

Application Role(s):

Portal - User  
Scholarship - User

Organization Role(s):

A School for Children - User

To reset  
Passphrase for  
selected user,  
click on the  
**Reset  
Passphrase**  
button on the  
Profile Edit  
Screen for  
selected user.

# Reset Passphrase

Verify user information and click on the **“Reset Passphrase”** button again.

The screenshot displays the MyGaDOE web application interface. At the top left is the GaDOE logo with the text 'Georgia Department of Education'. To its right is a 'Search Districts' input field followed by a navigation menu with letters A through Z. A green banner at the top right says 'Welcome to MyGaDOE' with links for 'Help - Dticket' and 'Online Documentation'. Below the banner, a blue bar indicates 'You have (43) new messages.' The main content area shows 'Reset passphrase for user Joe Doe (jdoe@doe.com)' with a green 'Reset Passphrase' button. A red arrow points to this button with the text 'Click Here'. On the left sidebar, there is a 'Site Navigation' menu with 'Home' and 'Logout', an 'Information Technology' section, and a user profile for 'Chris Rivera' with links for 'Account Information', 'Add to Favorites', and 'Help - Dticket'. At the bottom, a green footer bar contains links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', along with the copyright notice 'Copyright © 2005-2009 Georgia Department of Education'.

# Reset Passphrase

A new Passphrase is generated and displayed on the screen. Provide new passphrase to user, **they will not receive via e-mail.**



The screenshot displays the MyGaDOE user interface. At the top, there is a search bar for districts and a navigation menu with letters A-Z. A green banner reads "Welcome to MyGaDOE" with links for Help, Dticket, and Online Documentation. Below this, a blue notification bar states "You have (43) new messages." The main content area shows a confirmation message: "Reset passphrase for user Joe Doe (jdoe@doe.com)" followed by a green "Reset Passphrase" button and a red confirmation message: "Passphrase has been changed to Good5\$ActiveFriends". The left sidebar contains a "Site Navigation" menu with links for Home, Logout, Information Technology, and a user profile for Chris Rivera with links for Account Information, Add to Favorites, and Help - Dticket. A "Hide Navigation" button is located below the sidebar. The footer includes links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with the copyright notice "Copyright © 2005-2009 Georgia Department of Education".

# Provision Matrix – Security Officer Guide to User Provisioning

- **Provides listing of available application roles for each application within the MyGaDOE Portal.**
- **Provides listing of default application roles provided for each organization role within the MyGaDOE Portal.**



# Provision Matrix – Role Mapping Access




## Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

**Step 3**

**Provision Matrix** → To view Organization/Application Role Mapping, click [here](#).

Select an Application Role:  
Click on a  to see list of roles for that application.  
Click on a  to select that role.

- CCRPI
  -  Principal - Principal
- EOPA
- Exceptional Students
- Full Time Equivalent
  -  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
- GUIDE
  -  School User (Read Only) - School level user for read only
- Student Class Application
- Student Record
- Technology Inventory

**<< Back** **Next >>**

The Provision Matrix can be accessed through a link on the Request Provisioning wizard, steps 2 & 3.

The link is located near the top, shown here.

# Provision Matrix – Application Mapping

**Organization/Application Role Mapping**

☒ Application: CPI Legacy
☐ Organization Role: Select an Organization Role

Organization Role: CPI Legacy

Organization	Application Roles			
	HelpDesk	Program Manager	School System User	Superintendent
Administrator(Def)				
Administrator(Div)				
Administrator(GLF)	X			
Charter School Ad			X	
Charter School Su				X
Content Manager		X		
Content Manager		X		
Content Manager		X		
CPI Coordinator(t			X	
CPI Coordinator(t			X	
Help Desk(Depar	X			
Help Desk(Divisi	X			
Program Administ	X			
Staff(GLRS)	X			
Superintendent(D				X
Superintendent(R				X

Select the Application from the drop-down list on the Provision Matrix for the desired application.

Appropriate Application Roles will be shown for selected application.

# CPI – Role Mapping

**Organization / Application Role Mapping**

☒ Application: CPI Legacy
☐ Organization Role: Select an Organization Role

Organization Roles mapped to Application Roles for Application : CPI Legacy

Organization Roles	Application Roles				
	Administrator	HelpDesk	Program Manager	School System User	Superintendent
Administrator(Department)	X				
Administrator(Division)	X				
Administrator(GLRS)		X			
Charter School Administrator(School)				X	
Charter School Superintendent(School)					X
Content Manager(Department)	X		X		
Content Manager(Division)	X		X		
Content Manager(Program)			X		
CPI Coordinator(District)				X	
CPI Coordinator(RESA)				X	
Help Desk(Department)		X			
Help Desk(Division)		X			
Program Administrator(GLRS)		X			
Staff(GLRS)		X			
Superintendent(District)					X
Superintendent(RESA)					X

# Free & Reduced Lunch – Role Mapping

**Organization/Application Role Mapping**

☒ Application: **Free & Reduced Lunch**
☐ Organization Role: **Select an Organization Role**

Organization Roles mapped to Application Roles for Application : Free & Reduced Lunch

Organization Roles	Application Roles			
	Administrator	Helpdesk	School System User	Superintendent
Administrator(GLRS)		X		
Charter School Administrator(School)			X	
Charter School Superintendent(School)				X
Content Manager(Department)	X			
Content Manager(Division)	X			
Data Analyst/Administration(Department)	X			
Data Analyst/Administration(Division)	X			
Director(ETC)		X		
Help Desk(Department)		X		
Help Desk(Division)		X		
Instructional Staff(ETC)		X		
Program Administrator(GLRS)		X		
Regional Helpdesk Analyst(ETC)		X		
Registrar(ETC)		X		
School Nutrition Coordinator(District)			X	
School Nutrition Coordinator(RESA)			X	
Staff(GLRS)		X		
Superintendent(District)				X
Superintendent(RESA)				X
Technical Staff(ETC)		X		



# FTE – Role Mapping

**Organization/Application Role Mapping**

☒ Application: Full Time Equivalent
☐ Organization Role: Select an Organization Role

Organization Roles mapped to Application Roles for Application : Full Time Equivalent

Organization Roles	Application Roles					
	Administrator	Helpdesk	Program Manager	School Level User	School System User	Superintendent
Charter School Administrator(School)					X	
Charter School Superintendent(School)						X
Content Manager(Department)	X		X			
Content Manager(Division)	X		X			
Content Manager(Program)			X			
Data Analyst/Administration(Department)	X					
Data Analyst/Administration(Division)	X					
Director(ETC)		X				
FTE Coordinator(District)					X	
FTE Coordinator(RESA)					X	
Help Desk(Department)		X				
Help Desk(Division)		X				
Instructional Staff(ETC)		X				
Principal(School)				X		
Regional Helpdesk Analyst(ETC)		X				
Registrar(ETC)		X				
Superintendent(District)						X
Superintendent(RESA)						X
Technical Staff(ETC)		X				

# Pre Identify for Testing – Role Mapping

**Organization/Application Role Mapping**

☒ Application: Pre Identify for Testing
☐ Organization Role: Select an Organization Role

Organization Roles mapped to Application Roles for Application : Pre Identify for Testing

Organization Roles	Application Roles			
	Administrator	Helpdesk	School System User	Superintendent
Assessment Director(District)			X	
Assessment Director(RESA)			X	
Charter School Administrator(School)			X	
Charter School Superintendent(School)				X
Content Manager(Department)	X			
Content Manager(Division)	X			
Data Analyst/Administration(Department)	X			
Data Analyst/Administration(Division)	X			
Director(ETC)		X		
FTE Coordinator(District)			X	
FTE Coordinator(RESA)			X	
Help Desk(Department)		X		
Help Desk(Division)		X		
Instructional Staff(ETC)		X		
Regional Helpdesk Analyst(ETC)		X		
Registrar(ETC)		X		
Student Record Coordinator(District)			X	
Student Record Coordinator(RESA)			X	
Superintendent(District)				X
Superintendent(RESA)				X
Technical Staff(ETC)		X		

# Student Record – Role Mapping

**Organization/Application Role Mapping**

☒ Application: Student Record
☐ Organization Role: Select an Organization Role

Organization Roles mapped to Application Roles for Application : Student Record

Organization Roles	Application Roles					
	Administrator	Helpdesk	Program Manager	School Level User	School System User	Superintendent
Charter School Administrator(School)					X	
Charter School Superintendent(School)						X
Content Manager(Department)	X		X			
Content Manager(Division)	X		X			
Content Manager(Program)			X			
Data Analyst/Administration(Department)	X					
Data Analyst/Administration(Division)	X					
Director(ETC)		X				
Help Desk(Department)		X				
Help Desk(Division)		X				
Instructional Staff(ETC)		X				
Portal User(District)					X	
Portal User(RESA)					X	
Principal(School)				X		
Regional Helpdesk Analyst(ETC)		X				
Registrar(ETC)		X				
Student Record Coordinator(District)					X	
Student Record Coordinator(RESA)					X	
Superintendent(District)						X
Superintendent(RESA)						X
Technical Staff(ETC)		X				

# Provision Matrix – Org Role Mapping

Select the Organization Role from the drop-down list on the Provision Matrix for the desired Org Role.

Default set of applications and roles will be listed for selected Org Role.

**Organization/Application Role Mapping**

Application:  Organization Role:

Application/Application Roles mapped for Organization Role: CPI Coordinator (District)

<input type="checkbox"/> CPI Legacy	CPI Coordinator (District)
<input type="checkbox"/> Georgia Testing Identifier	CPI Coordinator (Other)
<input type="checkbox"/> GSO Unit Builder	CPI Coordinator (RESA)
<input type="checkbox"/> Interactive Reports	Curriculum Director (District)
<input type="checkbox"/> Portal	Curriculum Director (Other)
<input type="checkbox"/> Security Administration	Curriculum Director (RESA)
<input type="checkbox"/> Teacher Retirement System	Data Analyst/Administration (Department)

[Close](#)

Director (Division)  
District User (District)  
Division User (Division)  
Executive Superintendent (Agency)  
Facilities Coordinator (District)  
Facilities Coordinator (Other)  
Facilities Coordinator (RESA)  
Facility Chief (Facility)  
Field Agent (Department)  
Field Agent (Division)  
Financial Administrator (Department)  
Financial Administrator (Division)  
Financial Administrator (Program)  
Financial Administrator (Unit)  
Financial Review Coordinator (District)  
Financial Review Coordinator (Other)  
Financial Review Coordinator (RESA)  
Former User (Other)

# Charter School Administrator (School) – App Role Mapping

## Organization/Application Role Mapping

☐ Application:

☒ Organization Role:

Application/Application Roles mapped for Organization Role: Charter School Administrator (School)

- ☐ 65 Percent
- ☐ CCRPI
- ☐ Consolidated Application
- ☐ COPS Planning
- ☐ CPI Legacy
  - ▶ School System User - CPI School System User
- ☐ Document Management
- ☐ EOPA
- ☐ EOPA Reports
- ☐ Facility and School 2008
- ☐ Finance
- ☐ Financial Review
- ☐ Free & Reduced Lunch
- ☐ Full Time Equivalent
- ☐ Grants Accounting
- ☐ Grants Net
- ☐ GSHS Reports
- ☐ GUIDE

# Charter School Superintendent (School) – App Role Mapping

## Organization/Application Role Mapping

☐ Application:

☒ Organization Role:

Application/Application Roles mapped for Organization Role: Charter School Superintendent (School)

☐ 65 Percent

☐ CCRPI

▸ Superintendent - CCRPI Superintendent

☐ Consolidated Application

▸ Superintendent - Application functionality for their specific system/district

☐ COPS Planning

☐ CPI Legacy

☐ Document Management

☐ EOPA

☐ EOPA Reports

☐ Facility and School 2008

☐ Finance

☐ Free & Reduced Lunch

☐ Full Time Equivalent

☐ Grants Accounting

☐ Grants Net

☐ Invoice Application

# Principal (School) – App Role Mapping

## Organization/Application Role Mapping

☐ Application:

☒ Organization Role:

Application/Application Roles mapped for Organization Role: Principal (School)

☐ 65 Percent

☐ CCRPI

▸ Principal - Principal

☐ EOPA

☐ Exceptional Students

☐ Full Time Equivalent

▸ School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.

☐ GSO Unit Builder

☐ GUIDE

☐ ITSET Survey

☐ Portal

☐ Student Class Application

☐ Student Record

☐ Teacher Class Application

☐ Technology Inventory



# Security Officer (School) – App Role Mapping

## Organization/Application Role Mapping

☐ Application:

☒ Organization Role:

Application/Application Roles mapped for Organization Role: Security Officer (School)

- ☒ GSO Unit Builder
- ☒ Portal
- ☒ Security Administration



# Common Problem – Over Provisioning

**A common issue we see on the Helpdesk is overprovisioning of a user's account, especially for Technology Coordinators and Superintendents!**

**Edit Profile**

Salutation:

First Name:  \* Required

Middle Name:

Last Name:  \* Required

Display Name:

Email Address:  \* Required

Last 4-digits of SSN:  \* Required

Birth Date:

Gender: ☒ Male ☐ Female

Phone Number:

Fax Number:

NT Login:

URL:

[Reset Passphrase](#) [View Secure Data](#)

**Application Role(s):**

- Portal - User
- Teacher Retirement System - School System User
- Interactive Reports - School System User
- Georgia Testing Identifier - dist
- Student Record - Superintendent
- AYP/NCLB - Superintendent
- AYP/NCLB - District User
- Full Time Equivalent - Superintendent
- Finance - Superintendent
- Free & Reduced Lunch - Superintendent
- Pre Identify for Testing - Superintendent
- Pre Identify for Testing - School System User
- Consolidated Application - Superintendent
- Consolidated Application - School System User
- Title Nine - View All
- Title Nine - Add/Update Current Data
- FIN\_ERROR - Superintendent
- Legacy Facilities - Superintendent
- Secondary Indicator - Superintendent
- CPI Legacy - Superintendent
- Pupil Transportation - Superintendent
- GSO Unit Builder - Unit Builder
- Exceptional Students - Superintendent
- COPS - Financial - Superintendent
- Private School Collection - District User
- Facility and School 2008 - District Contributor
- Student Profile - District User
- TitleI LEA - District Superintendent
- Focused Monitoring - District Superintendent
- Student Record Review - Superintendent
- Technology Inventory - District Approver
- Longitudinal Data System - LDS District Assessment Coordinator
- GPDCP - Coordinator
- CCRPI - Superintendent
- CCRPI - District User
- EOPA - Superintendent
- Flexible Learning Program - District Superintendent

**Organization Role(s):**

- Brooks County - Assessment Director
- Brooks County - Consolidated Application Coordinator
- Brooks County - GTID Coordinator
- Brooks County - Student Services Director
- Brooks County - Superintendent
- Brooks County - Title II/Staff Development
- Brooks County - Title IX/ Sports Equity Director

# Over Provisioning - Cause for a Multitude of Issues

- Application Errors
- Unable to Sign-Off on Collections
- District Role Identification Issues
- District Notification Issues

**Organization Role(s):** Brooks County - Assessment Director  
Brooks County - Consolidated Application Coordinator  
Brooks County - GTID Coordinator  
Brooks County - Student Services Director  
Brooks County - Superintendent  
Brooks County - Title II/Staff Development  
Brooks County - Title IX/ Sports Equity Director

**Application Role(s):** Portal - User  
Teacher Retirement System - School System User  
Interactive Reports - School System User  
Georgia Testing Identifier - dist  
Student Record - Superintendent  
AYP/NCLB - Superintendent  
AYP/NCLB - District User  
Full Time Equivalent - Superintendent  
Finance - Superintendent  
Free & Reduced Lunch - Superintendent  
Pre Identify for Testing - Superintendent  
Pre Identify for Testing - School System User  
Consolidated Application - Superintendent  
Consolidated Application - School System User  
Title Nine - View All  
Title Nine - Add/Update Current Data  
FIN\_ERROR - Superintendent  
Legacy Facilities - Superintendent  
Secondary Indicator - Superintendent  
CPI Legacy - Superintendent  
Pupil Transportation - Superintendent  
GSO Unit Builder - Unit Builder  
Exceptional Students - Superintendent  
COPS - Financial - Superintendent  
Private School Collection - District User  
Facility and School 2008 - District Contributor  
Student Profile - District User  
TitleI LEA - District Superintendent  
Focused Monitoring - District Superintendent  
Student Record Review - Superintendent  
Technology Inventory - District Approver  
Longitudinal Data System - LDS District Assessment Coordinator  
GPDCC - Coordinator  
CCRPI - Superintendent  
CCRPI - District User  
EOPA - Superintendent  
Flexible Learning Program - District Superintendent

# Questions?

## How to Get Additional Assistance:

You may contact the Technology Management Customer Support Team by using the **Help-dticket link** on the left side of the MyGaDOE Portal menu.

You may also request assistance by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center  
Georgia Department of Education

**Support Team Staff: Charles Lang, Chris Smith, Randy Jackson, Westly Roberson & Vidrine Jones**

[www.gadoe.org](http://www.gadoe.org)

   @georgiadeptofed

 youtube.com/georgiadeptofed



EDUCATING  
GEORGIA'S FUTURE

# MyGaDOE Portal iMail and Message Center

Presented by  
Chris Rivera  
GaDOE Helpdesk Manager

# MyGaDOE iMail System

The MyGaDOE iMail Messaging System is a very useful and secure way to pass sensitive data and information from districts across the internet. This should be used in lieu of sending sensitive information via regular e-mail.

To access the MyGaDOE iMail (messaging) system, log into the MyGaDOE Portal.



*Offering a holistic education to each and every child in our state.*


# MyGaDOE Portal iMail Basics

- Internal Messaging System Only
- Any User With a Portal Account Can Be Sent or Can Receive Messages
- All Messages Secure within MyGaDOE Portal
- Sensitive Data May be Shared and Transmitted when Necessary Through iMail

# Logging Into MyGaDOE Portal

To log into the Portal use your browser to navigate to the following website: <https://Portal.doe.k12.ga.us>

**MyGaDOE**



Georgia Department of Education  
Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

### Please Log In

**Username:**

**Password:**

[I forgot my passphrase!](#)

[Or sign up for an account](#)

#### Helpful links

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.



# Accessing Portal iMail

Once logged into Portal, you will be at your Portal Home Page, click on the link in the blue bar at the top of the Portal window, “You have (#) new messages.”

The screenshot shows the MyGaDOE Portal Home Page. At the top, there is a green header with the GaDOE logo on the left and a search bar with the text 'Search Districts' and a list of letters from 0-9 to A-Z. Below the search bar is a blue bar with the text 'Welcome to MyGaDOE' and links for 'Help - Dticket' and 'Online Documentation'. In the blue bar, there is a link that says 'You have (0) new messages.' with a red arrow pointing to it and the text 'User must click here'.

Below the blue bar, there is a 'Site Navigation' section with links for 'Home' and 'Logout'. To the right of 'Site Navigation' is a 'Surveys' section with a table showing 'New (0)', 'Saved (0)', 'Submitted (0)', and 'Approved (0)'. Below the table, it says 'No new surveys available' and a 'More' link. To the right of the 'Surveys' section is a 'My Favorites' section with a link for 'Online Web Resources' and a 'More' link.

Below the 'Site Navigation' section, there is a 'Polk County' section with links for 'COPS Financial', 'Data Collection', 'View Documents', 'Facility and School Registry', 'Message Center', and 'COPS Planning'. Below the 'Polk County' section, there is a user profile for 'Chris Rivera' with links for 'Account Information', 'Add to Favorites', and 'Help - Dticket'.

At the bottom of the page, there is a green footer with links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback'. To the right of the footer, it says 'Copyright © 2005-2009 Georgia Department of Education'.

Any Messages you have received will be located in your Inbox.  
Portal iMail functions just like a basic e-mail application.

To Compose a new message just click on the **Compose button** and a new message will open.

The screenshot displays the MyGaDOE email interface. At the top, there is a search bar for districts and a navigation menu with letters A-Z. A green banner reads "Welcome to MyGaDOE" with links for Help, Dticket, and Online Documentation. Below this, a blue bar indicates "You have (10) new messages." The left sidebar contains site navigation links (Home, Logout), information technology links (Documents), and user information for Chris Rivera (Account Information, Add to Favorites, Help - Dticket). The main content area is titled "SecureXchange Notification" and features a "Compose" button and action buttons like "Get Emails", "Move to Inbox", "Mark as Unread", "Move to Trash", and "Move to Folder". A search bar and pagination controls (1-20 of 6) are also present. The email list shows several notifications from the "Support Portal" with subjects like "Application Request Notification" and "Portal Access Request Notification", all dated July 12, 2017.

<input type="checkbox"/>	! Flag	From	Subject	Sent Date
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 04:55 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Portal Access Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:20 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:20 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:13 PM

The screenshot shows the 'Compose' window in the SecureXchange email client. On the left is a sidebar with a folder list: Compose, Inbox (0), Sent (0), Drafts (0), Trash (4), Notifications (7), Archive (1), and Folders. The main area has a teal header bar with the 'Compose' title and a 'Help' link. Below the header are buttons for 'Save as Draft', 'Send', 'Cancel', and 'Mark as Important'. The form includes fields for 'To', 'CC', and 'BCC', a 'Subject' field, and a 'Files' button. A 'Message' section contains a rich text editor with a toolbar for text formatting (H1, H2, H3, P, B, I, U, bulleted list, numbered list, indent, outdent) and a large text area. At the bottom are buttons for 'Save as Draft', 'Send', and 'Cancel'.

**Fill out the appropriate Subject and Message blocks just as you would a normal e-mail message.**

- To add a file attachment to your message click on the “Files” button and browse to the location of your file on your computer and select the file to add. Multiple files may be added by selecting multiple files or repeating the process.
- To add a recipient for your message click on the appropriate box (To, CC, or BCC) and a search box will appear.

Search People

First Name:

am

Last Name:

miller

Email Address :

Organization

Search

Select

Go To Page :

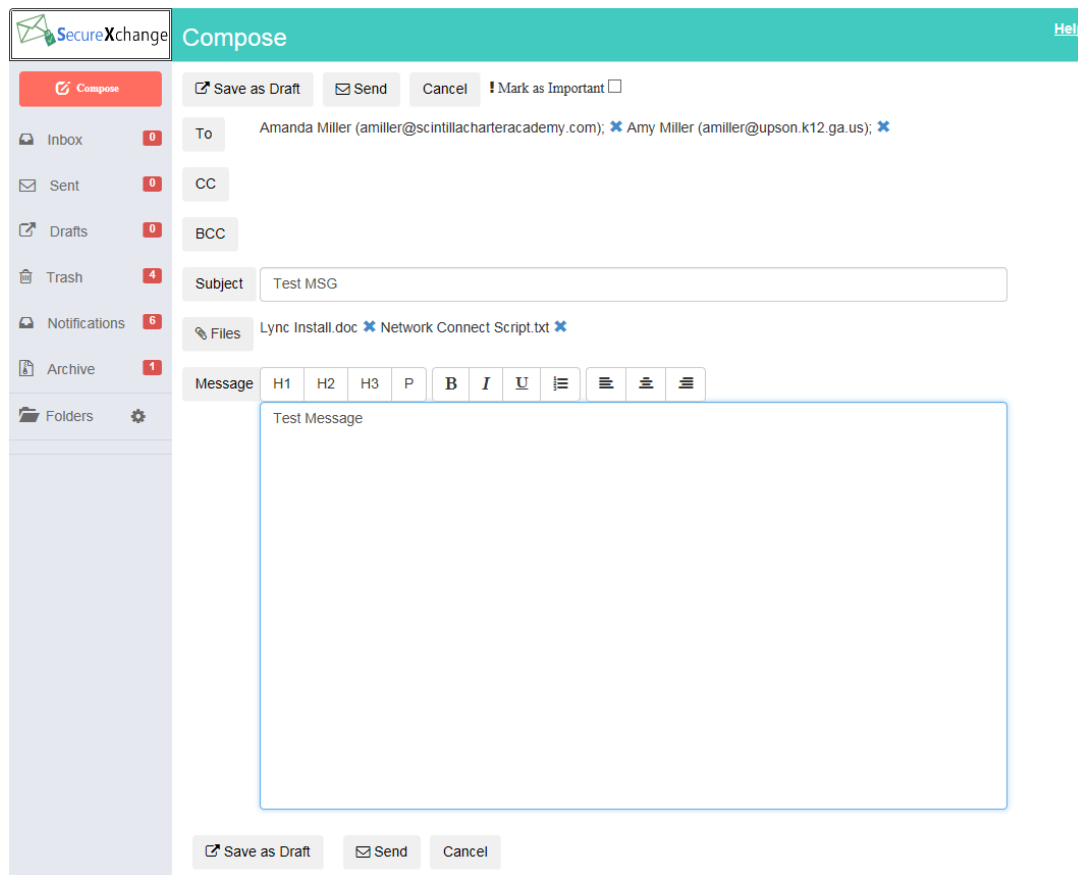
#	First Name	Last Name	Email Address	Organization
<input type="checkbox"/>	Amanda	Miller	amiller@scintillacharteracademy.com	Scintilla Charter Academy
<input type="checkbox"/>	Amy	Miller	amiller@upson.k12.ga.us	Thomaston-Upson County

Close

Select

**To search for the name and add your recipient(s) just type in the search criteria, once found check the appropriate boxes for those you would like to add. Then click on the Select button. This will add your recipients to your iMail message. To add more recipients repeat this process.**

Once you have drafted your message, added recipients, and any attachments, just click on the **Send button** at the bottom to send the message.



To open a message that has been sent to you, just  
Double click on the message.

The screenshot shows the MyGaDOE email interface. At the top, there's a search bar and a navigation menu. Below the navigation menu, there's a sidebar with links to Home, Logout, Information Technology, Documents, and Chris Rivera's account information. The main area displays a list of messages from the Support Portal. A red arrow points to the first message, 'Application Request Notification', with the text 'User must click here'.

**Site Navigation**

- Home
- Logout

**Information Technology**

- Documents

**Chris Rivera**

- Account Information
- Add to Favorites
- Help - Dticket

**Hide Navigation**

**SecureXchange Notification**


**Compose**

**Get Emails** **Move to Inbox** **Mark as Unread** **Move to Trash** **Move to Folder** **Search Mail**

1-20 of 6

<input type="checkbox"/>	! Flag	From	Subject	Sent Date
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Portal Access Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:20 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:20 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:13 PM

# The message will then appear for viewing.

 SecureXchange

Application Request Notification

[Compose](#)

[Close](#) [Reply](#) [Reply All](#) [Forward](#)

**Sent By** Support Portal

**Date and Time** 12 Jul 17 04:55 PM

**Reply To** PortalSupport@doe.k12.ga.us

**To** Chris Rivera;

**CC**

**Subject** Application Request Notification

Chris Rivera,

This email is to notify you that a request was filled out for an application over which you have request approval authority. The request details are as follows:

Requester Name: Jan NeSmith  
Requester Email Address: jnesmith@jcass.us  
Requestor Organization: Jackson County  
Requested Role: Special Education Director Add  
Requestor Organization: Jackson County  
Requested Role: Portal User Add  
Requestor Organization: Jackson County  
Requested Role: District User Add  
Application Requested: MessageCenter  
Application Role Requested: User Add.

You may respond to this request by clicking on the following link now:  
[Click here to Respond to Request.](#)

Inbox 0

Sent 0

Drafts 0

Trash 4

Notifications 6

Archive 1

Folders



# Portal Message Center

The MyGaDOE Portal Message Center is used to send important information, send reminders, and communicate upcoming events to Portal Users. Only users who have subscribed to the proper message tags will receive these messages.

To access the Portal Message Center, log into the MyGaDOE Portal.




# Portal Message Center Basics

- Important Notifications from DOE are Sent Through Message Center.
- Message Information Also Sent to User e-mail Address Listed in Portal.
- Users Can Subscribe or Unsubscribe to Message Tags to Begin or Stop Receiving Messages.
- Past Messages are Stored and Can be Viewed Within Message Center.

# Logging Into MyGaDOE Portal

To log into the Portal use your browser to navigate to the following website: <https://Portal.doe.k12.ga.us>

**MyGaDOE**



Georgia Department of Education  
Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

**Please Log In**  
-----  
**Username:**   
**Password:**   
[I forgot my passphrase!](#)   
-----  
[\*\*Or sign up for an account\*\*](#)

**Helpful links**

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.

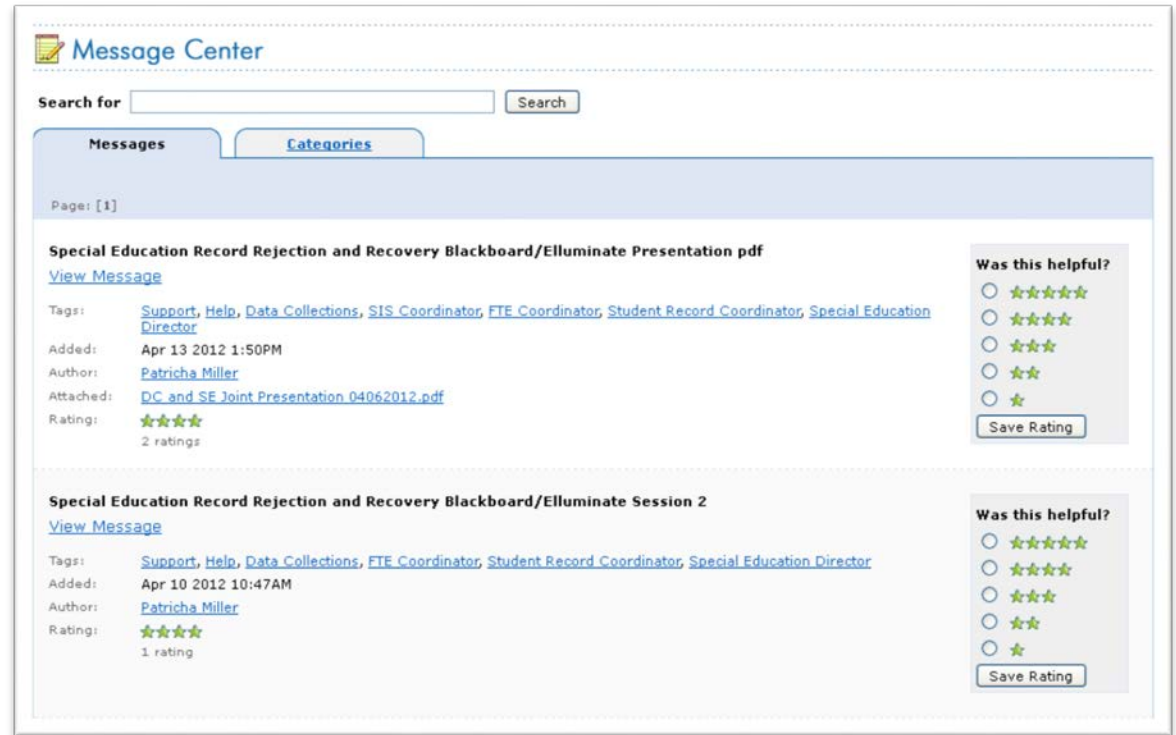
# Accessing Message Center


Once logged into Portal you will be at your Portal Home Page, click on the Message Center Link in the left-hand Navigation Pane.

The screenshot displays the MyGaDOE Portal Home Page. At the top, there is a search bar labeled "Search Districts" and a navigation menu with letters A through Z. Below this, a green banner reads "Welcome to MyGaDOE" with links for "Help - Docket" and "Online Documentation". A blue bar indicates "You have (0) new messages." The left-hand navigation pane, titled "Site Navigation", contains links for "Home", "Logout", "Polk County", "COPS Financial", "Data Collection", "View Documents", "Facility and School Registry", "Message Center", and "COPS Planning". The "Message Center" link is highlighted with a red arrow pointing to it, with the text "User must click here" overlaid. Below the navigation pane, there is a section for "Chris Rivera" with links for "Account Information", "Add to Favorites", and "Help - Docket". The main content area features a "Surveys" section with tabs for "New (0)", "Saved (0)", "Submitted (0)", and "Approved (0)", and a "My Favorites" section with a link for "Online Web Resources". The footer contains links for "Privacy Policy", "Terms of Use", "Site Requirements", and "Feedback", along with the copyright notice "Copyright © 2005-2009 Georgia Department of Education".

Within Message Center, basic information on the messages which you subscribe to will be shown in the Messages Tab:

1. Subject of Message
2. Message Tags used to send message
3. Date Created
4. Author
5. Attachments




 **Message Center**

Search for

**Messages** [Categories](#)

Page: [1]

**Special Education Record Rejection and Recovery Blackboard/Elluminate Presentation pdf**  
[View Message](#) 

Tags: [Support](#), [Help](#), [Data Collections](#), [SIS Coordinator](#), [FTE Coordinator](#), [Student Record Coordinator](#), [Special Education Director](#)

Added: Apr 13 2012 1:50PM

Author: [Patricha Miller](#)

Attached: [DC and SE Joint Presentation 04062012.pdf](#)

Rating: ★★★★★  
2 ratings

Was this helpful?  
☐ ★★★★★  
☐ ★★★★☆  
☐ ★★★☆☆  
☐ ★★☆☆☆  
☐ ★☆☆☆☆

**Special Education Record Rejection and Recovery Blackboard/Elluminate Session 2**  
[View Message](#)

Tags: [Support](#), [Help](#), [Data Collections](#), [FTE Coordinator](#), [Student Record Coordinator](#), [Special Education Director](#)

Added: Apr 10 2012 10:47AM

Author: [Patricha Miller](#)

Rating: ★★★★★  
1 rating

Was this helpful?  
☐ ★★★★★  
☐ ★★★★☆  
☐ ★★★☆☆  
☐ ★★☆☆☆  
☐ ★☆☆☆☆

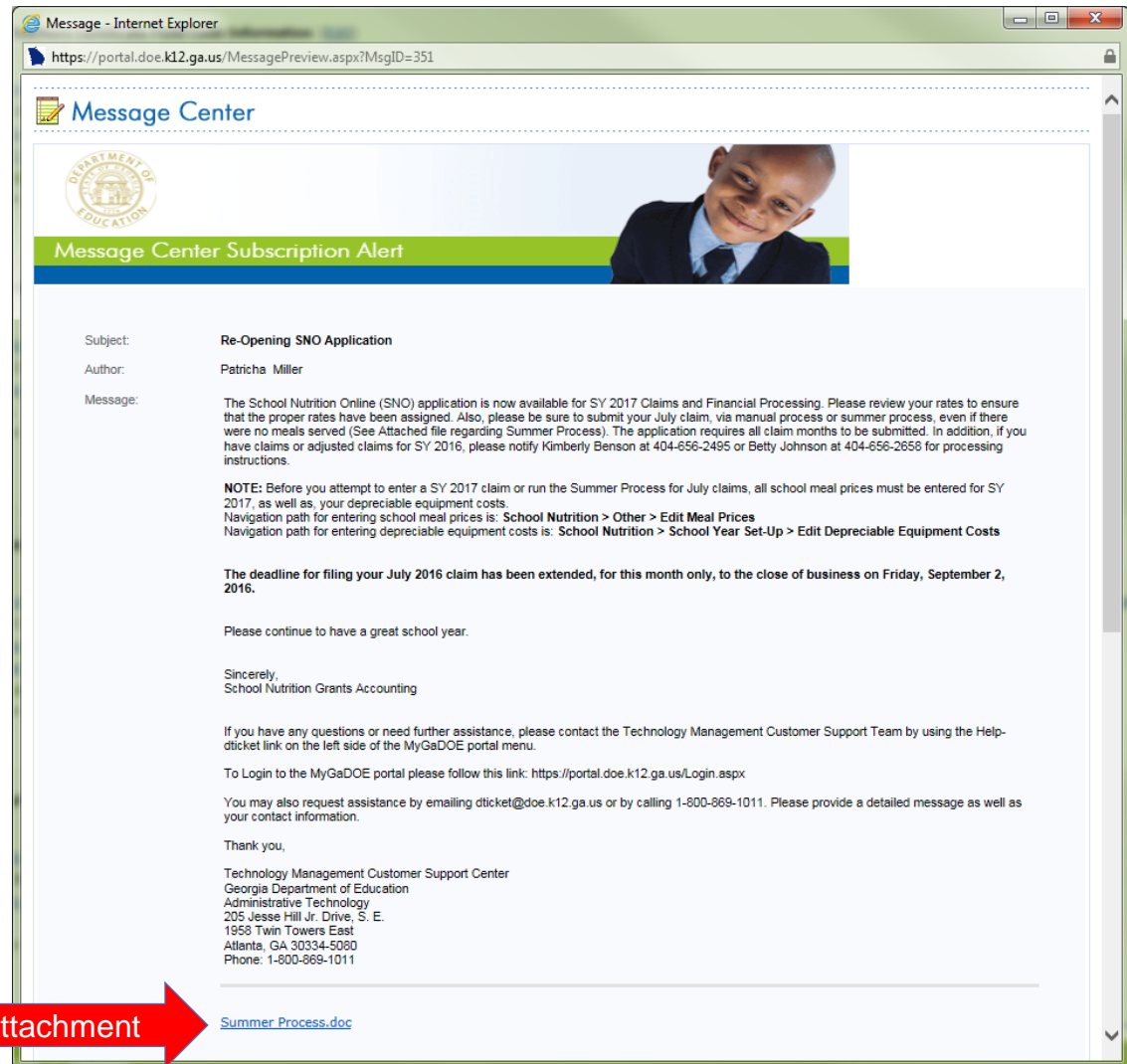
To view a message, scroll to or page through to the desired message and click on the **View Message** link.

Note: Most recent messages will appear at the top by default.

**The message will appear in a new browser window for viewing.**

**Any attachments can be opened by clicking on the attachment link at the bottom of the message.**

**If you are not receiving appropriate messages via e-mail or cannot view them within Message Center, you need to subscribe to the appropriate Message Tags within Message Center.**



**Click here to open Attachment**



# Subscribing to Message Tags

**Message Center**

Search for


**Messages** **Categories**

**Please Note:** To receive email notifications when a new message has been posted in a category, check desired categories and click the 'Save Preferences/Subscribe' button. By subscribing, you are also setting these categories as your preferred messages. Only preferred messages will then appear in the 'Messages' tab.


<b>Accountability</b> Total: 0	<b>Audience</b> Total: 0	<b>Communications</b> Total: 0
<p><b>Category Tags:</b> <a href="#">AYP (Adequate Yearly Progress)</a>, <a href="#">NCLB</a>, <a href="#">Principal Access</a>, <a href="#">Report Card</a>, <a href="#">Student Achievement</a></p> <p><input type="checkbox"/> <b>Subscribe</b></p>	<p><b>Category Tags:</b> <a href="#">Assessment Director</a>, <a href="#">Charter School Administrator</a>, <a href="#">Charter School Superintendent</a>, <a href="#">Consolidated Application Coordinator</a>, <a href="#">Content Manager</a>, <a href="#">CPI Coordinator</a>, <a href="#">Curriculum Director</a>, <a href="#">Facilities Coordinator</a>, <a href="#">Financial Review Coordinator</a>, <a href="#">FTE Coordinator</a>, <a href="#">GC District Administrator</a>, <a href="#">Gifted Director</a>, <a href="#">Grants Management Preparer</a>, <a href="#">Grants Management Submitter</a>, <a href="#">GTID Coordinator</a>, <a href="#">Media Coordinator</a>, <a href="#">Migrant Coordinator</a>, <a href="#">PCGenesis System Administrator</a>, <a href="#">Principal</a>, <a href="#">School Nutrition Coordinator</a>, <a href="#">School Nutrition Director</a>, <a href="#">Security Officer</a>, <a href="#">SIS Coordinator</a>, <a href="#">SN Supervisor</a>, <a href="#">Special Ed Staff</a>, <a href="#">Special Education Director</a>, <a href="#">Student Record Coordinator</a>, <a href="#">Student Services Director</a>, <a href="#">Superintendents</a>, <a href="#">TAADRA Coordinator</a>, <a href="#">Technology Coordinator</a>, <a href="#">Title I Director</a>, <a href="#">Title I LFA Coordinator</a>, <a href="#">Title II/Staff Development</a>, <a href="#">Title III/ESOL Coordinator</a>, <a href="#">Title IX/ Sports Equity Director</a>, <a href="#">Transportation Director</a></p> <p><input type="checkbox"/> <b>Subscribe</b></p>	<p><b>Category Tags:</b> <a href="#">District Communication</a>, <a href="#">Kathy Cox</a>, <a href="#">Newsletter</a>, <a href="#">Official DOE Communication</a>, <a href="#">Press Release</a>, <a href="#">School Communication</a>, <a href="#">School Nutrition Messaging</a></p> <p><input type="checkbox"/> <b>Subscribe</b></p>
<b>Curriculum and Instruction</b> Total: 0	<b>Finance and Business Operations</b> Total: 0	<b>Help Desk</b> Total: 0
<p><b>Category Tags:</b> <a href="#">Career, Technical, &amp; Agricultural Education</a>, <a href="#">Curriculum &amp; Instructional Services</a>, <a href="#">Exceptional Students</a>, <a href="#">Innovative Academic Programs</a>, <a href="#">Testing</a></p>	<p><b>Category Tags:</b> <a href="#">Accounting Services</a>, <a href="#">Budget</a>, <a href="#">Facilities</a>, <a href="#">Financial Review</a>, <a href="#">Internal Support</a>, <a href="#">School and Community Nutrition</a>, <a href="#">Transportation</a></p>	<p><b>Category Tags:</b> <a href="#">Ask DOE</a>, <a href="#">Ticket</a>, <a href="#">Help</a>, <a href="#">Network</a>, <a href="#">Portal</a>, <a href="#">Student Information System</a>, <a href="#">Support</a>, <a href="#">Technology</a></p>

To change your current subscriptions in Message Center, go into message Center and click on the **Categories Tab**.

A list of Message Tags (categories) will appear. Scroll to the appropriate grouping of categories and click on the “+” sign next to the Subscribe link.

 **Audience**  
Total: 0

**Category Tags:** [Consolidated Application Coordinator](#), [CPI Coordinator](#), [Curriculum Director](#), [Facilities Coordinator](#), [Financial Review Coordinator](#), [FTE Coordinator](#), [PCGenesis System Administrator](#), [Principal](#), [School Nutrition Coordinator](#), [Security Officer](#), [SIS Coordinator](#), [Student Record Coordinator](#), [Superintendents](#), [Technology Coordinator](#), [Title I Director](#)

☐  Subscribe ([Subscribers](#))

☒ Superintendents ([Subscribers](#))

☐ Curriculum Director ([Subscribers](#))

☐ Facilities Coordinator ([Subscribers](#))

☐ Principal ([Subscribers](#))

☐ SIS Coordinator ([Subscribers](#))

☒ Security Officer ([Subscribers](#))

☐ Technology Coordinator ([Subscribers](#))

☐ Title I Director ([Subscribers](#))

☐ School Nutrition Coordinator ([Subscribers](#))

☒ FTE Coordinator ([Subscribers](#))



To **BEGIN** receiving messages sent with the relevant message tags, select the check box next to the appropriate message tag(s).

To **STOP** receiving messages sent with the relevant message tags, uncheck the box next to the appropriate message tag(s).





Once you have made all your desired changes, scroll to the bottom of the screen and click on the **“Save Preferences/Subscribe”** to save your changes.

 <b><u>Teacher and Student Support</u></b> Total: 0  Category Tags: <a href="#">Learning Support</a> , <a href="#">Other Title Programs</a> , <a href="#">Professional Learning</a> , <a href="#">School Improvement</a> , <a href="#">Teacher Quality</a> , <a href="#">Title I</a>  <input checked="" type="checkbox"/> ➔ Subscribe ( <a href="#">Subscribers</a> )	 <b><u>Technology</u></b> Total: 0  Category Tags: <a href="#">Application Development</a> , <a href="#">Data Collections</a> , <a href="#">ETTC</a> , <a href="#">Instructional Technology</a> , <a href="#">Internal Technology</a> , <a href="#">PCGenesis</a> , <a href="#">Quality Assurance</a>  <input checked="" type="checkbox"/> ➔ Subscribe ( <a href="#">Subscribers</a> )
<div>Save Preferences/Subscribe</div> <div>← User must click here</div>	

You will be returned to the Messages tab within the Message Center window. You will now have access to view any past messages sent with message tags you are currently subscribed to.

Note the message tags used in the message presented in the screenshot below; **Support, Help, Data Collections, SIS Coordinator, FTE Coordinator, Student Records Coordinator, Special Education Director**. These are the tags the author of the message chose when drafting and publishing these messages.

The screenshot displays the 'Message Center' interface. At the top, there is a search bar with the text 'Search for' and a 'Search' button. Below this, there are two tabs: 'Messages' (selected) and 'Categories'. The main content area shows a list of messages. The first message is titled 'Special Education Record Rejection and Recovery Blackboard/Elluminate Presentation pdf' and has a 'View Message' link. Its tags are 'Support, Help, Data Collections, SIS Coordinator, FTE Coordinator, Student Record Coordinator, Special Education Director'. It was added on 'Apr 13 2012 1:50PM' by 'Patricha Miller' and has an attached file 'DC and SE Joint Presentation 04062012.pdf'. The rating is '4 stars' (4 out of 5 stars) with '2 ratings'. To the right of the message is a 'Was this helpful?' section with a radio button and five stars, and a 'Save Rating' button. The second message is titled 'Special Education Record Rejection and Recovery Blackboard/Elluminate Session 2' and also has a 'View Message' link. Its tags are 'Support, Help, Data Collections, FTE Coordinator, Student Record Coordinator, Special Education Director'. It was added on 'Apr 10 2012 10:47AM' by 'Patricha Miller' and has a rating of '4 stars' (4 out of 5 stars) with '1 rating'. To the right of this message is also a 'Was this helpful?' section with a radio button and five stars, and a 'Save Rating' button.

# Questions?

## How to Get Additional Assistance:

You may contact the Technology Management Customer Support Team by using the **Help-dticket link** on the left side of the MyGaDOE Portal menu.

You may also request assistance by emailing [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center  
Georgia Department of Education

**Support Team Staff: Charles Lang, Chris Smith, Randy Jackson, Westly Roberson & Vidrine Jones**

[www.gadoe.org](http://www.gadoe.org)

   @georgiadeptofed

 [youtube.com/georgiadeptofed](https://youtube.com/georgiadeptofed)



EDUCATING  
GEORGIA'S FUTURE

# **State Charter Schools Commission**

## **New School Orientation**

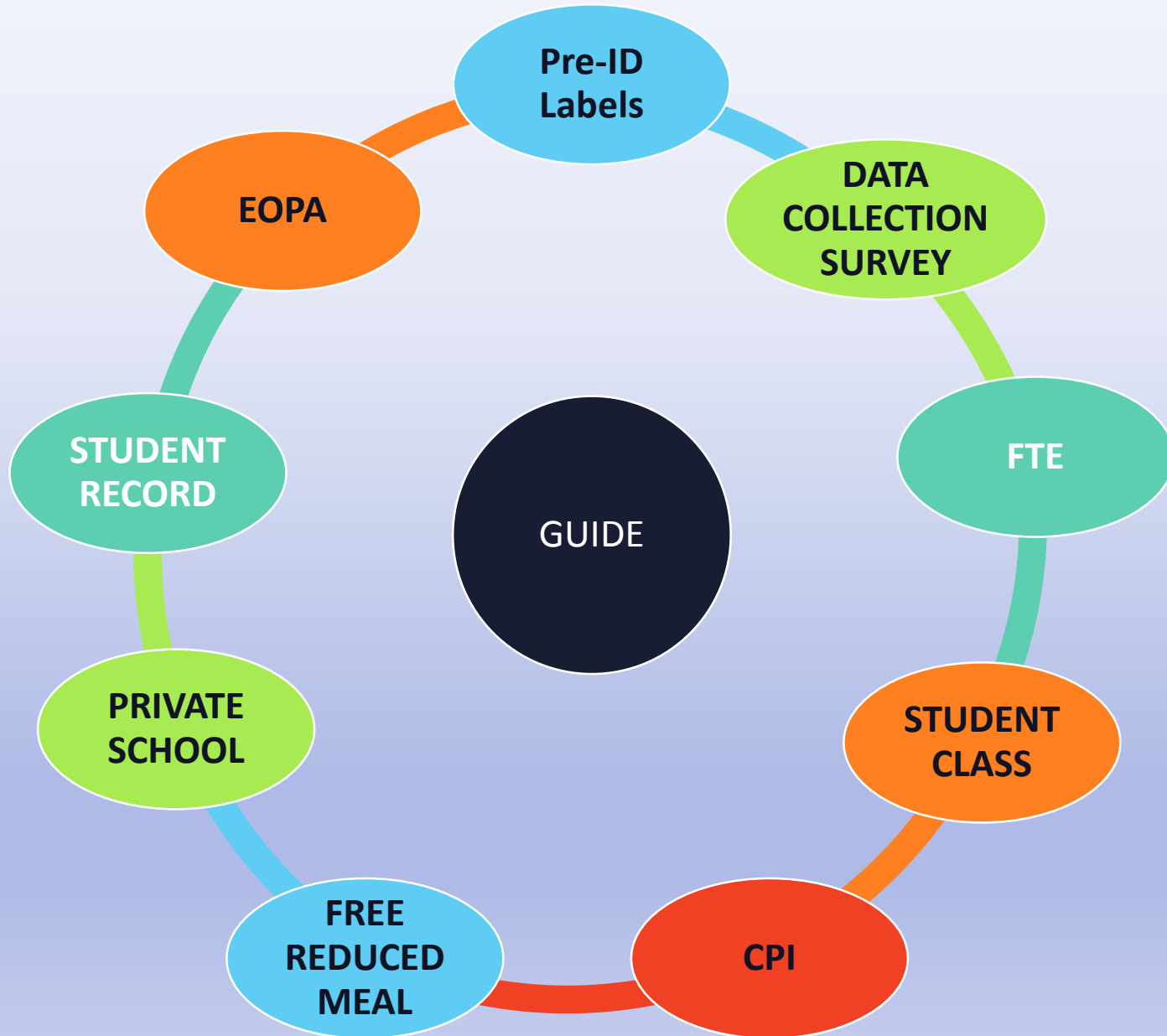
### **Data Collections Overview**

**July 15, 2020**

**Kathy Aspy**

**Data Collections and Reporting Manager**

# Data Collections Overview



# State Reporting

## Main Points

- SCSC schools participate in all collections, except the Private School data collection. Participation in EOPA is determined by grade levels.
- Several collections occur more than once during the school year (cycles).
- Most of them have a check to verify student identity data using a unique student identifier, GTID.
- Verify student schedules are accurate and complete. ***Incomplete or inaccurate schedules can impact funding, accountability, federal reporting, program reviews, etc.***

# Demo

- Walk through

Data Collections Documentation

Start at [gadoe.org](http://gadoe.org)

Select Data & Reporting

Select Data Collection Documentation



# DOCUMENTATION

Start at gadoe.org

Select Data & Reporting

Select Data Collection Documentation

Getting Started

Where are you going to go  
for presentations on the  
Data Collections?

Here

The screenshot shows the GaDOE website with the following elements:

- Browser Address Bar:** [gadoe.org/Technology-Services/Data-Collections/Pages/-FY2021-Data-Collections-and-Reporting.aspx](https://gadoe.org/Technology-Services/Data-Collections/Pages/-FY2021-Data-Collections-and-Reporting.aspx)
- Taskbar:** Includes icons for Apps, google.com, Google, Georgia Department of Education, timesheets, CRs, Portal login, Travis' Team CRs.xlsx, state, and SAO Employee.
- GaDOE Logo:** Georgia Department of Education logo with the name "Richard Wooten" to its right.
- Navigation Bar:** Offices & Divisions - Programs & Initiatives - Data & Reporting - Learning & Curriculum - State Board & Policy - Finance
- Breadcrumbs:** Home → Technology Services → Technology Services → Data Collections
- Left Sidebar (Data Collection Documentation):**
  - General Information
  - Data Collection Documentation
  - Data Collection Overview
  - Data Conference
  - GaDOE Guidelines for Extracting Names
  - Georgia Student Data Privacy, Accessibility, and Transparency Act
  - Records Retention
  - School Count by Type
- Main Content Area:**
  - FY2021 Data Collections and Reporting**
  - Data Collection Documentation**
    - Certified/Classified Personnel Information (CPI)
    - End of Pathway Assessment (EOPA)
    - Free/Reduced Price Meal Eligibility
    - Full-Time Equivalent (FTE) / FTE Data Survey
    - GUIDE (Georgia Unique Identifier for Education)
    - Pre-ID Labels
    - Private School
    - Student Class
    - Student Record
    - 'New Coordinator' Documentation

# DOCUMENTATION

- Become familiar with the **LAYOUTS** (map of data elements)

portal.doe.k12.ga.us/FTEMainMenu.aspx?oid=46028

Apps google.com - Goog... Google Georgia Departmen... timesheets CRs Portal login Travis' Team CRs.xlsx state SAO Employee Self..

Search Districts 0-9 A B C D E F G H I J K L M N

**GaDOE**  
Georgia Department of Education

You have (1529) new messages.

Site Navigation  
Home  
Logout

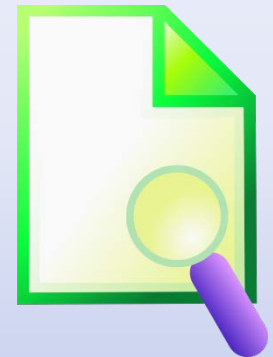
Information Technology  
Data Collection  
FTE  
CCRPI

Kathy Aspy  
Account Information  
Add to Favorites  
Help Desk Portal

Transmission on 07/13/2020 02:42:34 pm [click here to print](#)

Georgia Department of Education  
Full Time Equivalent (FTE ) FTE Transmission Period

Transmission Period	
Transmission Cycles	Current Documentation
<a href="#">FTE2020-3</a>	<ul style="list-style-type: none"><li>FTE File Layout</li><li>FTE Updates</li><li>FY2021 Data Collection FAQs <b>NEW</b></li></ul>
<a href="#">FTE2020-1</a>	
<a href="#">FTE2019-3</a>	
<a href="#">FTE2019-1</a>	
<a href="#">FTE2018-3</a>	
<a href="#">FTE2018-1</a>	
<a href="#">FTE2017-3</a>	
<a href="#">FTE2017-1</a>	



- What is to be reported
- How the data is laid out in the file/extract
- Learn additional information using the **DATA ELEMENT DETAIL** (data dictionary)
- Print out the **Transmission Dates** and post it as a reminder of your deadlines
- Other documents, pertinent to the application, are also posted on this web page

## GUIDE

---

### WHAT

**GUIDE is the GADOE application that contains all student identity information. During every student data collection, the records sent by a district are validated against the GUIDE application to make sure the data being collected for the student is correct.**

### WHY

**GUIDE is used to generate the unique 10-digit ID that is used to identify a student for all of the years a student is in public education in Georgia. This 10-digit GTID (GA Testing ID) is only used in PK-12 education. The GTID is the key to the state longitudinal data system (SLDS). The State Board of Education (SBOE) has passed a rule that says the Department of Education (DOE) shall provide an electronic data system for the creation, tracking, and maintenance of the GTID. GUIDE fulfills the requirements of State Board Rule [160-5-1-.07 STUDENT AND STAFF DATA COLLECTIONS](#).**

### WHEN

**GUIDE is available 24/7 with the exception of the first two weeks of July.**

# Training Your New Data Coordinator

## Getting Started

Where are you going to go for presentations on the GUIDE application?

Here

The screenshot shows the GaDOE website at the URL [gadoe.org/Technology-Services/Data-Collections/Pages/-FY2021-Data-Collections-and-Reporting.aspx](https://gadoe.org/Technology-Services/Data-Collections/Pages/-FY2021-Data-Collections-and-Reporting.aspx). The page features a green navigation bar with links to various departments. A sidebar on the left contains a menu with the following items: General Information, Data Collection Documentation, Data Collection Overview, Data Conference, GaDOE Guidelines for Extracting Names, Georgia Student Data Privacy, Accessibility, and Transparency Act, Records Retention, and School Count by Type. The main content area is titled 'FY2021 Data Collections and Reporting' and includes a section for 'Data Collection Documentation' with a list of topics: Certified/Classified Personnel Information (CPI), End of Pathway Assessment (EOPA), Free/Reduced Price Meal Eligibility, Full-Time Equivalent (FTE) / FTE Data Survey, GUIDE (Georgia Unique Identifier for Education), Pre-ID Labels, Private School, Student Class, Student Record, and 'New Coordinator' Documentation.

General Information

Data Collection Documentation

Data Collection Overview

Data Conference

GaDOE Guidelines for Extracting Names

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

### FY2021 Data Collections and Reporting

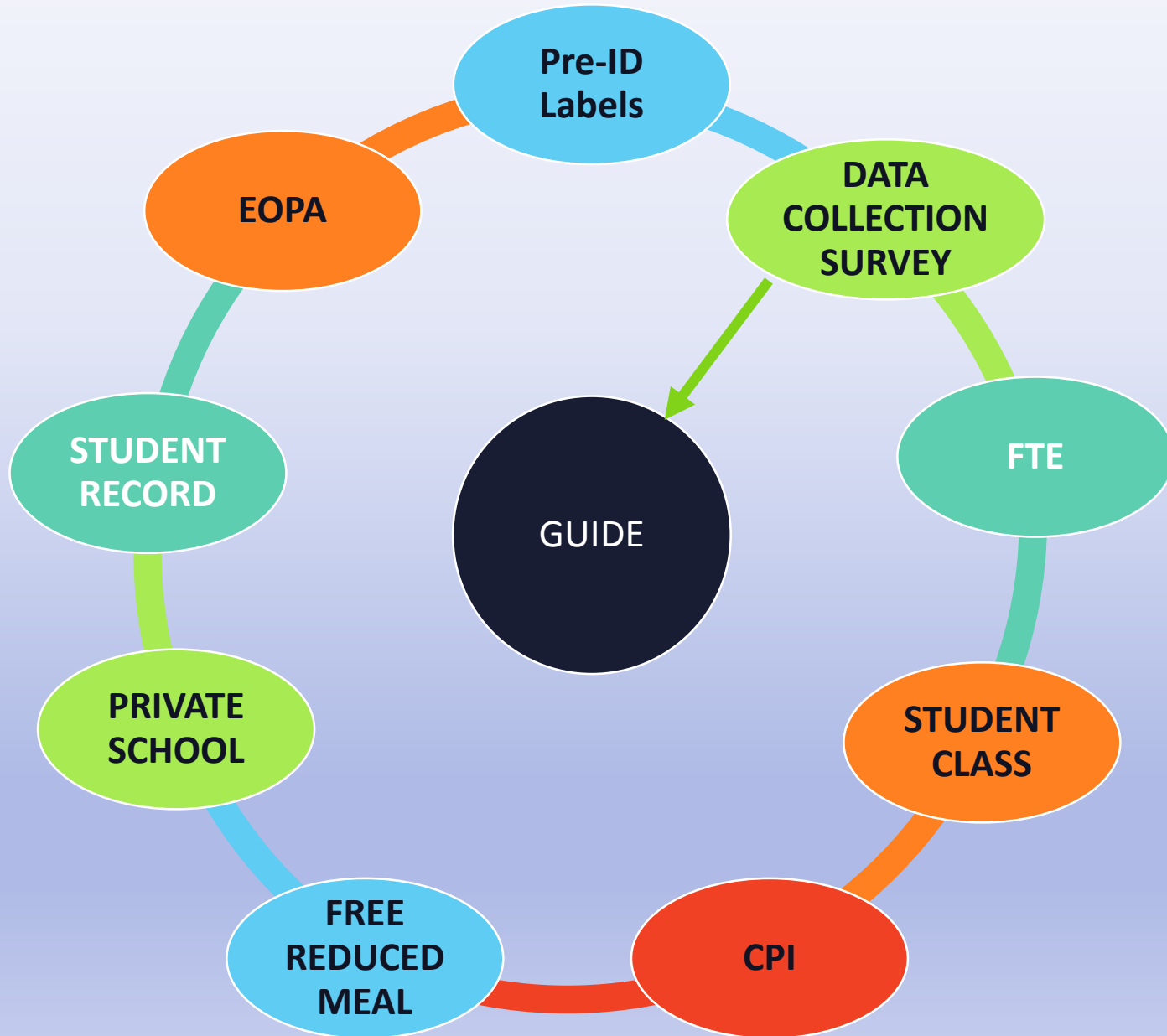
#### Data Collection Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- 'New Coordinator' Documentation

Where are you going to go for documentation on the GUIDE application?

Here

# Overview of Data Collections



# DATA COLLECTION SURVEY

---

## WHAT

The Data Collection Survey collects general data used to support other data collections. The Data Collection Survey is completed annually preceding FTE Cycle 1.

## WHY

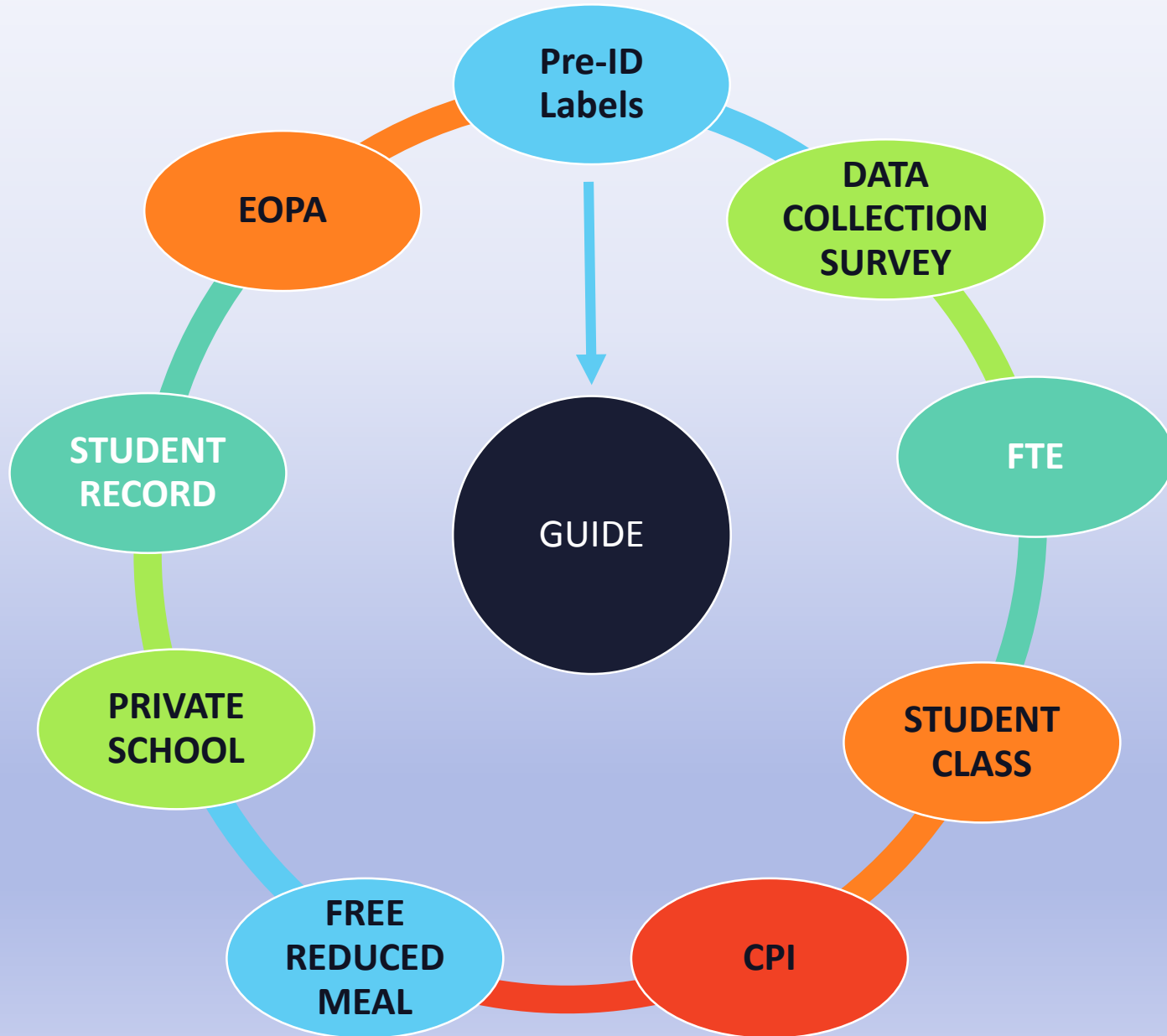
The Data Collection Survey must be completed by the district prior to beginning FTE Cycle 1 of the current school year. Failure to complete the Data Collection Survey will prevent the district from starting FTE Cycle 1.

## WHEN

The survey application is available from now to the end August - prior to FTE Cycle 1 and appears on the Portal main menu.

**THE DISTRICT'S FTE COORDINATOR MUST SIGN OFF ON THE FTE DATA SURVEY IN ORDER TO BEGIN SUBMITTING DATA FOR FTE CYCLE 1**

# Overview of Data Collections



## PRE-ID LABELS

### WHAT

The Pre-ID data collection is designed to help school systems report accurate demographic and program data on selected state-mandated assessments. Data collected through the Pre-ID data collection is used to match the student records (like Student Class, FTE, and Student Record) to the test taken by the same student.

### WHY

1. To increase the percentage of test records automatically matched to Student Record data
2. To reduce manual matching to Student Record data
3. To reduce demographic errors from bubble sheets (almost all are now online)

### WHEN

**Cycle 1 – Mid August** (GKIDS data is now uploaded directly to the vendor.) You should get instructions from the GaDOE Assessment Department on how to upload this data.

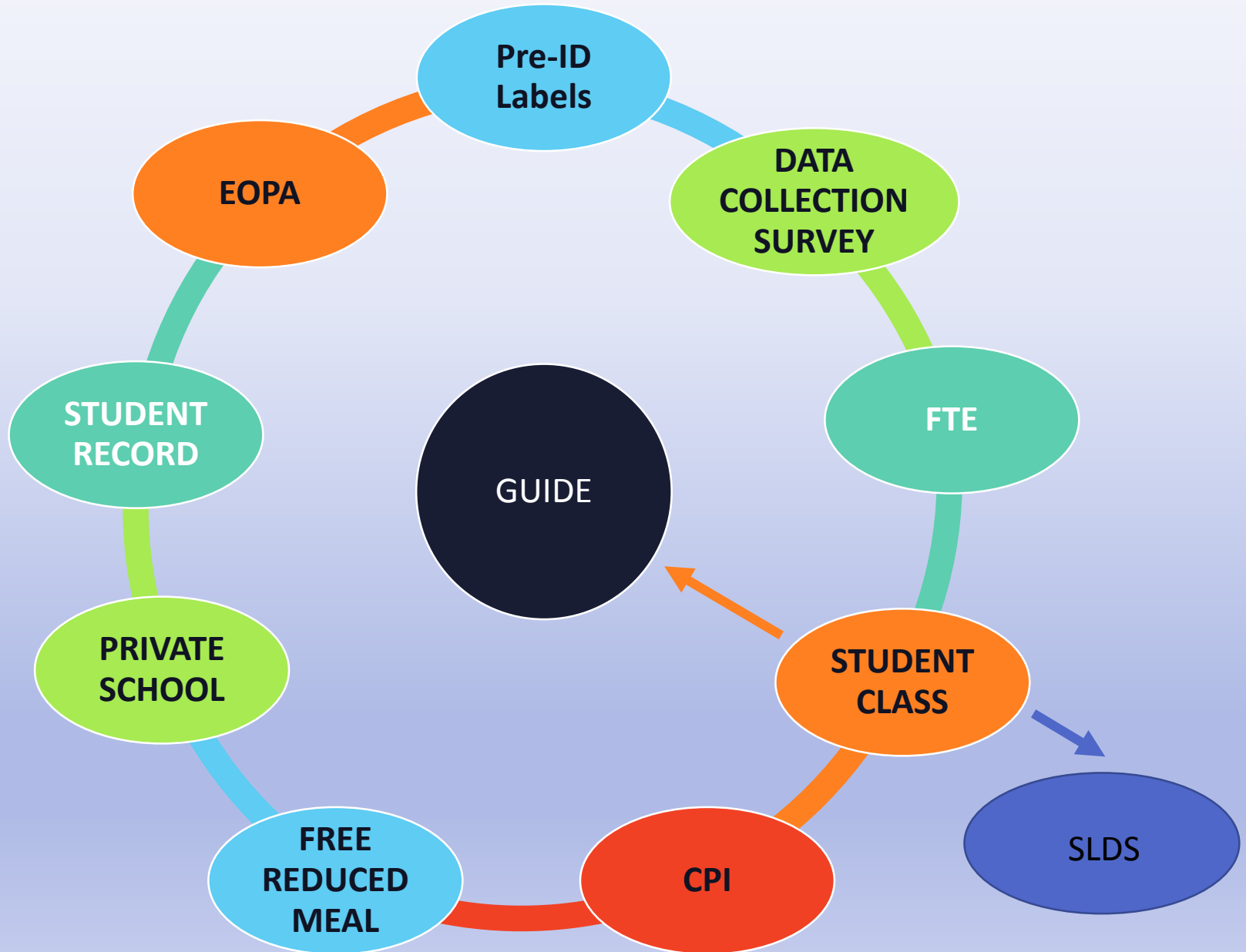
**Cycle 2 – September** (EOC tests)

**Cycle 3 – January** (EOC and Milestones tests)

**Requires sign off by Coordinator even if no data is submitted**



# Overview of Data Collections



## STUDENT CLASS

---

### WHAT

Student Class is a data collection of student schedules. Student Class (data) is used for Student Course Profile/SLDS and for completed course information. The Student Class collection links students and teachers to a class.

### WHY

- Student Class data is used for the Student Course Profile portion of SLDS.
- At the end of the school year, course information is used by all program areas.

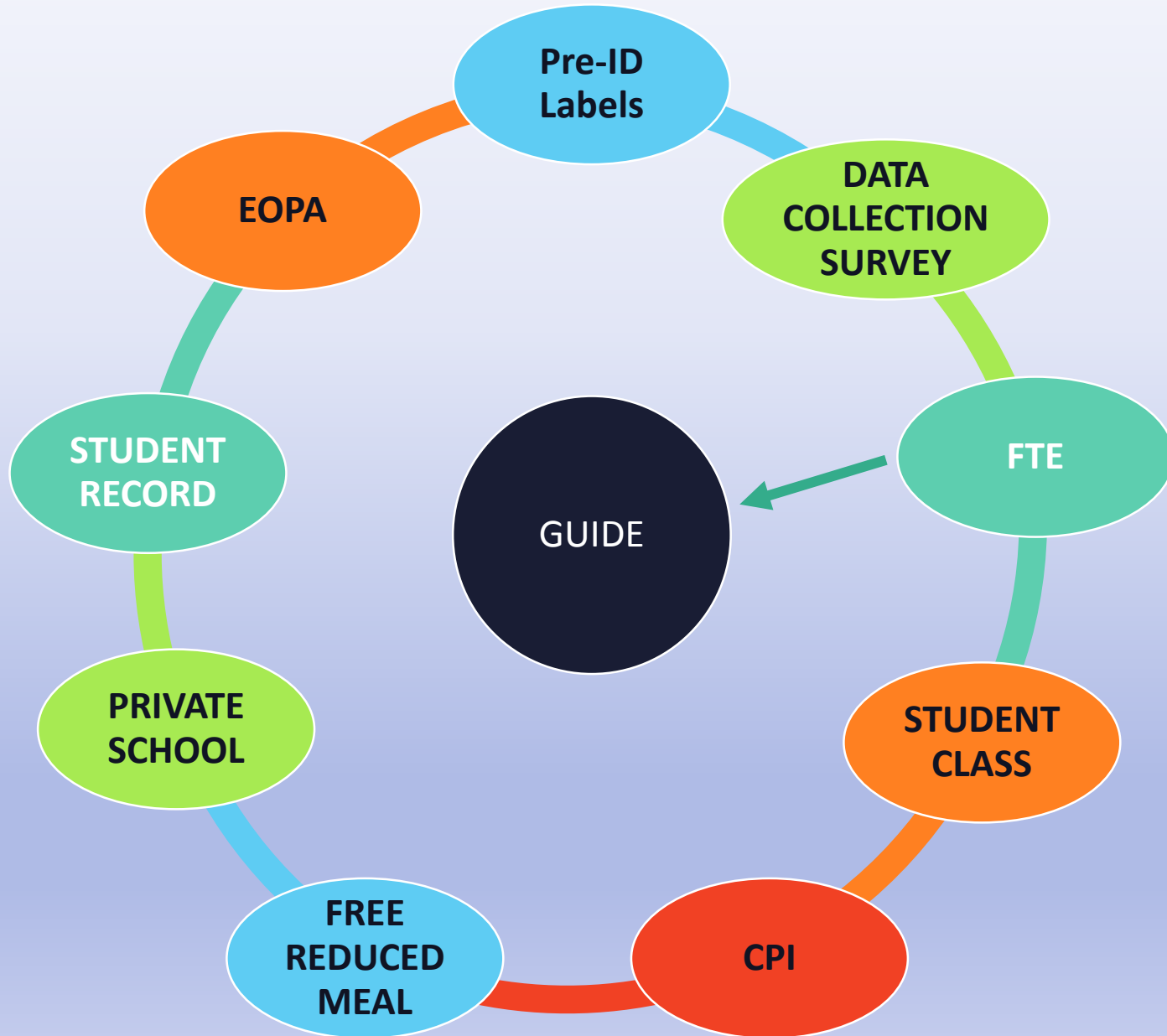
### WHEN

The Student Class collection runs concurrently with both FTE collections in:

- ☐ October
- ☐ March/April
- ☐ June

**REQUIRE SUPERINTENDENT SIGN OFF**

# Overview of Data Collections



---

## FULL TIME EQUIVALENT (FTE)

### WHAT

Data collected for state funding that is based on student enrollment and education services provided by local school systems to students. FTE is a “snapshot” of services regularly scheduled to be provided on a specific date.

### WHY

The Quality Basic Education (QBE) Act *requires* local school systems to report student enrollment in terms of Full-Time Equivalent (FTE) students. State funding for the operation of instructional programs are generated from FTE data reported by local school systems.

### WHEN

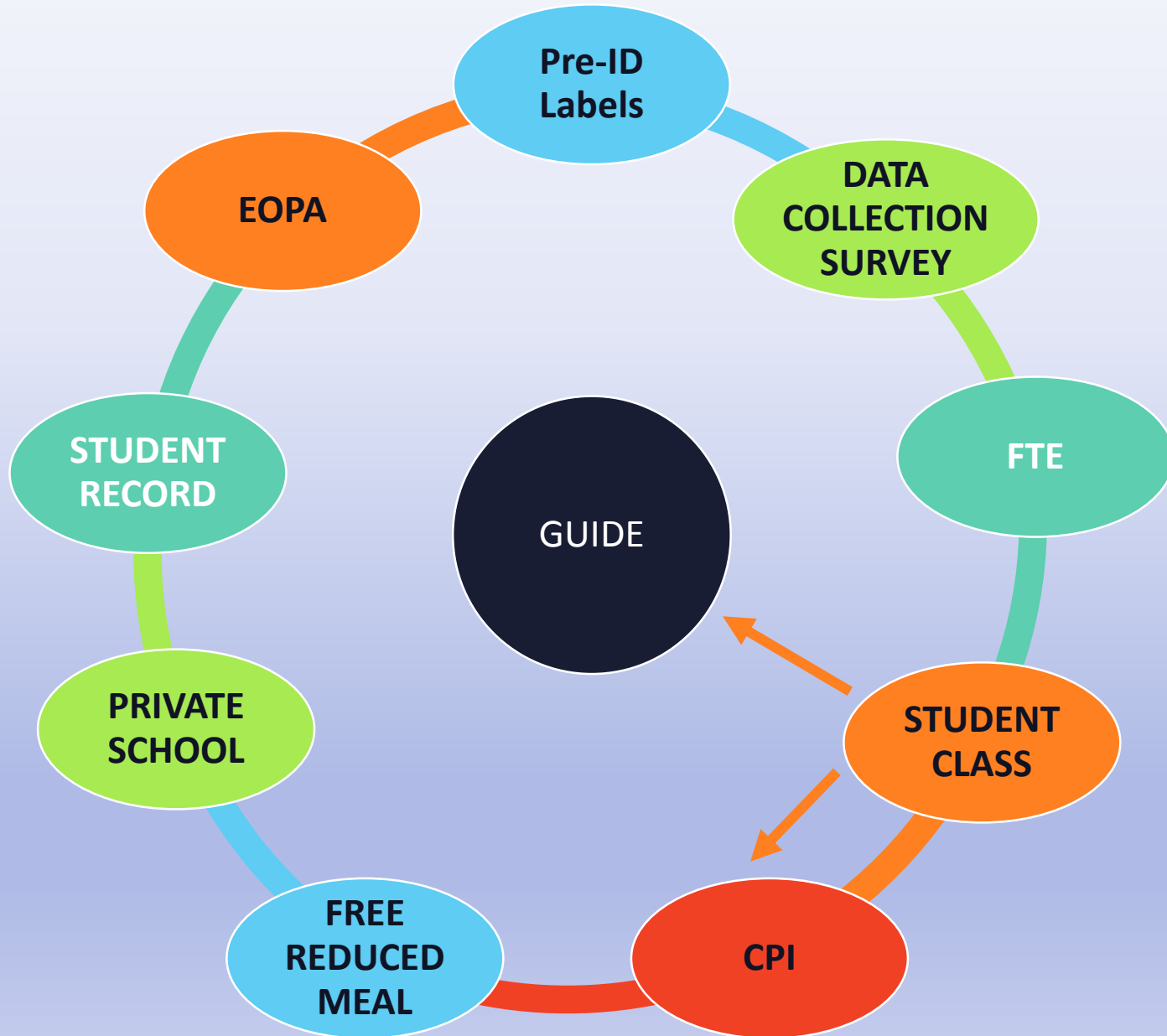
O.C.G.A. 20-2-160: The initial enrollment count shall be made after October 1 but prior to November 17 and the final enrollment count after March 1 but prior to May 1. The report shall indicate the student’s specific assigned program for each one-sixth segment of the school day on the designated reporting date.

Collections:

- ☐ Cycle 1 – First Tuesday in October (*Active and Withdrawn Students*)
- ☐ Cycle 3 – First Thursday in March (*Active Students only*)

**REQUIRES SUPERINTENDENT SIGN OFF**

# Overview of Data Collections



## CERTIFIED/CLASSIFIED PERSONNEL INFORMATION (CPI)

---

### WHAT

CPI is a collection for the reporting of certified and classified personnel based on their role within the district. Includes everyone employed by the school system - except board members and short-term substitutes.

### WHY

- Provide state funding for certified staff (Training and Experience – T&E)
- Data used by Georgia Professional Standards Commission (PSC) and DOE's TKES/LKES (Teacher and Leader Keys Effectiveness System) department for 'Professionally Qualified' determination required by ESSA (Every Student Succeeds Act)

### WHEN

Collection Cycles:

- ☐ Cycle 1 – October
- ☐ Cycle 2 – March
- ☐ Cycle 3 – July (personnel leave report)

**REQUIRES SUPERINTENDENT SIGN OFF**

## FREE and REDUCED MEAL ELIGIBILITY

---

### WHAT

The Free and Reduced Meal data collection is an annual reporting process that collects information on the percentage of students eligible for free and/or reduced meals at a school.

*(No student level data is submitted)*

### WHY

The data is used for many reporting purposes, including (but not limited to): The National Direct Teacher Loan Cancellation Program; the Telecommunications Act Discount Rate; Competitive Grant Awards.

### WHEN

☐ November

**All districts must sign off. If you don't have a meal program, you can sign off on all zeros.**

# Private X School

## WHAT

The number of students that live within your geographic area that are not attending public school, they are attending a private school.

## WHY

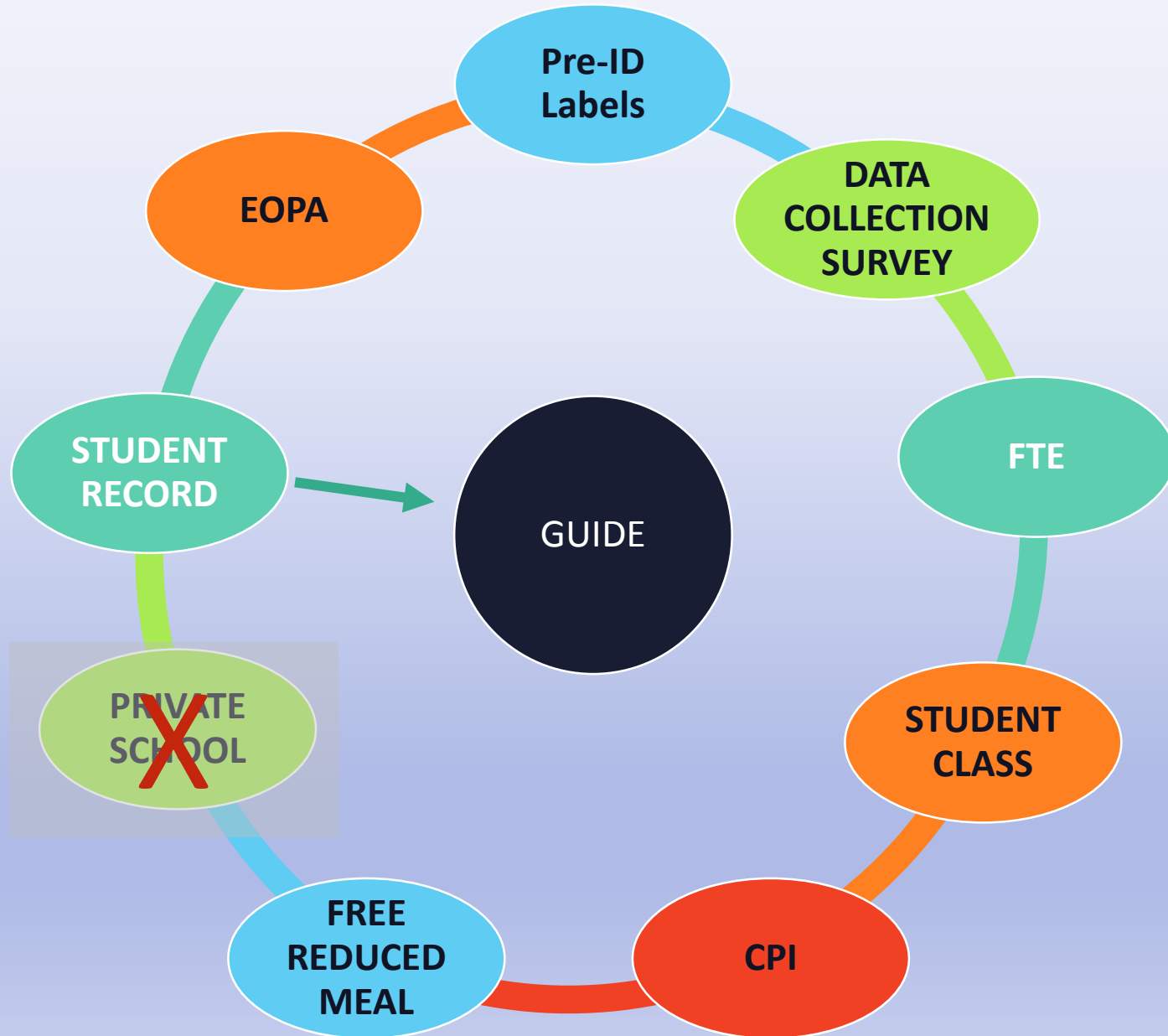
Only for school districts with an assigned population by geographic area.

## WHEN

NO sign off for charter school districts.



# Overview of Data Collections



## STUDENT RECORD (SR)

### WHAT

Student Record provides a year-end, cumulative record of student program participation and various activities for the fiscal year.

### WHY

Data reported in Student Record is used for SLDS, is included in the CCRPI determination process, and appears on the state report card. Student Record data is also sent to the U.S. DOE for federal reporting, is used for program audits and monitoring; is subject to open records requests; and is part of cumulative data for public consumption.

### WHEN

Collection Cycle:

- ☐ Cleansing begins: February  
Ends: December
- ☐ Data Collection begins: February  
Ends: June

**REQUIRES SUPERINTENDENT SIGN OFF**

## END OF PATHWAY ASSESSMENT (EOPA)

---

### WHAT

End of Pathway Assessment collects assessment data for pathway completers related to technical skill attainment based on industry validated standards.

### WHY

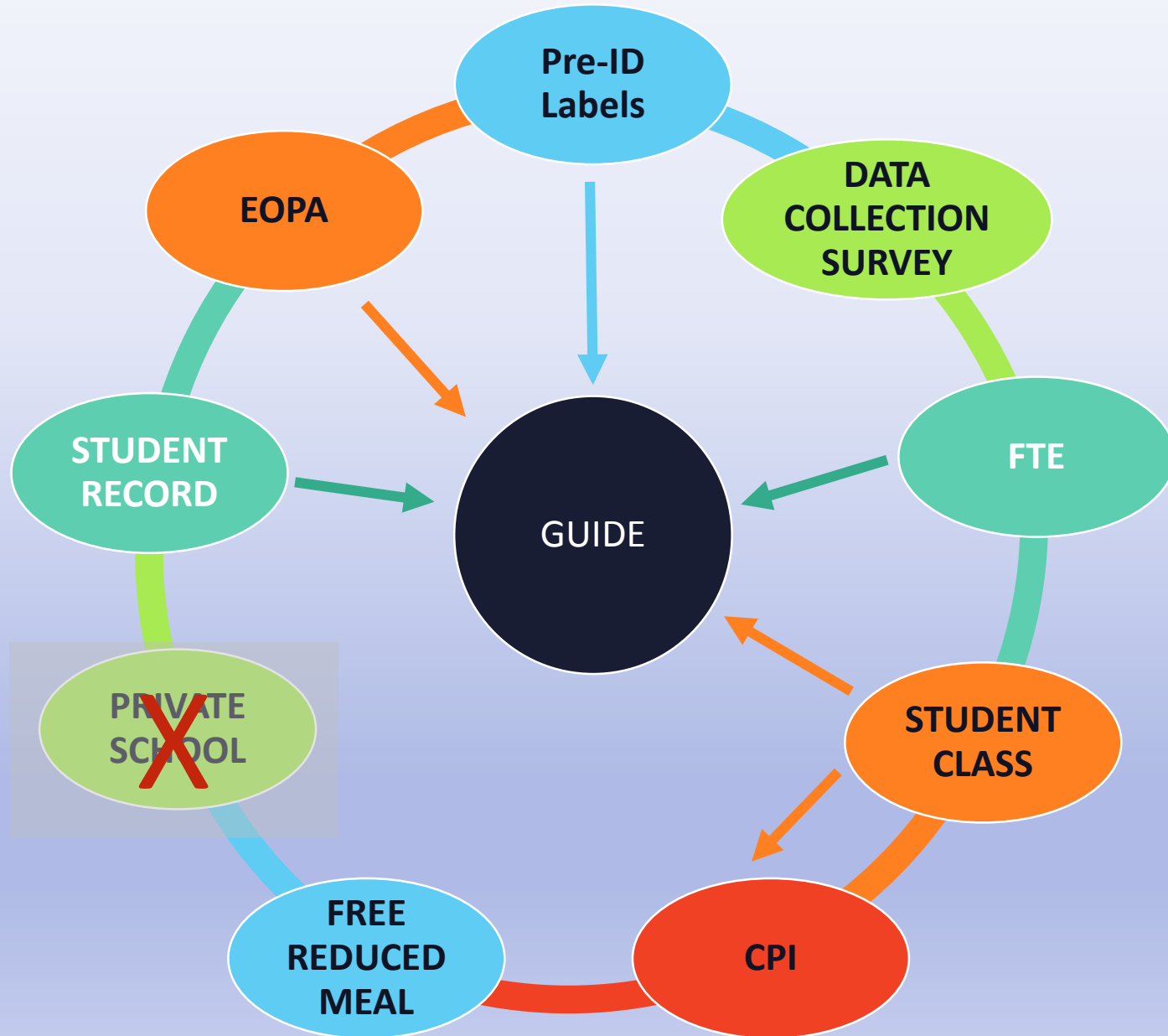
The EOPA assessment measurement process is required as outlined in Perkins IV legislation - specifically, Core Indicator 2S1.

### WHEN

- ☐ June (after Student Class sign off)

**REQUIRES SUPERINTENDENT SIGN OFF - even if no data is submitted**

# Overview of Data Collections



# Beginning of School Timeline

Student registers with your school.

Get the student a GTID from GUIDE.

Enter student in your SIS.

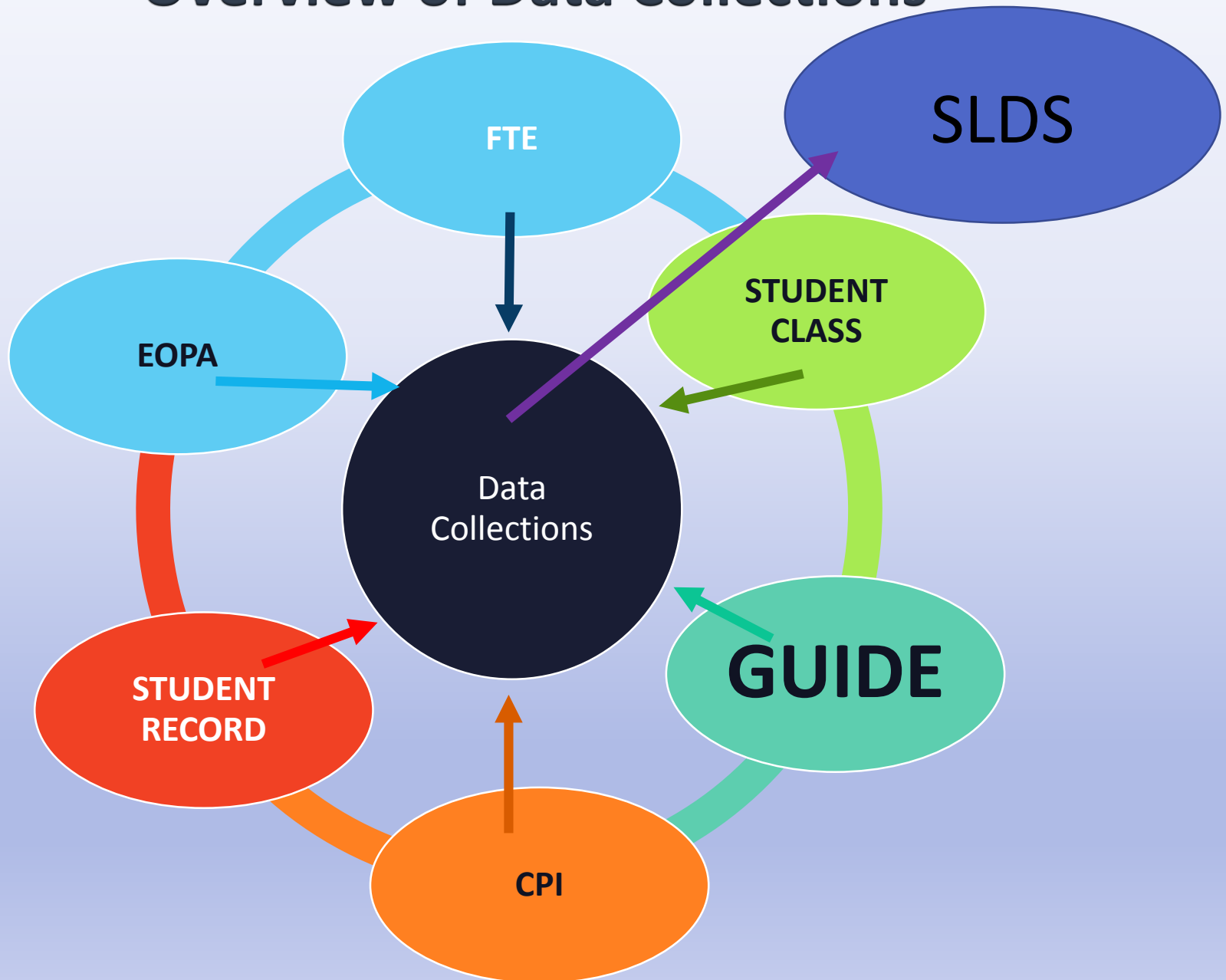
Schedule student in your SIS.

Start sending Student Class records to cleanse student schedule data.

Start sending Student Record records to cleanse student data.

Sample Data Collections checklists are posted on Data Collections webpage

# Overview of Data Collections



# Data Collections Team

Levette Williams	Chief Privacy Officer, Director of Technology Management  (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
Kathy Aspy	Data Collections Manager (Data Collections & Reporting)	404-556-7480	kaspy@doe.k12.ga.us
Patty Miller	GTID Administrator (GUIDE, Private School Collection)	404-290-8530	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record)	404-304-5200	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance, Pre-ID)	678-590-9861	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, Free and Reduced Meal)	404-295-8841	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, End Of Pathway Assessment)	404-304-3346	irish.saxton@doe.k12.ga.us
Stephanie Smith	Data Collections Specialist (Free & Reduced Meal, New Coordinator Liaison)	770-301-1503	stephanie.smith@doe.k12.ga.us

OUR



# Georgia Unique Identifier for Education (GUIDE)

**Patricha Miller**  
**GUIDE Administrator**





# AGENDA

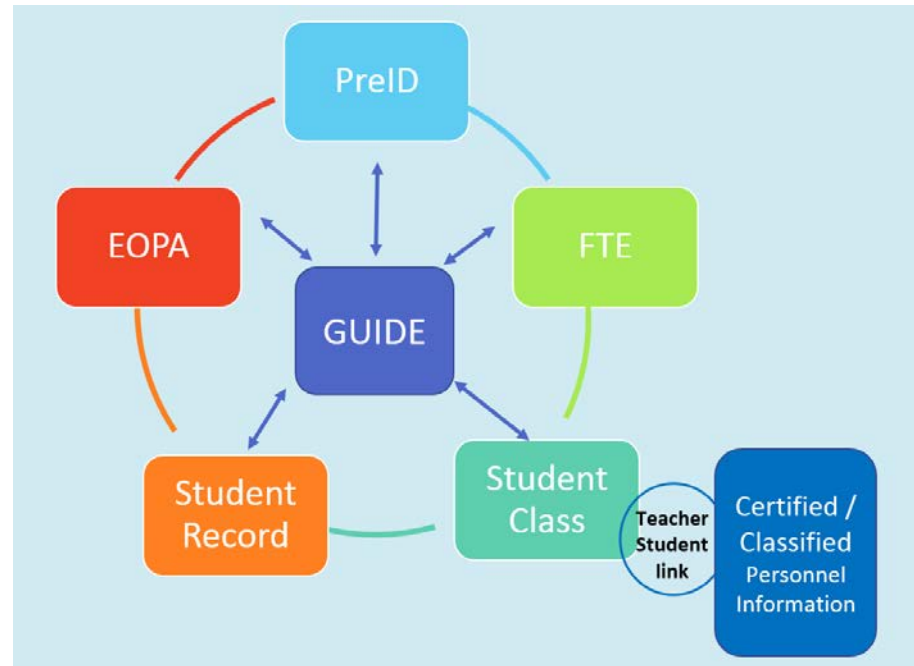
- ❖ **What is a GTID?**
- ❖ **What is GUIDE?**
- ❖ **Where can I find Documentation?**
- ❖ **What are the identity elements used to get a GTID?**
- ❖ **How do I get a GTID for a student?**
- ❖ **What is a claim?**
- ❖ **When can I claim students for FY2021?**

# The GTID is ...

- ❖ GTID is the Georgia Testing Identifier.
- ❖ 10-digit randomly assigned number
- ❖ Does not change throughout the student's PK-12 education.
- ❖ Must be used during all collections when reporting student information to make sure the student identity data matches.
- ❖ Must be used for all reports and files on the student submitted to the GaDOE.
- ❖ Must be used on all printed and electronic transcripts and report cards.

# Importance of the GTID

The GTID is used in all collections when reporting student information to the Georgia Department of Education (GaDOE).



# GUIDE

## WHAT

**GUIDE is an electronic data system for the creation, tracking and maintenance of the GTID.**

## WHY

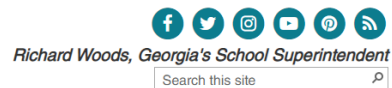
**The State Board of Education (SBOE) has passed a rule that says the Department of Education (DOE) shall provide an electronic data system for the creation, tracking and maintenance of the GTID. GUIDE fulfills the requirements of the State Board Rule [160-5-1-.07 STUDENT AND STAFF DATA COLLECTIONS](#).**

## WHEN

**Each student enrolling or enrolled in a publicly funded PK-12 Georgia school or program shall be assigned a Georgia Testing Identifier (GTID). The GTID assigned to a student is the student's unique identifier that shall not change. Students can only be assigned one GTID.**

# Finding GUIDE Documentation

Go To Gadoe.org ->Data & Reporting->Data Collection Documentation.



Offices & Divisions - Programs & Initiatives - Data & Reporting - Learning & Curriculum - State Board & Policy - Finance & Operations - Contact -

Home → Technology Services → Technology Services → Data Collections → FY2021 Data Collections and Reporting

General Information

Data Collection Documentation

Data Collection Overview

Data Conference

GaDOE Guidelines for Extracting Names

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

## FY2021 Data Collections and Reporting

### Data Collection Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- **GUIDE** (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- 'New Coordinator' Documentation
- Presentations, Webinars, and Miscellaneous Documentation
- FY2021 Summary of Transmission Dates

# Finding GUIDE Documentation, Continued...

🏠 → Technology Services → Technology Services → Data Collections → FY2021 GUIDE Resources

## General Information

### Data Collection Documentation

Data Collection Overview

Data Conference

GaDOE Guidelines for Extracting Names

Georgia Student Data Privacy, Accessibility, and Transparency Act

## FY2021 GUIDE Resources

The GUIDE system is used by district IDs for all of Georgia's public school students in grades KK-12.

### GUIDE Resources

- GUIDE Data Element Detail
- GUIDE FAQ's
- GaDOE Guidelines for Extracting Names
- How to Translate a Foreign Birth Certificate
- Student Identity Data Reminders

**Other rules in the document, like**

- **Last name should not have comma or suffix (Smith, Jr.)**

**Name:** no complex characters like: **Reneé**, Bjørg, Fríða, or Анастасия (Anastasia in Belarus)

**Only special characters in a name are:**

- **hyphen** (*Sanchez-Garcia*),
- **space** (*Smith – Jones*),
- **period** (*Jill St. John*), and
- **single quote** (*La'Mont* or *O'Brien*)

# GUIDE Data Elements

**Identity elements make a student unique and should not change. This data must come from legal documents (birth certificate and SSN card).**

GUIDE Identity Elements
First Name
Middle Name
Last Name
Gender
SSN
Birth Month
Birth Day
Birth Year

# GUIDE Data Elements/legal documents

- Check with your Student Information System (SIS) to see if you can scan a copy of these important documents and store them as attachments to the student's record.
- Reference rules:
  - SBOE Rule [160-5-1-.28](#)
  - SBOE Rule [160-5-1-.07](#)
  - O.C.G.A. § [20-2-150](#)

- <https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-5-1-.28.pdf>
- <https://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/SBOE%20Rules/160-5-1-.07.pdf>





# Identity Elements/Why use the SSN?

**We have 4,019 pairs of students with the same first & last names, gender, and birth date.**

We do collect SSN and use it as a student identity matching element. Parents have a right to refuse to provide the SSN in which case they must sign a waiver (district designed.) Then you assign a pseudo-SSN to the student.

Note: To be identified for a HOPE Scholarship, the student must be identified by the actual SSN.

## GUIDE Identity Elements

First Name

Middle Name

Last Name

Gender

**SSN**

Birth Month

Birth Day

Birth Year

# Identity Elements, SSN, pseudo-SSN (Continued)

- A pseudo-SSN is a state-assigned number starting with 999- that takes the place of a true SSN. It stays with the student from Preschool to grade 12.
  - We issue GTIDs to babies as young as 2 months.
  - Every district gets a block of 999 numbers. Request more in the GUIDE application.

GUIDE Identity Elements
First Name
Middle Name
Last Name
Gender
<b>SSN</b>
Birth Month
Birth Day
Birth Year

# Identity Elements, SSN, pseudo-SSN (Continued)

- Because the 999 number is used as an SSN, it must be unique.
- Never re-assign a 999 number to a different student.
- Do not run past your assigned block of 999 numbers, request more.
- Migrant IDs, ITIN numbers, etc. are not valid pseudo-SSNs. (ITIN = Individual Tax Identification Number; issued by IRS as a pseudo-SSN; usually start 991-xx-xxxx.)

GUIDE Identity Elements
First Name
Middle Name
Last Name
Gender
<b>SSN</b>
Birth Month
Birth Day
Birth Year

# Identity Elements, SSN, Waiver? (Continued)

- A **Sample** of a Social Security Number Waiver Form can be found on the  
[Georgia Department of Education  
Guidance for State Board of Education  
Rule  
160-5-1-.28 Student Enrollment and  
Withdrawal](https://www.gadoe.org/External-Affairs-and-Policy/Policy/Documents/Guidance%20for%20Student%20Enrollment%20and%20Withdrawal%20Rule.pdf), Appendix J.

(<https://www.gadoe.org/External-Affairs-and-Policy/Policy/Documents/Guidance%20for%20Student%20Enrollment%20and%20Withdrawal%20Rule.pdf>)

Revision 5  
Georgia Department of Education  
Guidance for State Board of Education Rule  
160-5-1-.28 STUDENT ENROLLMENT AND WITHDRAWAL

## Appendix J: **Sample** Social Security Number Waiver Form

*This sample form was developed with the gracious assistance of Buddy Welch, Jr. and Santana T. Flanigan of Smith, Welch, Webb & White.*

### Social Security Number Waiver Form

Georgia law (O.C.G.A. § 20-2-150) requires public school authorities to request from parents and guardians the Social Security number for students being enrolled in school. The Social Security number is to be incorporated into the official school record for the student. No student will be denied enrollment in a public school for declining to provide his or her Social Security number or for declining to apply for such a number. A parent or guardian who objects to the incorporation of the social security number into the official school record of their student may have the requirement waived by signing a statement objecting to the requirement.

#### Statement of Objection

I do not wish to provide the school with the Social Security number of my child/children.  
Name of Child/Children Enrolled at this School (Please Print):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
(Print) Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of School

# Getting Familiar – GUIDE Messages



## Georgia Unique Identifier for Education (GUIDE)

You have New Message(s)



Current Login: Patricia Miller(patricha.miller@doe.k12.ga.us)

Appling County

### Main Menu

[Search / Update / Claim](#)

[Add Single Student](#)

[File Upload](#)

[Discrepancy Resolution](#)

[Near Match Resolution](#)

[Request Additional Pseudo Numbers](#)

[Home](#)

[LOG OUT](#)

### Reports

[Error Report](#)

[Download IDs](#)

[Claimed OUT Report](#)

[Claimed IN Report](#)

[Transmission Verification](#)

[Sp. Ed. History Report](#)

[EL History Report](#)

### Current Documentation

[GUIDE FILE LAYOUT](#)

[GUIDE DATA ELEMENT DETAIL](#)

[GUIDE Coordinators List](#)

[GUIDE FAQs](#) **NEW**

## Guide Home

The purpose of the Georgia Unique Identifier for Education (GUIDE) is to be able to assign each student in the state of Georgia a unique student ID that will stay with the student.

**There are two ways to obtain an ID:**

1. **Add Single Student**

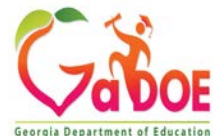
This method allows the District to submit a single student's information and to obtain a unique ID for the submitted student. This function is not available to users with "Read-Only" access to GUIDE.

2. **File Upload (Claims)**

This method allows the sending District the option of sending a large batch of student information in order to assign each student a unique ID. Remember here that District should send the file for students who have a change in key elements and not all of the students.

For support or suggestions, please contact the Helpdesk at: [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us)

Georgia Department of Education  
Richard Woods, State Superintendent of Schools  
June 03, 2019 04:02 p.m.



# How do I get a GTID for a student?

## 3 Ways to Get a GTID

- 1) Search for the student in GUIDE and 'claim' him/her. (Students that have been in a GA school at some point.)
- 2) Add a new student – one at a time. (Students that have never, ever been in a GA public school.)
- 3) Extract a file from your SIS and upload it to GUIDE.

# What is a Claim?

A claim occurs when a user updates the school assignment for a student. The school assignment is called the ***Last District To Update*** and is displayed at the bottom of the *View Student Detail* page.

Data Element	Existing GUIDE Record	Update Record
GTID	3543453294	3543453294
*Last Name	Miller	Miller
*First Name	Wdsa	Wdsa
Middle Name	Yvgy	Yvgy
Middle Name Verified?	Middle Name Not Verified	<input type="checkbox"/> Middle Name Not Verified
Suffix		
*SSN/Student ID	999758872	999758872
*Gender	Female	Female
*DOB (MM/DD/YYYY)	08/21/2012	08/21/2012 Age : 6 (As of Sept. 1 of School Year)
Local Student ID		
*Parent/Guardian	Use Mothers Name when possible	Use Mothers Name when possible
*Ethnic Hispanic	No	<input type="checkbox"/> No
*Race American-Indian	American-Indian	<input type="checkbox"/> American-Indi
*Race Asian	Asian	<input type="checkbox"/> Asian
*Race Black	Black	<input type="checkbox"/> Black
*Race Pacific	Pacific	<input type="checkbox"/> Pacific
*Race White	White	<input type="checkbox"/> White
*School Entry Date(MM/DD/YYYY)	06/11/2019	06/11/2019
Last Updated	06/05/2019 10:56:42 AM	
Last Updated By User	Miller, Patricia (pmiller@doe.k12.ga.us)	
Student Status	Active	
Last District to Update:	Audit System Updated: 06/05/2019 10:20:59 AM	
Last School to Update:	Audit Elementary School Updated: 06/05/2019 10:20:59 AM	

# Importance of a Claim?

- No history found in SLDS
- New school won't know the student was receiving special services
- Testing and/or qualification to get special service is very time consuming. So failure to positively identify a student can have a huge impact on workload.

Data Element	Existing GUIDE Record	Update Record
GTID	3543453294	3543453294
*Last Name	Miller	Miller
*First Name	Wdsa	Wdsa
Middle Name	Yvgy	Yvgy
Middle Name Verified?	Middle Name Not Verified	0-Middle Name Not Verified
Suffix		
*SSN/Student ID	999758872	999758872
*Gender	Female	Female
*DOB (MM/DD/YYYY)	08/21/2012	08/21/2012 Age : 6 (As of Sept. 1 of School Year)
Local Student ID		
*Parent/Guardian	Use Mothers Name when possible	Use Mothers Name when possible
*Ethnic Hispanic	No	N - No
*Race American-Indian	American-Indian	I - American-Indi
*Race Asian	Asian	S - Asian
*Race Black	Black	B - Black
*Race Pacific	Pacific	P - Pacific
*Race White	White	W - White
*School Entry Date(MM/DD/YYYY)	06/11/2019	06/11/2019
Last Updated	06/05/2019 10:56:42 AM	
Last Updated By User	Miller, Patricia (pmiller@doe.k12.ga.us)	
Student Status	Active	
Last District to Update:	Audit System Updated:06/05/2019 10:20:59 AM	
Last School to Update:	Audit Elementary School Updated:06/05/2019 10:20:59 AM	



# How to Claim a student

- ❖ Can happen when you search for a student, find him, and update his district and school to your district and school.

Gwinnett County

Enrollment History Current Year Schedule Current Programs Guide Transaction Log Update PII

### View Student Detail

This page displays detailed student information and provides the ability to claim a student or edit a student's GUIDE record. Required fields are noted in red with \*.

To claim a student or to edit a GUIDE record, **you must first select the school.**

**Claim:** To claim this student, select the new school of enrollment and enter the School Entry Date. When you are ready to submit, press the Claim button.

**Update:** To edit this student's identity data, enter your changes into the fields below. When you are ready to submit your changes, press the Update button.

\*Select a School Dacula Elementary School-0191

Data Element	Existing GUIDE Record	Update Record
GTID	9421503503	9421503503
*Last Name	Miller	Miller
*First Name	Wmnb	Wmnb

- ❖ Click Claim to complete the process

Claim Undo

# 1) Search for the student in GUIDE and 'claim' him/her.

- A. Search for the student in GUIDE
- B. Claim the student
- C. Copy GTID from GUIDE
- D. Paste GTID in your SIS

# 1) Getting a GTID Search

## Student Search

The Student Search provides the ability to search for a student in the GUIDE database. To begin your search, please enter available information in the fields below. Once you have finished, press the "Search" button. See Tips at the bottom of the page.



Last Name	<input type="text" value="miller"/>
First Name	<input type="text" value="w"/>
Middle Name	<input type="text" value="y"/>
Date Of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> MM/DD/YYYY
Gender	<input type="text" value="None"/> ▼
GTID	<input type="text"/>
Student ID(SSN)	<input type="text"/>
Local ID	<input type="text"/>
District	<input type="text" value="ALL"/> ▼
Fuzzy Search?	<input type="checkbox"/>
<input type="button" value="Search"/>	

We issue GTIDs to babies as young as 2 months.

### Tips:

1. The search is not case sensitive.
2. Entering more data elements will narrow down your results.
3. Entering more data elements will take less time to produce results.
4. Entering part of a name will find any name that starts with the letters entered. (For example: use this when you are not sure if both last names of a double last name were entered. Search on Sanchez instead of Sanchez-Hill.)
5. To search on a Local ID in any district, leave the District selection defaulted to ALL. To find a Local ID that was issued in a specific district, use the District filter selection.
6. Fuzzy Search can be used only when a First or Last Name is entered. This will find names that sound like the name but have a different spelling than is entered in the search. For example, a fuzzy search will find "Ashlee" and "Ashlea" and "Ashley" when "Ashley" is entered. A fuzzy search takes longer than a regular search.

# 1) Getting a GTID, continued

- Search Results
- Select Student

You won't see the whole SSN until you drill in on your selected student. SSN will appear as \*\*\*\*\*1234.

You can only claim Active students.

Showing 1 - 25 of 25 Records

Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	Student ID	Parent/Guardian Name	Last District to Update	GTID	School Entry Date	Student Status
Miller	Wasd	Yijn		08/21/2012	Female	999758863	Use Mothers Name when possible	Audit System	9818198123	06/11/2019	Active
Miller	Wbnm	Ypoh	JR	08/21/2012	Male	999758870	Use Mothers Name when possible	Audit System	7474458724	06/11/2019	Active
Miller	Wcvbnm	Yujm		08/21/2012	Male	999758861	Use Mothers Name when possible	Audit System	7350702959	06/11/2019	Active
Miller	Wdsa	Yvgy		08/21/2012	Female	999758872	Use Mothers Name when possible	Audit System	3543453294	06/11/2019	Active
Miller	Wedc	Yvfr		08/21/2012	Female	999758877	Use Mothers Name when possible	Audit System	3226671644	06/11/2019	Active
Miller	Wertyuio	Y		08/21/2012	Male	999758853	Use Mothers Name when possible	Audit System	4150884057	06/11/2019	Active
Miller	Wgfhj	Ypol		08/21/2012	Female	999758868	Use Mothers Name when possible	Audit System	9215726967	06/11/2019	Active
Miller	Wghjk	Ybhu		08/21/2012	Male	999758873	Use Mothers Name when possible	Audit System	2521136185	06/11/2019	Active
Miller	Wghjk	YYCV		08/21/2012	Male	999758856	Use Mothers Name when possible	Audit System	8611290287	06/11/2019	Active
Miller	Wlkj	Yujm		08/21/2012	Female	999758860	Use Mothers Name when possible	Audit System	5914042814	06/11/2019	Active
Miller	Wmnb	Ynji		08/21/2012	Male	999758874	Use Mothers Name when possible	Audit System	9421503503	06/11/2019	Active
Miller	Wpkj	Ywer		08/21/2012	Male	999758857	Use Mothers Name when possible	Audit System	6415374298	06/11/2019	Active
Miller	Wpoi	YedcY		08/21/2012	Male	999758867	Use Mothers Name when possible	Audit System	4690624405	06/11/2019	Active
Miller	Wpoi	Yikm		08/21/2012	Male	999758862	Use Mothers Name when possible	Audit System	5346045968	06/11/2019	Active
Miller	Wqwer	Ytfc		08/21/2012	Male	999758865	Use Mothers Name when possible	Audit System	9665836147	06/11/2019	Active
Miller	Wsdghjkl	YY		08/21/2012	Female	999758854	Use Mothers Name when possible	Audit System	6034290339	06/11/2019	Active
Miller	Wtryui	Yuhb		08/21/2012	Male	999758864	Use Mothers Name when possible	Audit System	8236886173	06/11/2019	Active
Miller	Wty	Ytgb		08/21/2012	Male	999758859	Use Mothers Name when possible	Audit System	2502985146	06/11/2019	Active
Miller	Wujm	Ymlp		08/21/2012	Female	999758876	Use Mothers Name when possible	Audit System	9741299586	06/11/2019	Active
Miller	Wuyt	Ycft		08/21/2012	Male	999758871	Use Mothers Name when possible	Audit System	9912808348	06/11/2019	Active
Miller	Wxcvbnm	YYY		08/21/2012	Female	999758855	Use Mothers Name when possible	Audit System	4294946072	06/11/2019	Active
Miller	Wyhn	Ymko		08/21/2012	Female	999758875	Use Mothers Name when possible	Audit System	9185779673	06/11/2019	Active
Miller	Wyuio	Ypok		08/21/2012	Female	999758869	Use Mothers Name when possible	Audit System	9967242483	06/11/2019	Active
Miller	Wzxcv	Yedc		08/21/2012	Female	999758858	Use Mothers Name when possible	Audit System	2881408836	06/11/2019	Active
Miller	Wzxcv	Yesz		08/21/2012	Female	999758866	Use Mothers Name when possible	Audit System	9898869043	06/11/2019	Active

# 1) Getting a GTID, continued

## -- Claim the student

- Verify the student details.
- Select the school the student will be attending.
- Click Claim.

Audit System

Enrollment History   Current Year Schedule   Current Program   Guide Transaction Log   Update PII

### View Student Detail

This page displays detailed student information and provides the ability to claim a student or edit a student's GUIDE record. Required fields are noted in red with \*.

To claim a student or to edit a GUIDE record, **you must first select the school.**

**Claim:** To claim this student, select the new school of enrollment and enter the School Entry Date. When you are ready to submit, press the Claim button.

**Update:** To edit this student's identity data, enter your changes into the fields below. When you are ready to submit your changes, press the Update button.

Field	Value	Field	Value
GTID	026671644	Select school	Audit Elementary School-0101
*Last Name	Miller	Audit High School-0303	
*First Name	Wedc	Audit Middle School-0303	
Middle Name			
Middle Name Verified?	Middle Name Not Verified		
Suffix			
*SSN/Student ID	999758877		
*Gender	Female		
*DOB (MM/DD/YYYY)	08/21/2012	Age : 6 (As of Sept. 1 of School Year)	
Local Student ID			
*Parent/Guardian	Use Mothers Name when possible		
*Ethnic Hispanic	No		
*Race American-Indian	American-Indian		
*Race Asian	Asian		
*Race Black	Black		
*Race Pacific	Pacific		
*Race White	White		
*School Entry Date	06/11/2019		
Last Updated	06/05/2019 10:57:19 AM		
Last Updated By User	Patricia (pmiller@doe.k12.ga.us)		
Student Status	Active		

Claim   Undo

## 2) Add a new student

Audit System

### Add Single Student

This page provides the ability to add a student to the GUIDE system for GTID assignment. To add a student, enter all **required data** (marked in red with \*), then press the "Add" button.

*Select a School	Select School
GTID	
*Last Name	
*First Name	
Middle Name	
Middle Name Verified?	0-Middle Name Not Verified
Suffix	
*SSN/Student ID	<input type="text"/> Please Enter all the digits. (Format:999999999).
*Gender	Select Gender
*DOB (MM/DD/YYYY)	<input type="text"/>
Local Student ID	
*Parent/Guardian	
*Ethnic Hispanic	N - No
*Race American-Indian	N - No
*Race Asian	N - No
*Race Black	N - No
*Race Pacific	N - No
*Race White	N - No
*School Entry Date(MM/DD/YYYY)	06/05/2019
*Selected District	Audit System
*Selected School	
<input type="button" value="Add"/> <input type="button" value="Go Back"/>	

- ✓ If the student is new to a Georgia School, you can add a single student online.
- ✓ If you have double checked and rechecked GUIDE and cannot find the student, you can add online.

### 3) Extract a File – Multiple Records

In your SIS there may be one or several extraction methods.

- ❖ Extracting a file containing students without a GTID
- ❖ Extracting all **ACTIVE** students

Data Collections does not have access to your SIS, and we are not familiar with the various options in each SIS. Contact your SIS provider for training on how to extract a file from your SIS to get GTIDs and how to import GTIDs into your SIS.

# Claiming a student when you have a Near Match

- ❖ Can happen when you go through the Near Match process and select the student – “this is my student”.

## Resolve Near Matches

To resolve or update this case, please follow the steps below:

**Submitted Student Data** -This student was submitted without a GTID. The GUIDE system found the following possible matches.

Submitted Student Data											
Date Submitted	Case Number	GTID	Last Name	First Name	Middle Name	Student ID/SSN	Gender	Birth Date	Local Student ID	School Entry Date	
07/06/2020	11349296		Miller	Carpenter's	Yedcy	999758867	M	08/21/2012		07/11/2020	
Possible Matches											
Confidence	Matching Rule	GTID	Last Name	First Name	Middle Name	Student ID/SSN	Gender	Birth Date	Local Student ID	School Entry Date	Student Status
80 %	<a href="#">MR10</a>	<a href="#">4690624405</a>	Miller	Carpenter	Yedcy	999758867	M	08/21/2012		07/11/2020	Active
<div><a href="#">Return to list</a><a href="#">Add New student</a><a href="#">Cancel and Remove</a></div>											



# Claiming a student when you have a Near Match

## Resolve Near Matches

To resolve or update this case, please follow the steps below:

**Submitted Student Data** -This student was submitted without a GTID. The GUIDE sy

**(1) Possible Matches** -To compare the submitted student to a near match below, clic

**First you want to verify the information you have submitted.**

**Is everything correct? Or is everything correct except the first name? Click on the GTID to display the student information.**

Submitted Student Data											
Date Submitted	Case Number	GTID	Last Name	First Name	Middle Name	Student ID/SSN	Gender	Birth Date	Local Student ID	School Entry Date	
07/06/2020	11349296		Miller	Carpenter's	Yedcy	999758867	M	08/21/2012		07/11/2020	
Possible Matches											
Confidence	Matching Rule	GTID	Last Name	First Name	Middle Name	Student ID/SSN	Gender	Birth Date	Local Student ID	School Entry Date	Student Status
80 %	<a href="#">MR10</a>	<a href="#">4690624405</a>	Miller	Carpenter	YedcY	999758867	M	08/21/2012		07/11/2020	Active
<div><a href="#">Return to list</a><a href="#">Add New student</a><a href="#">Cancel and Remove</a></div>											

# Claiming a student when you have a Near Match

Now compare the student information, is everything the same except the first name? If yes, this is probably the same student and you need to verify if the students first name has 's or not. Select the verified name and click 'Confirm' to bring up the confirmation page.

## Near Match Comparison Detail

Please confirm the following actions to be made for Case #: 11349296

Below is a side-by-side comparison of identity information for the student you submitted (right) decide if this is the same student as the record you submitted. Look at the Last District to Update or window.

There are 2 actions possible:

1. If this is not the correct student, select Return to go back to the list of Near Matches for this student.
2. If this is a positive match, confirm the submitted identity information in red text using the birth certificate next to the GUIDE data selected. You must click Confirm to claim the student and change any data.

Data Element	Existing GUIDE Record	Submitted Student
GTID	4690624405	
*Last Name	Miller	Miller
*First Name	Carpenter	Carpenter's
Middle Name	Yedcy	Yedcy
Suffix		
*SSN/Student ID	999758867	999758867
*Gender	Male	Male
*DOB (MM/DD/YYYY)	08/21/2012	08/21/2012
Local Student ID		
Parent/Guardian	Use Mothers Name when possible	Use Mothers Name when possible
*Ethnic Hispanic	No	No
*Race American-Indian	American-Indian	American-Indian
*Race Asian	Asian	Asian
*Race Black	Black	Black
*Race Pacific	Pacific	Pacific
*Race White	White	White
*School Entry Date(MM/DD/YYYY)	07/11/2020	07/11/2020
Last Updated	06/30/2020 03:29:12 PM	
Last Updated By User	Miller, Patricia (pmiller@doe.k12.ga.us)	Miller, Patricia (pmiller@doe.k12.ga.us)
Student Status	Active	
Last District to Update:	Audit System Updated:06/05/2019 10:20:59 AM	Audit System
Last School to Update:	Audit Elementary School Updated:06/05/2019 10:20:59 AM	Audit Elementary School

Confirm

Return

# Claiming a student when you have a Near Match

## Near Match Confirmation

Data highlighted in yellow will be saved in this student's updated record.

The confirmation page will show the information that will be saved to the student's record in GUIDE. The data highlighted yellow will be the saved information. If you are sure the information is correct click 'Confirm'. You will be brought back to the Near Match List to continue resolving near matches if you have more.

### SUBMITTED STUDENT

GTID	Last Name	First Name	Middle Name	Suffix	Student ID/SSN	Gender	Birth Date	Local Student ID	Race / Ethnicity	Parent/Guardian Name	School Entry Date	District	School
	Miller	Carpenter's	Yedcy		999758867	M	08/21/2012		Multi Racial	Use Mothers Name when possible	07/11/2020	Audit System	Audit Elementary School

### EXISTING GUIDE RECORD

GTID	Last Name	First Name	Middle Name	Suffix	Student ID/SSN	Gender	Birth Date	Local Student ID	Race / Ethnicity	Parent/Guardian Name	School Entry Date	District	School
4690624405	Miller	Carpenter	Yedcy		999758867	M	08/21/2012		Multi Racial	Use Mothers Name when possible	07/11/2020	Audit System	Audit Elementary School

### GUIDE RECORD AFTER CONFIRMATION

GTID	Last Name	First Name	Middle Name	Suffix	Student ID/SSN	Gender	Birth Date	Local Student ID	Race / Ethnicity	Parent/Guardian Name	School Entry Date	District	School
4690624405	Miller	Carpenter	Yedcy		999758867	M	08/21/2012		Multi Racial	Use Mothers Name when possible	07/11/2020	Audit System	Audit Elementary School

Confirm

Cancel

# Claiming a student when you have a Near Match

## Near Match List

The following students do not have any perfect matches in the GUIDE database. Click on a student's STUDENT ID to see the Near Matches found.



Near Match Detail Report									
School ID	School Name	Student ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Local ID
0101	Audit Elementary School	<a href="#">999758864</a>	Miller	Discos	Diva		M	08/21/2012	
0101	Audit Elementary School	<a href="#">999758871</a>	Miller	Egyptian	Warriors		M	08/22/2012	
0101	Audit Elementary School	<a href="#">999758857</a>	Miller	Evils	Wiz		M	08/21/2012	
0101	Audit Elementary School	<a href="#">999758870</a>	Millers	Aliens	Trooper	JR	M	08/21/2012	

# Questions?

