

# MyGaDOE Portal Provisioning for Charter School Security Officers

**Presented by**

**Chris Rivera**

**GaDOE Helpdesk Manager**

# MyGaDOE Portal Provisioning Basics

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

# User Self Provisioning

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

# Organization Security Officer

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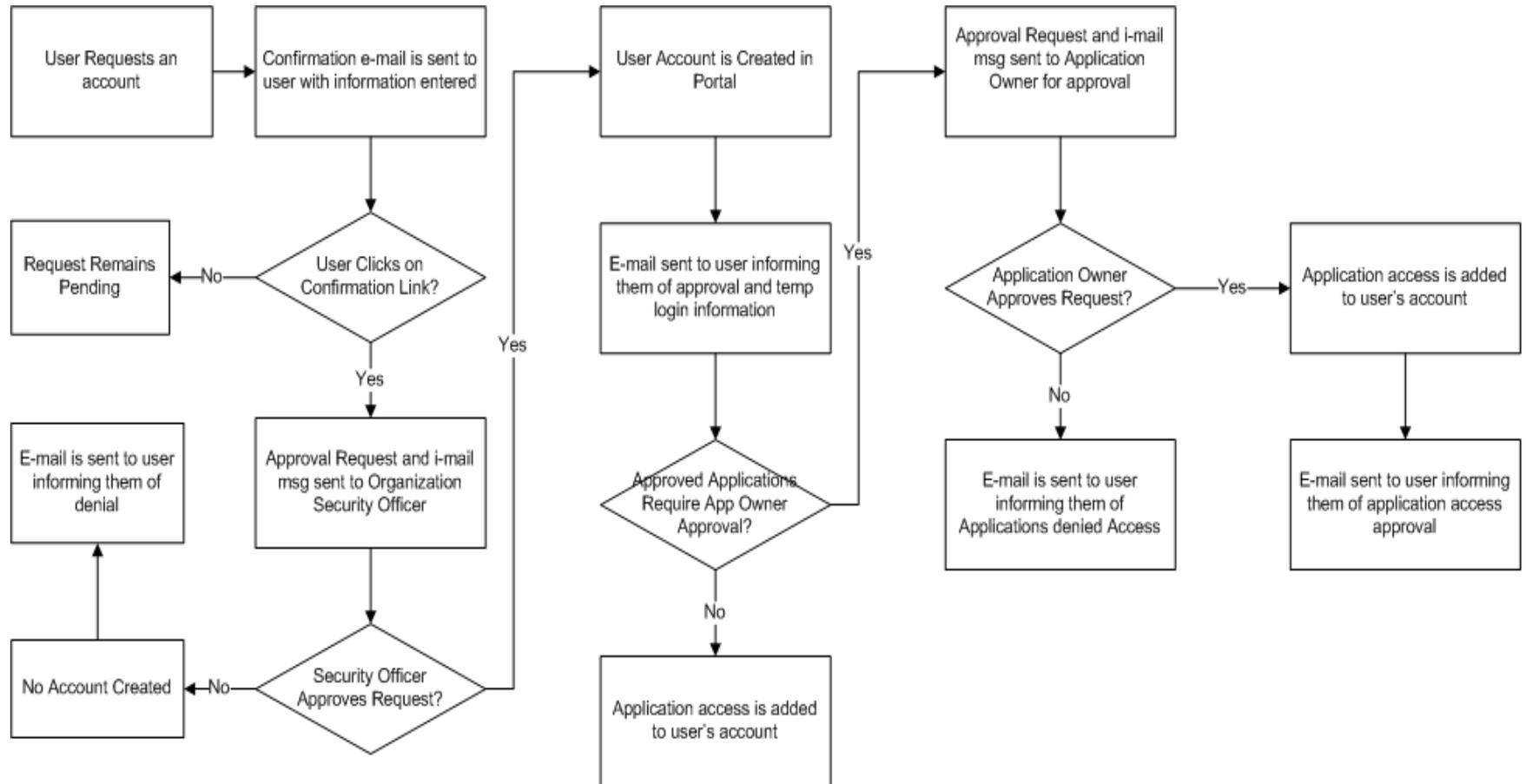
- **Review/Approve requests for user access under assigned organization.**
- **Add new users under assigned organization.**
- **Modify account status (Suspend, Un-Suspend, Terminate) under assigned organization.**
- **Reset passphrases for users under assigned organization.**

# Application Security Officer Approvals

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

# Provisioning Workflow



# Signing Up for a Portal Account

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## 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**



Georgia Department of Education

Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

## 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: <input type="text"/>  Last Name: <input type="text"/>  Email Address: <input type="text"/>  Confirm Email: <input type="text"/>  Teacher ID: <input type="text" value="DO NOT USE"/> <small>(TeacherID used for teacher verification only. Typically, SSN)</small>
<a href="#">Next &gt;&gt;</a>

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

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

**Teacher ID – Please do Not Use, Function Causes Error. Was tied to CPI for teacher lookup.**

**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: State Charter Schools

School: Cherokee Charter Academy

To select a Dept. / To select a Division:

Agency: Cherokee Charter Academy

Department: [Dropdown]

Division: [Dropdown]

To see additional Organizations, first choose a Type

Other Type: [Dropdown]

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

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

Roles for Selected Organization:

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

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

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#### 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.

- AYP/NCLB
- CAR
- Central Directory
- Exceptional Students
- Full Time Equivalent
- GASIS: Reporting
- Georgia Testing Identifier
- Graduation Coach Program
- GSO Unit Builder
- Professional Development
- Student Course Profile
- Student Profile
- Student Record

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

- School System User(Central Directory)
- PSA Principal(Exceptional Students)
- GSSIS(GASIS: Reporting)
- bldg(Georgia Testing Identifier)
- Unit Builder(GSO Unit Builder)
- PD Users(Professional Development)
- School Administrator(Professional Development)
- School User(Student 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.

-  AYP/NCLB
-  CAR
-  Central Directory
-  Exceptional Students
-  Full Time Equivalent
-  School Level User - User at a School who is principal and the user can see the FTE Error Report for the School where the user is belonging to.
-  GASIS: Reporting
-  Georgia Testing Identifier
-  Graduation Coach Program
-  GSO Unit Builder
-  Professional Development
-  Student Course Profile
-  School Level User - User at a School who is principal and the user can see the Error Report for the School where the user is belonging to.
-  Student Profile
-  Student Record

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

Click on a  to Remove that role.

- School System User(Central Directory) 
- PSA Principal(Exceptional Students) 
- GSSIS(GASIS: Reporting) 
- bldg(Georgia Testing Identifier) 
- Unit Builder(GSO Unit Builder) 
- PD Users(Professional Development) 
- School Administrator(Professional Development) 
- School User(Student Profile) 

**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 “-” beside the 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

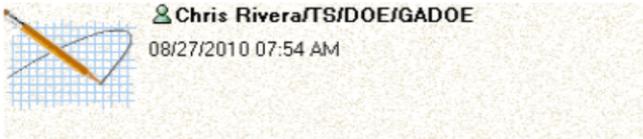
# Request Submittal Confirmation

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## 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



 **Chris Rivera/TS/DOE/GADOE**  
08/27/2010 07:54 AM

To	<crivera@doe.k12.ga.us>
cc	
bcc	
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: Appling County  
Add Requested Org Role: CPI Coordinator  
Requested Application Roles:

- 1) Georgia Testing Identifier: dist Add
- 2) GSO Unit Builder: Unit Builder Add
- 3) Portal: Security Officer Add
- 4) Security Administration: Coordinator Add
- 5) Teacher Retirement System: School System User Add

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

[Certify this request](#)  **User must click here**

# Modifying Existing Portal Account

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

# Log into MyGaDOE Portal – Portal Home Page

The screenshot shows the MyGaDOE Portal Home Page. At the top left is the GaDOE logo (Georgia Department of Education). To its right is a search bar labeled 'Search Districts' and a list of letters from 0-9 to A-Z. A green banner at the top right says 'Welcome to MyGaDOE'. Below this is a blue notification bar: 'You have (0) new messages.' with links for 'Help - Dticket' and 'Online Documentation'. The left sidebar contains 'Site Navigation' (Home, Logout) and 'Polk County' (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, COPS Planning). The main content area has a 'Surveys' box with tabs for 'New (0)', 'Saved (0)', 'Submitted (0)', and 'Approved (0)', and a 'My Favorites' box with 'Online Web Resources'. A red arrow points to the user profile section: 'Chris Rivera' with links for 'Account Information', 'Add to Favorites', and 'Help - Dticket'. A 'Hide Navigation' button is at the bottom left.

# Add or Remove Organizational Roles and/or Application Roles

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- **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 (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 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="checkbox"/>						

[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 >>](#)

**Request Provisioning**

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

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**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:

-  Principal
-  Teacher
-  Security Officer
-  Administrator - School Admin
-  Staff
-  Graduation Coach - Graduation Coach
-  GTID Coordinator - GTID Coordinator
-  Special Ed Staff - Special Ed

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

Teacher (Bryan County High School) 

**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 “-” beside the role.**

**Request Provisioning**

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

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**Step 3**

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

Select an Application Role:

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

 Georgia Testing Identifier

 bldg - The building role should be assigned to those users who are to be restricted to only acting within the context of a single school within the system. The BLDG role is a further restriction of the DIST role. Users with this role, in addition to the restrictions of the DIST role, will not be able to change schools within the district.

 GSO Unit Builder

 Longitudinal Data System

 Professional Development

 Student Profile

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

Unit Builder(GSO Unit Builder) 

**<< 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 “-” beside the 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.

**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

Summary of Applications Applied For

Application: Georgia Testing Identifier  
Application Role: bldg

[<< Back](#) **Click to Submit Request**  [Submit](#)

# Request Submittal Confirmation

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## 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

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

# Correct/Update Profile Information

**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 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="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.

Even 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(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="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? <input type="button" value="v"/>	<input type="text" value="helpdesk"/>
What was the last name of your child <input type="button" value="v"/>	<input type="text" value="helpdesk"/>
What was the lastname of your first E <input type="button" value="v"/>	<input type="text" value="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="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.

Click Here to Accept

### 1. Enter Current Passphrase



### 2. Enter New Passphrase



### 3. Re-enter New 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

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- **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 (Georgia Department of Education). To its right is a search bar for districts with a dropdown menu showing letters A-Z. A green banner reads "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". Below the banner, a blue notification bar states "You have (0) new messages." A red arrow points to this notification with the text "Click to Access iMail". The main content area features two panels: "Surveys" with tabs for "New (0)", "Saved (0)", "Submitted (0)", and "Approved (0)", and "My Favorites" with a link for "Online Web Resources". A left sidebar contains "Site Navigation" (Home, Logout), "Polk County" (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, COPS Planning), and "Chris Rivera" (Account Information, Add to Favorites, Help - Dticket). A "Hide Navigation" button is at the bottom left.

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-Z. A blue banner at the top right says "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". A notification bar indicates "You have (10) new messages." The left sidebar contains "Site Navigation" (Home, Logout), "Information Technology" (Documents), and user information for "Chris Rivera" (Account Information, Add to Favorites, Help - Dticket). The main area shows a "Notification" header with a "SecureXchange" logo and a "Help" link. Below the header are action buttons: "Compose", "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 is as follows:

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

# iMail Message Preview

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@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.

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

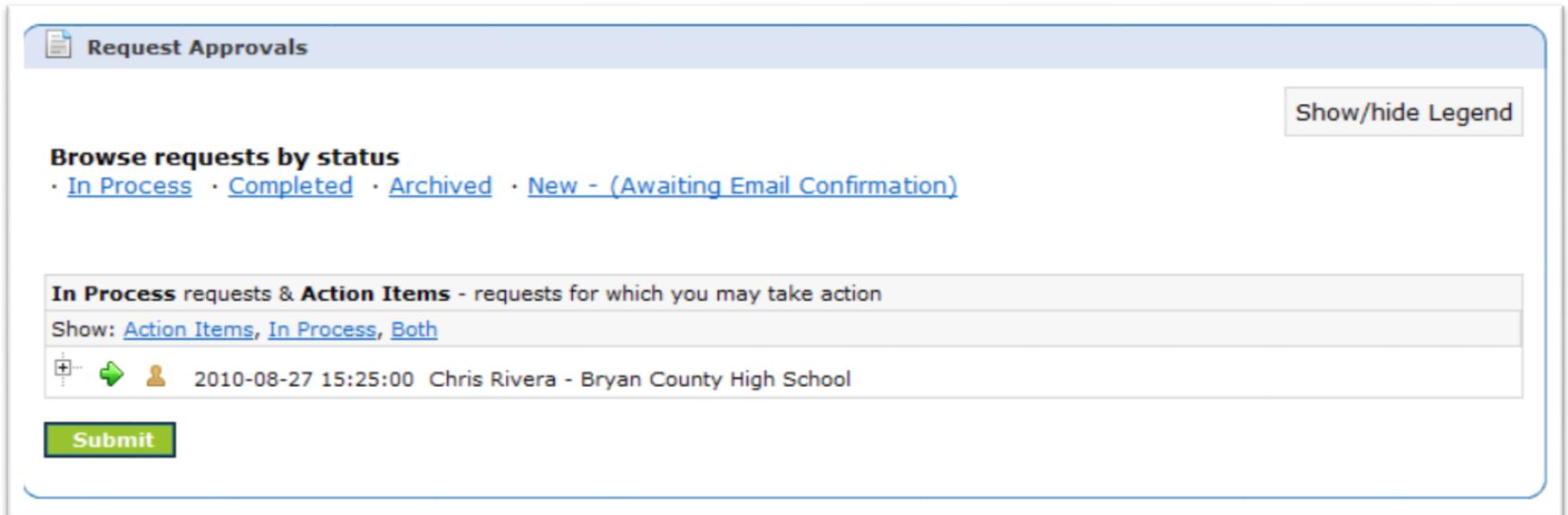
Information from request can be viewed.

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.

# 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.



The screenshot displays the 'Request Approvals' interface. At the top left, there is a document icon and the title 'Request Approvals'. On the top right, there is a 'Show/hide Legend' button. Below the title, the section 'Browse requests by status' includes links for 'In Process', 'Completed', 'Archived', and 'New - (Awaiting Email Confirmation)'. A summary bar indicates 'In Process requests & Action Items - requests for which you may take action'. Below this, a filter bar shows 'Show: Action Items, In Process, Both'. The main content area features a list item with a '+', a green arrow icon, a person icon, and the text '2010-08-27 15:25:00 Chris Rivera - Bryan County High School'. At the bottom left, there is a green 'Submit' button.

# 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	<input type="radio"/> Approve <input type="radio"/> Reject
Add Application Role - Georgia Testing Identifier - bldg	<input type="radio"/> Approve <input type="radio"/> Reject

[Submit](#)

# Request Approvals Screen

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. Below this is a green banner with the text "Welcome to MyGaDOE" and links for "Help - Dticket" and "Online Documentation". A message notification indicates "(0) new messages".

The left-hand navigation menu is expanded, showing the following items:

- 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

The "Request Approval" item under "Security Administration" is highlighted in blue. A red arrow points to this item with the text "Click to Access".

Other visible components include a "Surveys" widget with tabs for "New (0)", "Saved (0)", "Submitted (0)", and "Approved (0)", and a "My Favorites" widget containing "Online Web Resources".

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

**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.**

The screenshot displays the MyGaDOE portal 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 notification indicates "(0) new messages".

The left-hand navigation menu includes:

- 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

The "Security Administration" link is expanded, showing two sub-links: "Request Approval" and "Add Person". A red arrow points to the "Add Person" link with the text "Click to Access".

The main content area features a "Surveys" widget with tabs for "New (0)", "Saved (0)", "Submitted (0)", and "Approved (0)". It displays "No new surveys available" and a "More" link. To the right is a "My Favorites" widget containing "Online Web Resources" and a "More" link.

At the bottom left, there is a "Hide Navigation" button with a left-pointing arrow.

# 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.

Teacher ID allows for automatic account creation should information match from previous CPI collection.

# Add Person – Step 2, Districts 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 2**

**Select an Organization:**

To select a School, first choose a District

District: Commission Charter Schools

School: Atlanta Heights Charter Comm

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: [ ]

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

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.

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.

# 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

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.

-  GSO Unit Builder
-  Longitudinal Data System
  -  LDS Teacher - LDS Teacher
-  Professional Development
-  Student Profile
  -  Teacher - Teacher

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

- Unit Builder(GSO Unit Builder) 
- PD Users(Professional Development) 
- Student(Professional Development) 
- Teacher(Student Profile) 

**<< 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.

-  AYP/NCLB
-  CAR
-  Central Directory
-  Exceptional Students
-  Full Time Equivalent
-  School Level User - User at a School who is principal and the user can see the FTE Error Report for the School where the user is belonging to.
-  GASIS: Reporting
-  Georgia Testing Identifier
-  Graduation Coach Program
-  GSO Unit Builder
-  Professional Development
-  Student Course Profile
-  School Level User - User at a School who is principal and the user can see the Error Report for the School where the user is belonging to.
-  Student Profile
-  Student Record

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

- School System User(Central Directory)
- PSA Principal(Exceptional Students)
- GSSIS(GASIS: Reporting)
- bldg(Georgia Testing Identifier)
- Unit Builder(GSO Unit Builder)
- PD Users(Professional Development)
- School Administrator(Professional Development)
- School User(Student Profile)

**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 “-” beside the 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](#)

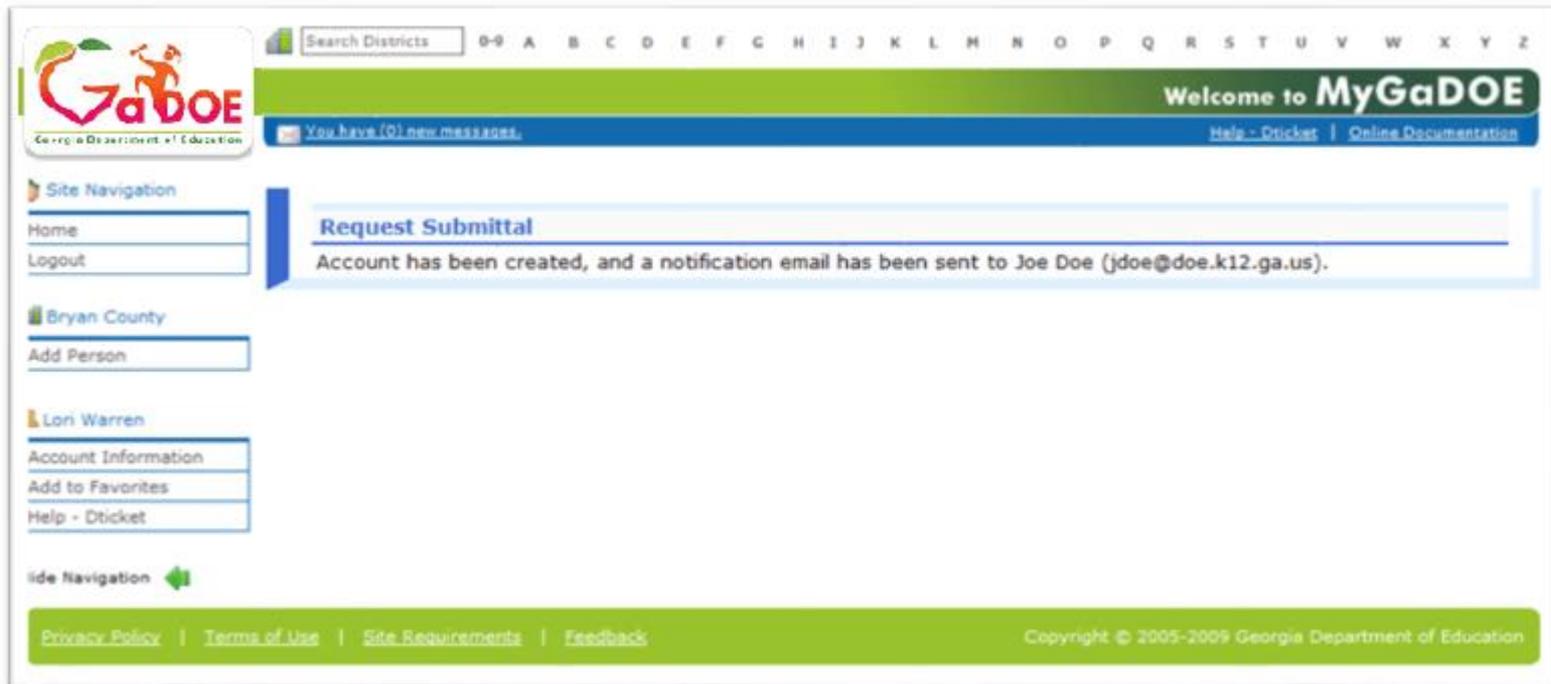
Review all the information entered into account setup wizard.

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.



The screenshot displays the MyGaDOE web interface. At the top left is the GaDOE logo with the text 'Georgia Department of Education'. To its right is a search bar labeled 'Search 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 - Docket' and 'Online Documentation'. Below this is a blue notification bar stating 'You have (0) new messages.' The main content area features a blue-bordered box titled 'Request Submittal' with the message: 'Account has been created, and a notification email has been sent to Joe Doe (jdoe@doe.k12.ga.us)'. On the left side, there are navigation menus for 'Site Navigation' (Home, Logout), 'Bryan County' (Add Person), and 'Lori Warren' (Account Information, Add to Favorites, Help - Docket). A 'Hide Navigation' button is at the bottom left. 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'.

# 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: **jdoo@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. At the top left is the GaDOE logo (Georgia Department of Education). Below it is a 'Site Navigation' menu with links for Home, Logout, Polk County, COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. A user profile for Chris Rivera is shown with links for Account Information, Add to Favorites, and Help - Dticket. A 'Search Districts' box is followed by a navigation bar with letters A-Z. A central menu lists various categories: Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. A 'Submitted (0)' and 'Approved (0)' status bar is visible. A 'Welcome to MyGaDOE' banner includes links for Help - Dticket and Online Documentation. A 'My Favorites' section shows 'Online Web Resources' with a 'More' link. A 'Hide Navigation' button is at the bottom left. 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 to 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.

The screenshot shows the MyGaDOE website interface. At the top, there is a search bar with 'mcgraw' entered and a navigation menu with letters A-Z. Below the search bar, a green banner says 'Welcome to MyGaDOE' with links for 'Help - Dtticket' and 'Online Documentation'. A blue bar indicates 'You have (0) new messages.' On the left, there is a 'Site Navigation' menu with 'Polk County' and 'Chris Rivera' listed. The main content area is titled 'Advance Search' and shows search criteria: 'Last Name' set to 'mcgraw' and 'Search' button. Below the search criteria, there are two checked checkboxes: 'Show Suspended Users' and 'Show Terminated Users'. The search results are displayed in a table with the following data:

Person Name	Organization	Is Active	Email Address	Edit	View
McGraw, Shannon	Terminated User	No	SMcGraw@paulding.k12.ga.us		
McGraw, Beth	Terminated User	No	beth.mcgraw@negaresa.org		
McGraw, Bob	Pepperell High School	Yes	bmcgraw@floydboe.net		
McGraw, Cynthia	Terminated User	No	mcgrawcm@troup.org		
McGraw, Dana	Terminated User	No	dana_mcgraw@gwinnett.k12.ga.us		
McGraw, Janice	Terminated User	No	janicemcgraw@pickens.k12.ga.us		
McGraw, Kathryn	Terminated User	No	kmcgraw@camden.k12.ga.us		
McGraw, Kristin	Suspended User	No	kristin_mcgraw@gwinnett.k12.ga.us		

A red arrow points to the 'Edit' icon for the user 'McGraw, Bob' with the text 'Click to Edit'. At the bottom of the page, there is a green footer with links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', and a copyright notice: 'Copyright © 2005-2009 Georgia Department of Education'.

# Profile Edit Screen

**Edit Profile**  
William McGrath (wmcgrath@bryan.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:

[Reset Passphrase](#)

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

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

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
<input type="text"/>	<input type="checkbox"/>						

**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**

**Active**  
**Terminated**

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. At the top left is the Georgia Department of Education logo. Below it is a 'Site Navigation' menu with links for Home, Logout, and Polk County. The Polk County section includes links for COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. A user profile for Chris Rivera is shown with links for Account Information, Add to Favorites, and Help - Dticket. A 'Hide Navigation' button is at the bottom left. The main content area features a search bar for districts, a navigation menu with 'People' selected, and a 'Welcome to MyGaDOE' banner. A 'My Favorites' section is also visible.

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.

The screenshot shows the MyGaDOE website interface. At the top, there is a search bar with 'mcgraw' entered and a navigation menu with letters A-Z. Below the search bar, a green banner says 'Welcome to MyGaDOE'. A blue notification bar indicates 'You have (0) new messages.' and provides links for 'Help - Dtticket' and 'Online Documentation'. On the left, there is a 'Site Navigation' menu with 'Polk County' and 'Chris Rivera' listed. The main content area is titled 'Advance Search' and shows search criteria: 'Search By: Last Name' with a dropdown menu, a search box containing 'mcgraw', and a 'Search' button. Below the search criteria, there are two checked checkboxes: 'Show Suspended Users' and 'Show Terminated Users'. The search results are displayed in a table with the following data:

Person Name	Organization	Is Active	Email Address	Edit	View
McGraw, Shannon	Terminated User	No	SMcGraw@paulding.k12.ga.us		
McGraw, Beth	Terminated User	No	beth.mcgraw@negaresa.org		
McGraw, Bob	Pepperell High School	Yes	bmcgraw@floydboe.net		
McGraw, Cynthia	Terminated User	No	mcgrawcm@troup.org		
McGraw, Dana	Terminated User	No	dana_mcgraw@gwinnett.k12.ga.us		
McGraw, Janice	Terminated User	No	janicemcgraw@pickens.k12.ga.us		
McGraw, Kathryn	Terminated User	No	kmcgraw@camden.k12.ga.us		
McGraw, Kristin	Suspended User	No	kristin_mcgraw@gwinnett.k12.ga.us		

A red arrow points to the 'Edit' icon for the 'McGraw, Bob' entry, with the text 'Click to Edit' next to it. At the bottom of the page, there is a green footer bar containing links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', along with the copyright notice 'Copyright © 2005-2009 Georgia Department of Education'.

# Profile Edit Screen

**Edit Profile**  
William McGrath (wmcgrath@bryan.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**

**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 IV/ Sports Equity Director

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 user interface. At the top left is the GaDOE logo (Georgia Department of Education). To its right is a search bar labeled 'Search Districts' and a navigation menu with letters A-Z. A green banner at the top right says 'Welcome to MyGaDOE' with links for 'Help - Dticket' and 'Online Documentation'. Below this is a blue notification bar: 'You have (0) new messages.' The main content area shows 'Reset passphrase for user Bob McGraw (bmcgraw@floydboe.net)'. A green button labeled 'Reset Passphrase' is highlighted with a red arrow pointing to it from a red box containing the text 'Click Here'. On the left side, there are two navigation menus: 'Site Navigation' with 'Home' and 'Logout' links, and a user profile for 'Chris Rivera' with 'Account Information', 'Add to Favorites', and 'Help - Dticket' links. 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 shows the MyGaDOE user interface. At the top left is the Georgia Department of Education logo. A search bar for districts is followed by a navigation menu with letters A-Z. A green banner reads "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". A blue notification bar states "You have (0) new messages." On the left, a "Site Navigation" menu includes "Home" and "Logout". Below it, "Polk County" is selected. A user profile for "Chris Rivera" is shown with options for "Account Information", "Add to Favorites", and "Help - Dticket". A "Hide Navigation" button is at the bottom left. The main content area displays "Reset passphrase for user Bob McGraw (bmcgraw@floydboe.net)" with a highlighted "Reset Passphrase" button. Below this, a red message states "Passphrase has been changed to Nominee4\$EarnMirror". At the bottom, a green 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".

# Provision Matrix – Security Officer Guide to User Provisioning

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- **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

**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 3

Select an Application Role:

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

- Georgia Testing Identifier
- bldg - The building role should be assigned to those users who are to be restricted to only acting within the context of a single school within the system. The BLDG role is a further restriction of the DIST role. Users with this role, in addition to the restrictions of the DIST role, will not be able to change schools within the district.
- GSO Unit Builder
- Longitudinal Data System
- Professional Development
- Student Profile

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

Unit Builder(GSO Unit Builder) 

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

**Provision Matrix** 

<< Back Next >>

The Provision Matrix can be access 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:

Organization Role:

Organization	Application Roles			
	HelpDesk	Program Manager	School System User	Superintendent
Administrator(Des)				
Administrator(Div)				
Administrator(GLF)	X			
Charter School Ad			X	
Charter School Su				X
Content Manager		X		
Content Manager		X		
Content Manager		X		
CPI Coordinator(f			X	
CPI Coordinator(f			X	
Help Desk(Depar	X			
Help Desk(Divisi	X			
Program Adminis	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					
<input checked="" type="radio"/> Application: <span>CPI Legacy</span>	<input type="radio"/> Organization Role: <span>Select an Organization Role</span>				
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						
<input checked="" type="radio"/> Application: <span>Full Time Equivalent</span> <input type="radio"/> Organization Role: <span>Select an Organization Role</span>						
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				
<input checked="" type="radio"/> Application: <span>Pre Identify for Testing</span>		<input type="radio"/> Organization Role: <span>Select an Organization Role</span>		
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						
<input checked="" type="radio"/> Application: <span>Student Record</span>		<input type="radio"/> Organization Role: <span>Select an Organization Role</span>				
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

**Organization/Application Role Mapping**

Application:  Organization Role:

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

- CPI Legacy
- Georgia Testing Identifier
- GSO Unit Builder
- Interactive Reports
- Portal
- Security Administration
- Teacher Retirement System

[Close](#)

**Organization Role List:**

- CPI Coordinator (District)
- CPI Coordinator (Other)
- CPI Coordinator (RESA)
- Curriculum Director (District)
- Curriculum Director (Other)
- Curriculum Director (RESA)
- Data Analyst/Administration (Department)
- Data Analyst/Administration (Division)
- Data Analyst/Administration (Program)
- Data Analyst/Administration (Unit)
- Department User (Department)
- Director (ETC)
- 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)

Select the **Organizational 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.**

# Charter School Administrator (School) – App Role Mapping

**Organization/Application Role Mapping**

Application:   Organization Role:

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

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- AYP/NCLB
- Consolidated Application
- CPI Legacy
  - › School System User - CPI School System User
- Facility and School 2008
- Finance
- Free & Reduced Lunch
- Full Time Equivalent
- Georgia Testing Identifier
- Graduation Coach Program
- Grants Accounting
- Grants Net
- Invoice Application
- MIGRANT DTS
- PaymentsSQL

# 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)

- [-] AYP/NCLB
  - › Superintendent - AYP/NCLB Superintendent
- [-] Consolidated Application
- [-] CPI Legacy
- [-] Facility and School 2008
- [-] Finance
- [-] Free & Reduced Lunch
- [-] Full Time Equivalent
- [-] Georgia Testing Identifier
- [-] Grants Accounting
- [-] Grants Net
- [-] Invoice Application
- [-] Portal
- [-] Pre Identify for Testing

# Principal (School) – App Role Mapping

### Organization/Application Role Mapping

Application:  Organization Role:

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

- [-] AYP/NCLB
  - Principal - AYP/NCLB Principal
- [-] CAR
- [-] Central Directory
- [-] Exceptional Students
- [-] Full Time Equivalent
  - School Level User - User at a School who is principal and the user can see the FTE Error Report for the School where the user is belonging to.
- [-] GASIS: Reporting
- [-] Georgia Testing Identifier
- [-] Graduation Coach Program
- [-] GSO Unit Builder
- [-] Portal
- [-] Professional Development
- [-] Student Course Profile
- [-] Student Profile
- [-] Student Record

# Teacher (School) – App Role Mapping

### Organization/Application Role Mapping

Application:   Organization Role:

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

- GSO Unit Builder
  - Unit Builder - Gives access to Unit Builder
- Portal
- Professional Development
- Student Profile
  - Teacher - Teacher

# 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
- Student Profile
- Task Manager

# 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!

The screenshot shows an 'Edit Profile' form with the following fields and values:

- 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: 10/15/1957
- Gender:  Male  Female
- Phone Number: (999) 263-8606
- Fax Number: (999) 263-7472
- NT Login:
- URL:

Buttons: [Reset Password](#) [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
- Title I 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  
GPDCP - Coordinator  
CCRPI - Superintendent  
CCRPI - District User  
EOPA - Superintendent  
Flexible Learning Program - District Superintendent

# Questions?

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## 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: Carl Ogletree, Charles Lang, Chris Smith, Randy Jackson,  
Westly Roberson & Vidrine Jones**

# Presentation Survey

- Please take the time to let us know your thoughts regarding this presentation and any suggestions for improvement. Survey can be accessed at the link below:

<http://gadoe.org/surveys/Tech-GCPNTEFK>

Thank You!