

MyGaDOE Portal Provisioning for Charter School Security Officers

Presented by

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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**

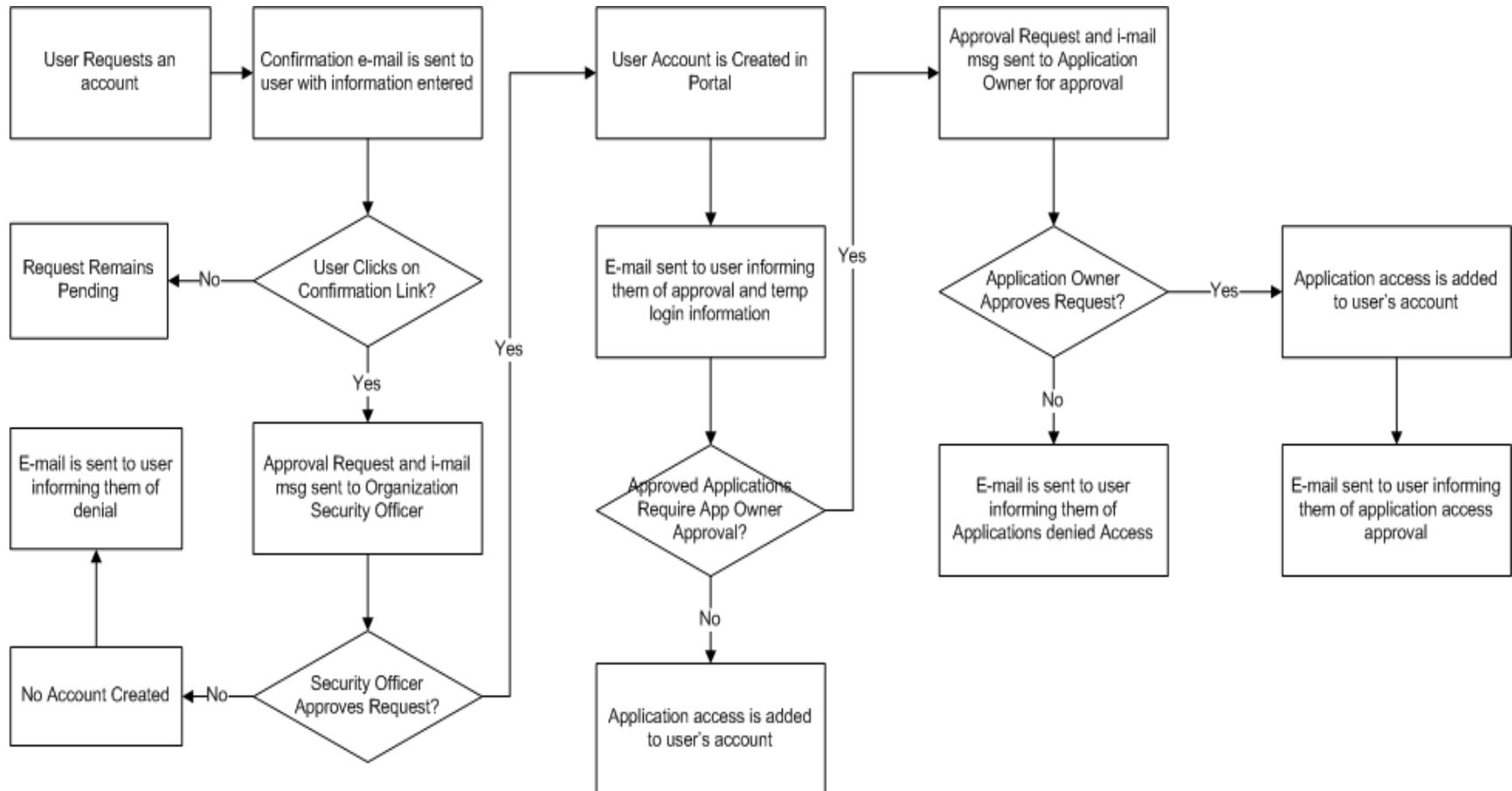
Organization Security Officer

- 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.**

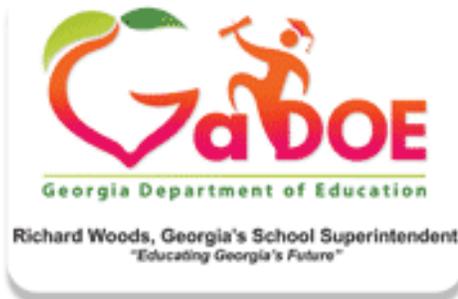
Provisioning Workflow



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**



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:

Teacher ID:
(TeacherID used for teacher verification only. Typically, SSN)

[Next >>](#)

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: Georgia Connections Academy, Heritage Preparatory Academy Sc, Odyssey School

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:

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

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.

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
- 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)

<< 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.

-  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

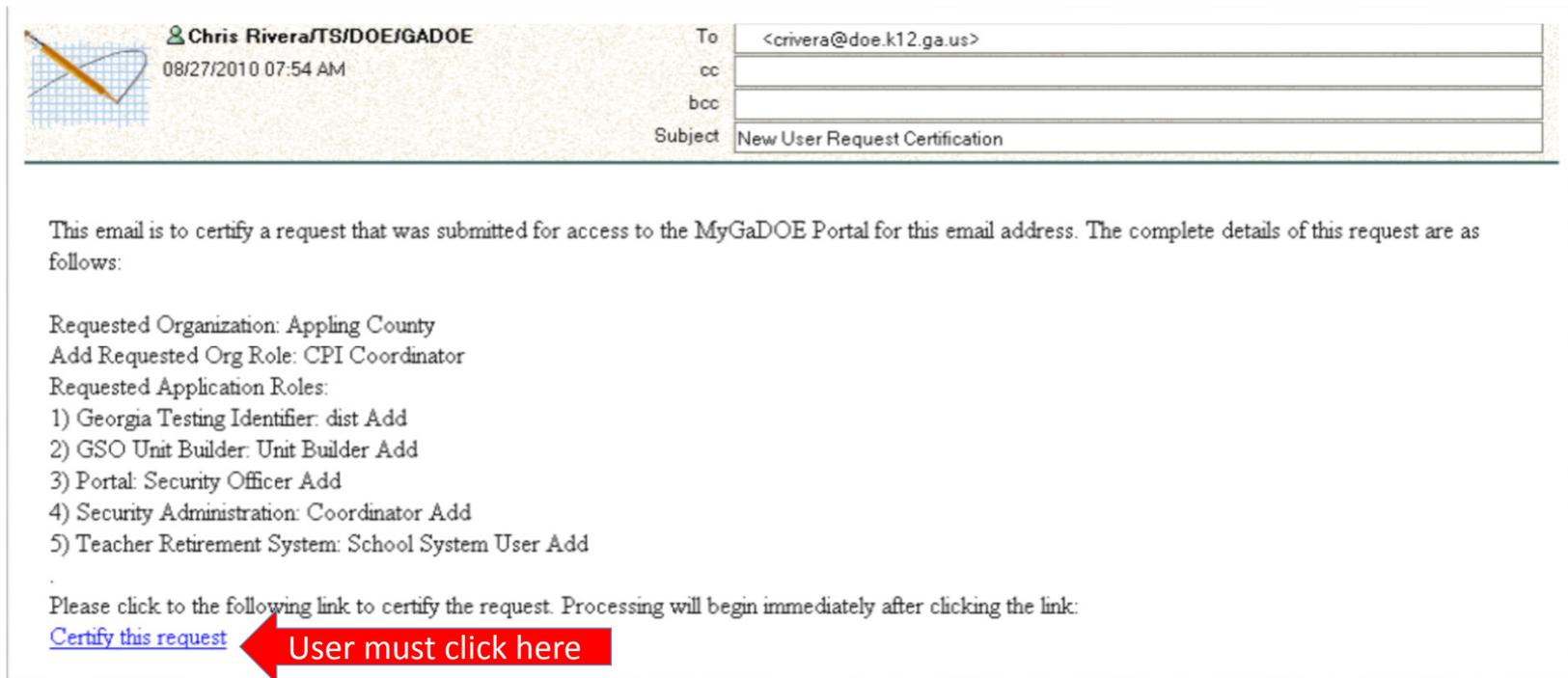
[<< Back](#) [Click to Submit Request](#) [Submit](#)

Request Submittal Confirmation

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



The image shows a screenshot of an email interface. At the top left is a logo of a pencil and a graph. To its right is the sender's name 'Chris Rivera/TS/DOE/GADOE' and the time '08/27/2010 07:54 AM'. On the right side, there is a header section with fields for 'To', 'cc', 'bcc', and 'Subject'. The 'To' field contains '<crivera@doe.k12.ga.us>', and the 'Subject' field contains 'New User Request Certification'. Below the header, the main body of the email contains a paragraph of text, a list of requested roles, and a link to certify the request. A red arrow points to the link with the text 'User must click here'.

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

- **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' with a dropdown menu showing letters A through Z. A green banner across the top reads 'Welcome to MyGaDOE'. Below the banner, a blue bar indicates 'You have (0) new messages.' and provides links for 'Help - Dticket' and 'Online Documentation'.

On the left side, there is a 'Site Navigation' menu with 'Home' and 'Logout' options. Below that 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'. At the bottom of this menu is the user profile for 'Chris Rivera', which includes links for 'Account Information', 'Add to Favorites', and 'Help - Dticket'. A red arrow points to the 'Chris Rivera' profile link with the text 'Click to Access Profile Screen'.

The main content area features two boxes. The 'Surveys' box 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' box shows 'Online Web Resources' and a 'More' link.

At the bottom left of the navigation area, there is a 'Hide Navigation' button with a green arrow icon.

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 (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

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

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.

 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

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

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:

Click Here

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="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 →

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:

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

- **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 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." A red arrow points to this bar with the text "Click to Access iMail". Below the banner are two main content areas: "Surveys" and "My Favorites". The "Surveys" section has tabs for "New (0)", "Saved (0)", "Submitted (0)", and "Approved (0)", with a message "No new surveys available" and a "More" link. The "My Favorites" section lists "Online Web Resources" with a "More" link. On the left side, there is a "Site Navigation" menu with options like Home, Logout, and various county-specific links for Polk County. Below that 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.

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.

Search Districts 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Welcome to MyGaDOE
Help - Dticket | Online Documentation

You have (10) new messages.

SecureXchange Notification Help

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

1-20 of 6 < 1 > 20

<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

SecureXchange Application Request Notification

[+ 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, there is a header 'Request Approvals' with a document icon. To the right of the header is a 'Show/hide Legend' button. Below the header, the text 'Browse requests by status' is followed by a list of status links: 'In Process', 'Completed', 'Archived', and 'New - (Awaiting Email Confirmation)'. A section titled 'In Process requests & Action Items - requests for which you may take action' contains a 'Show:' dropdown menu with options 'Action Items', 'In Process', and 'Both'. Below this, a single request is listed with a '+' icon, 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 of the request list 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

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

Request Approvals Screen

The screenshot displays the MyGaDOE user interface. At the top left is the Georgia Department of Education logo. A search bar for districts is located at the top, with a dropdown menu showing letters A through Z. A green banner reads "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". A message notification states "You have (0) new messages." The left 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), and a user profile for "Chris Rivera" (Account Information, Add to Favorites, Help - Dticket). The "Security Administration" menu item is expanded, showing "Request Approval" and "Add Person". A red arrow points to "Request Approval" 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)", and a "My Favorites" widget with "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

The screenshot displays the MyGaDOE portal interface. At the top left is the GaDOE 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 message notification states "You have (0) new messages." Below this is a "Site Navigation" menu with links for Home, Logout, and a dropdown for Polk County. The Polk County dropdown includes: COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration (highlighted), and COPS Planning. Under Security Administration, "Request Approval" and "Add Person" are visible. A red arrow points to the "Add Person" link with the text "Click to Access". Other sections include "Surveys" (New (0), Saved (0), Submitted (0), Approved (0)) and "My Favorites" (Online Web Resources).

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.

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:

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 user 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 - Dticket" and "Online Documentation". Below this is a blue notification bar: "You have (0) new messages." The main content area features a blue-bordered box titled "Request Submittal" containing the text: "Account has been created, and a notification email has been sent to Joe Doe (jdoe@doe.k12.ga.us)". On the left sidebar, there are sections for "Site Navigation" (Home, Logout), "Bryan County" (Add Person), and "Lori Warren" (Account Information, Add to Favorites, Help - Dticket). 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".

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. 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 categories like People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. A 'Welcome to MyGaDOE' banner is visible, along with a 'My Favorites' section containing 'Online Web Resources'. A footer contains links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, and 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 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 left is the Georgia Department of Education logo. A search bar contains 'mcgraw' and a navigation menu shows letters A-Z. A green banner says 'Welcome to MyGaDOE'. Below it, a message says 'You have (0) new messages.' and links for 'Help - Dticket' and 'Online Documentation' are visible. On the left, 'Site Navigation' includes 'Polk County' and 'Chris Rivera'. The main content area is titled 'Advance Search' and shows 'Search By: Last Name' with 'mcgraw' entered and a 'Search' button. Below the search bar, two checkboxes are checked: 'Show Suspended Users' and 'Show Terminated Users'. The search results are titled 'People Search Results for 'mcgraw':' and show a table with columns: Person Name, Organization, Is Active, Email Address, Edit, and View. The table lists seven users: Shannon McGraw (Terminated User, No), Beth McGraw (Terminated User, No), Bob McGraw (Pepperell High School, Yes), Cynthia McGraw (Terminated User, No), Dana McGraw (Terminated User, No), Janice McGraw (Terminated User, No), and Kristin McGraw (Suspended User, No). A red arrow points to the 'Edit' icon for Bob McGraw with the text 'Click to Edit'. At the bottom, there are links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', and a copyright notice for 2005-2009 Georgia Department of Education.

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		

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 Sports 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

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.

Select Desired Status

Reset User Passphrase

The screenshot displays the MyGaDOE portal interface. At the top left is the GaDOE 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 located below the profile. The main content area features a search bar for districts, a navigation menu with categories like Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. A 'Welcome to MyGaDOE' banner is visible, along with a 'My Favorites' section containing 'Online Web Resources'. A footer 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 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 left is the Georgia Department of Education logo. A search bar contains 'mcgraw' and a navigation menu shows letters A-Z. A green banner says 'Welcome to MyGaDOE'. Below it, a message says 'You have (0) new messages.' and links for 'Help - Dtticket' and 'Online Documentation' are visible. On the left, 'Site Navigation' includes 'Polk County' and 'Chris Rivera'. The main content area is titled 'Advance Search' and shows search criteria: 'Last Name' set to 'mcgraw' and checkboxes for 'Show Suspended Users' and 'Show Terminated Users' both checked. Below this is a table of search results for 'mcgraw'.

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		

Pages: [1]

Privacy Policy | Terms of Use | Site Requirements | Feedback

Copyright © 2005-2009 Georgia Department of Education

Click to Edit

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 navigation menus for 'Site Navigation' (Home, Logout), 'Polk County', and 'Chris Rivera' (Account Information, Add to Favorites, 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 shows the MyGaDOE user interface. At the top left is the Georgia Department of Education logo. A search bar for districts and a navigation menu with letters A-Z are visible. 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." The main content area shows the user profile for "Chris Rivera" and a "Reset Passphrase" button. Below the button, a red message indicates: "Passphrase has been changed to **Nominee4\$EarnMirror**". 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".

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

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 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(Des)				
Administrator(Div)				
Administrator(GLF)	X			
Charter School Ac			X	
Charter School Su				X
Content Manager		X		
Content Manager		X		
Content Manager		X		
CPI Coordinator(t			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: CPI Legacy		<input type="radio"/> 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:
 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				
<input checked="" type="radio"/> Application: Pre Identify for Testing		<input type="radio"/> 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

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:

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

- 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 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
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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
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Consolidated Application - School System User
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GSO Unit Builder - Unit Builder
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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?

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 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, Eula Braxton, Chris Smith,
Irish Saxton, Patty Miller, & 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!

