

# MyGaDOE Portal Security Administration Certify Users Application

Presented by

**Chris Rivera**

GaDOE Helpdesk Manager

# Audit Risk

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**Recent audits raised concerns over the RISK and lack of monitoring or rectification of user access within the MyGaDOE Portal which may allow inappropriate access and inappropriate user activity to go undetected.**

**There was a concern that there was no formal process to periodically review user access, within a given organization, to the CPI, FTE, GAORS, QBE, Payments, Consolidated and Invoice Applications.**

**Users with the ability to access targeted DOE applications after termination or change in job function, could potentially perform inappropriate actions within the system.**

# **Solution: Security Administrator – Certify User Application**

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**A periodic review would be established to verify that user access to specified applications, at a functional level, continues to be appropriate based on job function. Review will be mandatory for Security Officers at the start of each school year.**

- Continued access can be approved or removed for each identified user.**
- Facilitates portal account Termination for users no longer with specified organization.**

# Applications in Scope

The list of applications in scope for Security Officers to Certify User Access are:

- Consolidated Application - CA
- CPI Legacy - CPI
- Full Time Equivalent - FTE
- QBE (*primarily DOE users*)
- Payments (*primarily DOE users*)
- Invoice Application - Invoice
- Grants Accounting - GAORS

*Note: Other applications may be introduced at a later date*

# Certify User Accessing Application

Log on to [www.portal.doe.k12.ga.us](http://www.portal.doe.k12.ga.us) and log in with your portal ID and password

## MyGaDOE



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

### Please Log In

**Username:**

**Password:**

[I forgot my passphrase!](#)

[Or sign up for an account](#)

### Helpful links

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

This website requires Cookies be enabled in your browser.

For Security Officers, upon Logging into Portal, opening page will be Certification Page.

*Note: This will only occur during established certification time frame.*

The screenshot displays the MyGaDOE portal interface. At the top left is the Georgia Department of Education logo. A search bar labeled "Search Districts" is followed by a navigation menu with letters A through Z. A green banner reads "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". A blue notification bar states "You have (5) new messages." Below this is a "Site Navigation" menu with options for Home, Logout, Information Technology, and Security Administration. The user's name, Chris Rivera, and account information are shown. The main content area features a list of users for approval, with tabs for CA, CCRPI, CPI, FTE, GAORS, Invoice, Payments, QBE, and SR. The list includes Janelle Cornwall and Gail Humble, each with a "Helpdesk Role" and "Approve/Reject" options. A "Submit" button is at the bottom.

CA	CCRPI	CPI	FTE	GAORS	Invoice	Payments	QBE	SR
Expand/Collapse All <input type="checkbox"/> Approve All								
Janelle Cornwall Email: [REDACTED] Terminate:								
• Helpdesk Role <input type="radio"/> Approve <input type="radio"/> Reject								
Gail Humble Email: [REDACTED] Terminate:								
• Helpdesk Role <input type="radio"/> Approve <input type="radio"/> Reject								
<input type="button" value="Submit"/>								

The Certify User application can also be accessed at any time throughout the year by selecting “**Certify Users**” from within the Security Administration menu item on the left hand navigation pane.

The screenshot displays the MyGaDOE web application interface. At the top left is the Georgia Department of Education logo. A search bar for districts and an alphabetical index (0-9 A-Z) are located at the top. A green banner reads "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". A blue notification bar states "You have (5) new messages." Below this is a navigation pane on the left with categories: "Site Navigation" (Home, Logout), "Information Technology", "Security Administration" (highlighted), and "Chris Rivera" (Account Information, Add to Favorites, Help - Dticket). A "Hide Navigation" button is at the bottom left. The main content area shows a list of users with a "Certify Users" dropdown menu open over the "Security Administration" section. The dropdown menu includes "Request Approval", "Add Person", and "Certify Users". The user list includes "Janelle Cornwall" with a "Role" column and "Approve/Reject" radio buttons, and a "Submit" button at the bottom.

Security Officer should carefully review each user and make the appropriate adjustments to each user's account.

### Possible Actions:

- Approve application role
- Reject application role
- Terminate Account – **This will remove all access to Portal**

The screenshot shows a web interface for user management. At the top, there are tabs for CA, CPI, FTE, QBE, Payments, Invoice, and GAORS. Below the tabs, there are links for 'Expand/Collapse All' and 'Approve All'. The main area displays two user entries:

- Della Kilpatrick** (Email: [redacted]) with roles: Grants User Role, QBE User Role, School Nutrition User Role. Actions: Approve (selected), Reject (unselected).
- Phyllis Raines** (Email: [redacted]) with roles: Grants User Role, QBE User Role, School Nutrition User Role. Actions: Approve (selected), Reject (unselected).

A 'Submit' button is located at the bottom left of the form.

# Approve All

Security Officers also have access to the “Approve All” function to approve access for all the accounts for a given application. Just check the **“Approve All”** box and a warning will appear to verify your request. Once you press Continue, all account access will be marked as approved regardless of any changes made previously.



Once the appropriate selections have been made by the Security Officer for each account within a specified application, click on the **“Submit”** button at the bottom and changes will take effect.

The Security Officer should repeat this process for each of the application tabs until all user accounts have been certified.

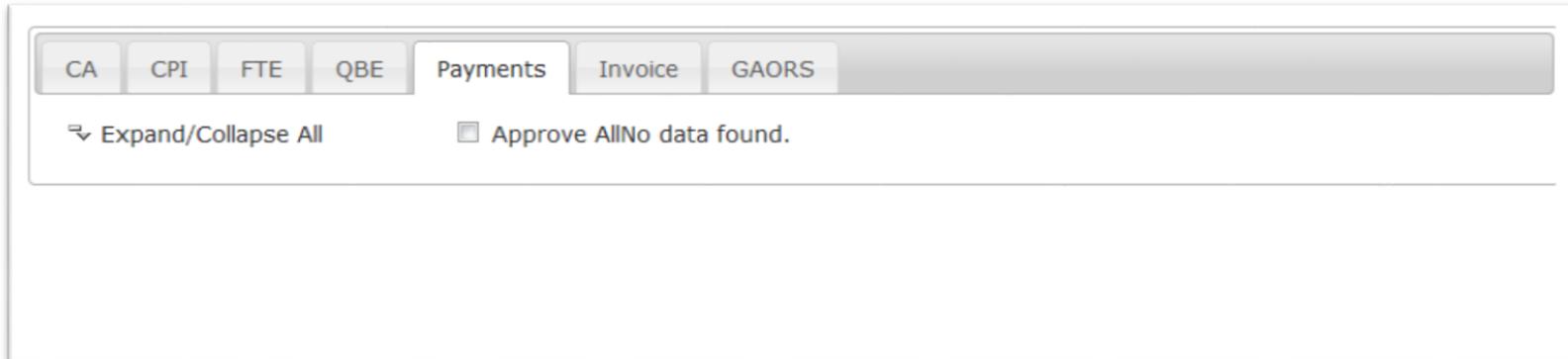
The screenshot displays a web application interface with a navigation bar at the top containing tabs for CA, CPI, FTE, QBE, Payments, Invoice, and GAORS. The 'Payments' tab is currently selected. Below the navigation bar, there are two main sections for user accounts. Each section includes a user name, email address (redacted), and a 'Terminate' button with a trash icon. The first user is Della Kilpatrick, and the second is Phyllis Raines. For each user, there are three rows of radio button options corresponding to different user roles: Grants User Role, QBE User Role, and School Nutrition User Role. For Della Kilpatrick, the 'Approve' radio button is selected for all three roles. For Phyllis Raines, the 'Reject' radio button is selected for all three roles. At the bottom left of the interface, there is a 'Submit' button, which is highlighted with a red arrow pointing to it from the right.

User Name	Email	Grants User Role	QBE User Role	School Nutrition User Role	Terminate
Della Kilpatrick	[Redacted]	<input checked="" type="radio"/> Approve	<input checked="" type="radio"/> Approve	<input checked="" type="radio"/> Approve	<input type="button" value="Terminate"/>
Phyllis Raines	[Redacted]	<input type="radio"/> Approve	<input checked="" type="radio"/> Reject	<input type="radio"/> Approve	<input type="button" value="Terminate"/>

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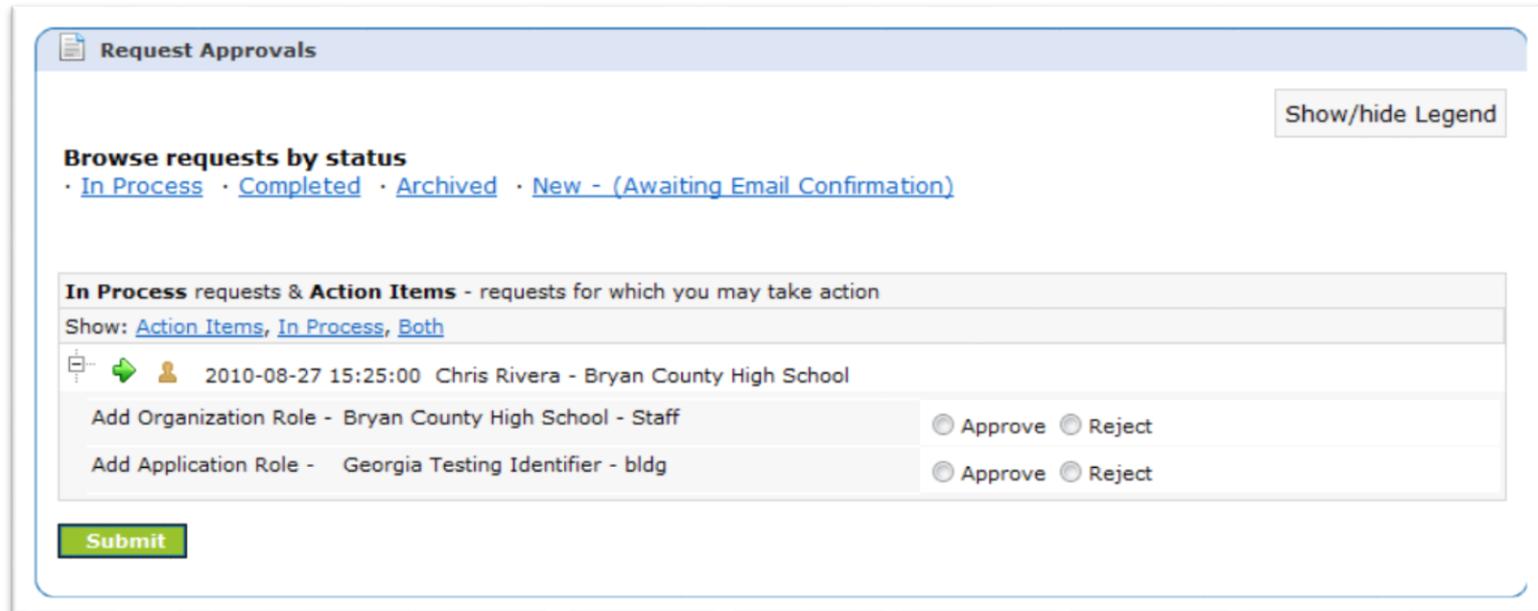
# Certification Complete

Once all users for a given application have been certified or access removed, or if no users have access to a given application, the screen will appear blank.



This is not the same process as the Request Approvals that Security Officers should review and approve. The Certify Users process is for users with existing accounts having current access to the specified applications.

The Request Approvals process is for new users requesting access or new requests for application access.



The screenshot displays a web interface titled "Request Approvals". At the top right, there is a button labeled "Show/hide Legend". Below this, a section titled "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" and offers filters for "Action Items", "In Process", and "Both". The main content area shows a request from "Chris Rivera - Bryan County High School" dated "2010-08-27 15:25:00". This request includes two items: "Add Organization Role - Bryan County High School - Staff" and "Add Application Role - Georgia Testing Identifier - bldg". Each item has radio buttons for "Approve" and "Reject". A "Submit" button is located at the bottom left of the interface.

# 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, 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!