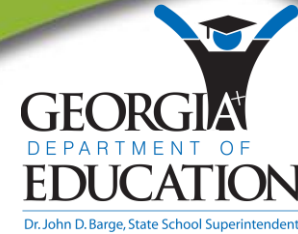


MyGaDOE Portal Provisioning

Presented by

Chris Rivera

GaDOE Helpdesk Manager



MyGaDOE Portal Provisioning Basics

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



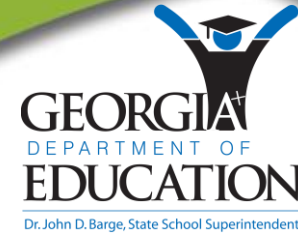
User Self Provisioning

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



Organization Security Officer

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

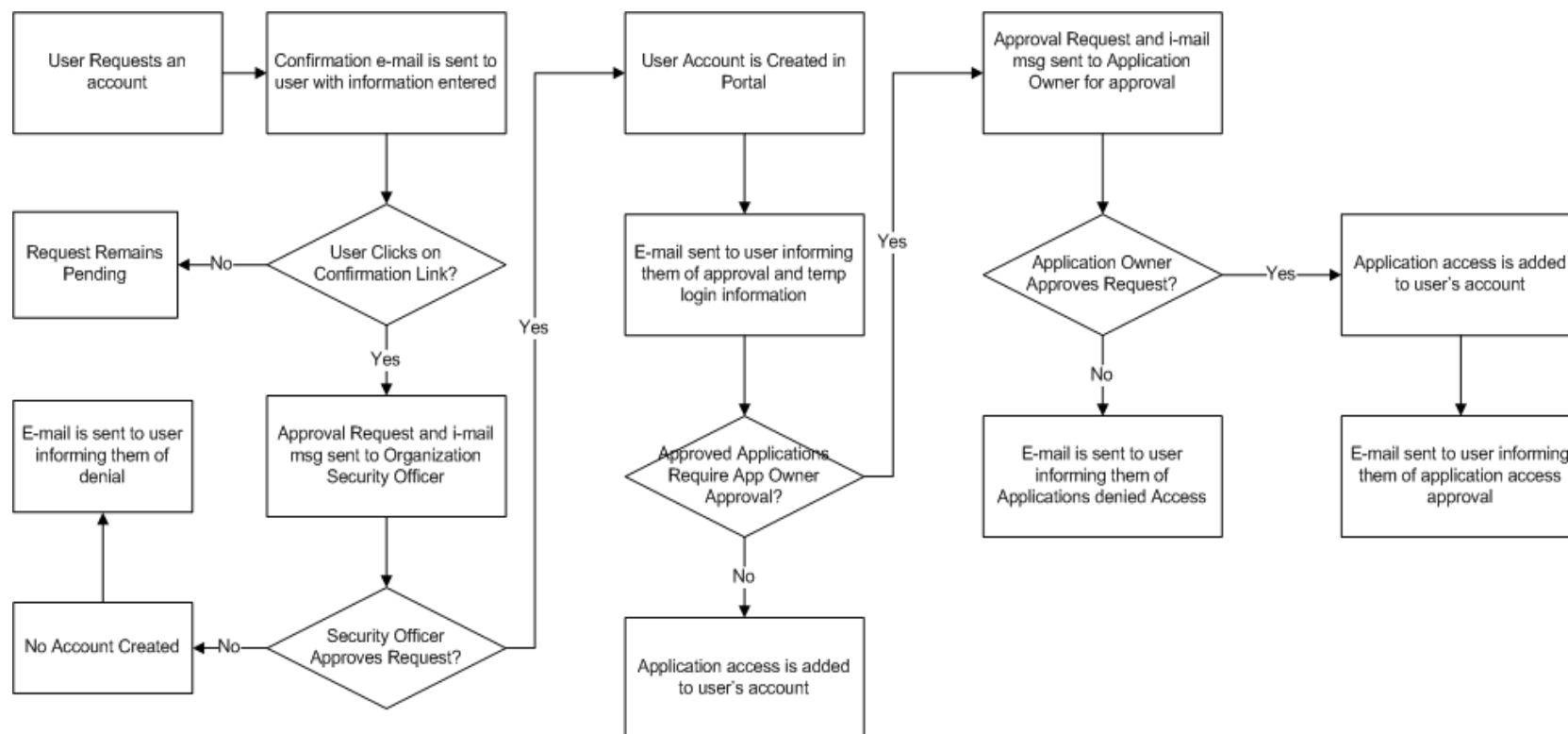


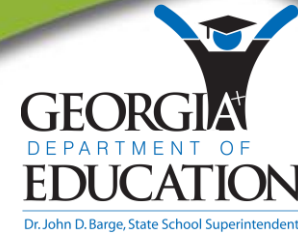
Application Security Officer Approvals

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



Provisioning Workflow

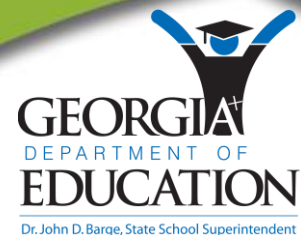




Signing Up for a Portal Account

New User Registration Wizard

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



MyGaDOE



Click Here

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.



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



Dr. John D. Barge, State School Superintendent

Apply for a GaDOE Account

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

Step 2

Select an Organization:

To select a School, first choose a District

☐ District

☒ School

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

☐ Agency

☐ Department

☐ Division

To see additional Organizations, first choose a Type

☐ Other Type

Click on a to select that role.

Roles for Selected Organization:

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

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 Remove that role.

Principal(Berrien High School)

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

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

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





Apply for a GaDOE Account


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


Step 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 >>

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


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


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


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.



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

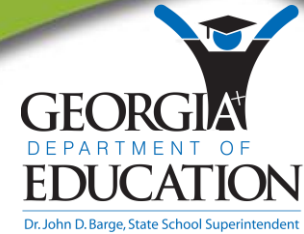
<< Back

Click to Submit Request

Submit

Review all the information entered into account setup wizard.

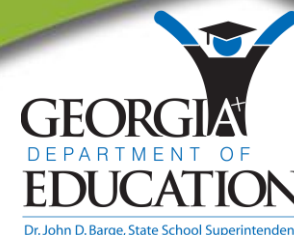
If all is as required, click on the "Submit" button to submit request for approval.



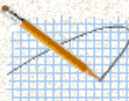
Request Submittal Confirmation

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

	Chris Rivera/TS/DOE/GADOE	To	<crivera@doe.k12.ga.us>
	08/27/2010 07:54 AM	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

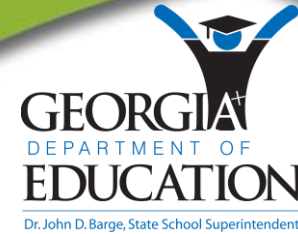
Requested Application Roles:

- 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



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**

[You have \(0\) new messages.](#)
[Help - Dticket](#) | [Online Documentation](#)

Site Navigation

- Home
- Logout

Bryan County High School

- View Alerts
- View Calendar
- Change Manager
- View Documents
- Unit Builder
- View News
- Message Center
- Request Approval


Chris Rivera

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Headline News

Communications Update




Each month in the internal e-newsletter we will focus on a particular division of the GaDOE. Since this is the first internal e-newsletter, we thought it would be appropriate to begin with Communications since we are developing it. Also, since we have several new members of the team, we want you to know who to go to for what information.

Communications Team – Who We Are...

The ...


[More](#)

Site News

Headline	State	District	School
 Communications Update			

[More](#)

My Favorites

-  Online Web Resources

[More](#)

Click to Access Profile Screen

Daily	Weekly	Monthly
No Daily Events		

[More](#)




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:

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

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

Address:	Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="button" value="Save Address"/>	<input type="button" value="New"/>	<input type="button" value="Delete"/>					

Request Roles:





Request Provisioning

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

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

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) 

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

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.



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

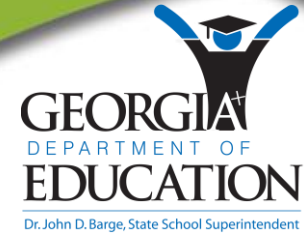
<< Back

Click to Submit Request

Submit

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 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:

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

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

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

Request Roles:

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

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


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

Request Roles:

Click Here



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

[Save](#) [Skip](#)



Profile Screen – Change Passphrase

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


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

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

Request Roles: [Request Roles](#)

[Update Person](#)

Click Here



Terms of Use Agreement – Must Accept

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

Terms of Use

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

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

Scope of Terms and Conditions

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

Do Not Accept

Accept

Click Here to Accept



1. Enter Current Passphrase
2. Enter New Passphrase
3. Re-enter New Passphrase

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:

Save 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

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

You have (1) new messages.

Welcome to MyGaDOE
Help - Dticket | Online Documentation

Site Navigation

- Home
- Logout

Bryan County

- View Alerts
- AYP/NCLB
- View Calendar
- Change Manager
- Data Collection
- View Documents
- Unit Builder
- GTID
- View News
- Facilities - Archive
- Task Manager
- Message Center
- Security Administration

Lori Warren

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Headline News

Communications Update

Each month in the internal e-newsletter we will focus on a particular division of the GaDOE. Since this is the first internal e-newsletter, we thought it would be appropriate to begin with Communications since we are developing it. Also, since we have several new members of the team, we want you to know who to go to for what information.

Communications Team – Who We Are...

The ...

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Online Web Resources

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Calendar

Daily Weekly Monthly

No Daily Events

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Surveys

New (0) Saved (1) Submitted (0) Approved (1)

Click to Access i-Mail

Portal access requests are delivered via the MyGaDOE Portal i-Mail system.


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

Portal i-mail is access from Portal Home page message link at top of page.



I-Mail Message Inbox

New and existing i-Mail messages are show in Inbox. New messages appear in “Bold”. To view a message Click on message and information will appear in Preview box below.



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
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View Calendar
View Documents

Lori Warren
Account Information
Add to Favorites
Help - Dticket

Inbox Compose Folders Contacts Empty Trash

Actions --Choose Action-- Apply

	From	Subject	Date
<input type="checkbox"/>	Support Portal	Portal Access Request Notification	08/27/10 03:24 PM

Pages: [1]

Preview:

Hide Navigation



I-Mail Message Preview

Inbox Compose Folders Contacts Empty Trash Actions --Choose Action-- Apply

Inbox (1/1)
Sent (0/0)
Trash (0/0)

	From	Subject	Date
<input type="checkbox"/>	Support Portal	<u>Portal Access Request Notification</u>	08/27/10 03:24 PM

Pages: [1]

Preview:

Reply... Forward... Delete

From: Support Portal
To: Lori Warren
Subject: Portal Access Request Notification

Lori Warren,
This email is to notify you that a request was filled out for DOE Portal Access. The request details are as follows:

Requester Name: Chris Rivera
Requester Email Address: criveratest2@doe.k12.ga.us
Requestor Organization: Bryan County High School
Requested Role: Staff Add

Application Requested: Georgia Testing Identifier
Application Role Requested: bldg Add.

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

Click Here

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.

 **Request Approvals**

Show/hide Legend

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

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




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

Submit



Request Approvals Screen




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

 **Request Approvals**

Show/hide Legend

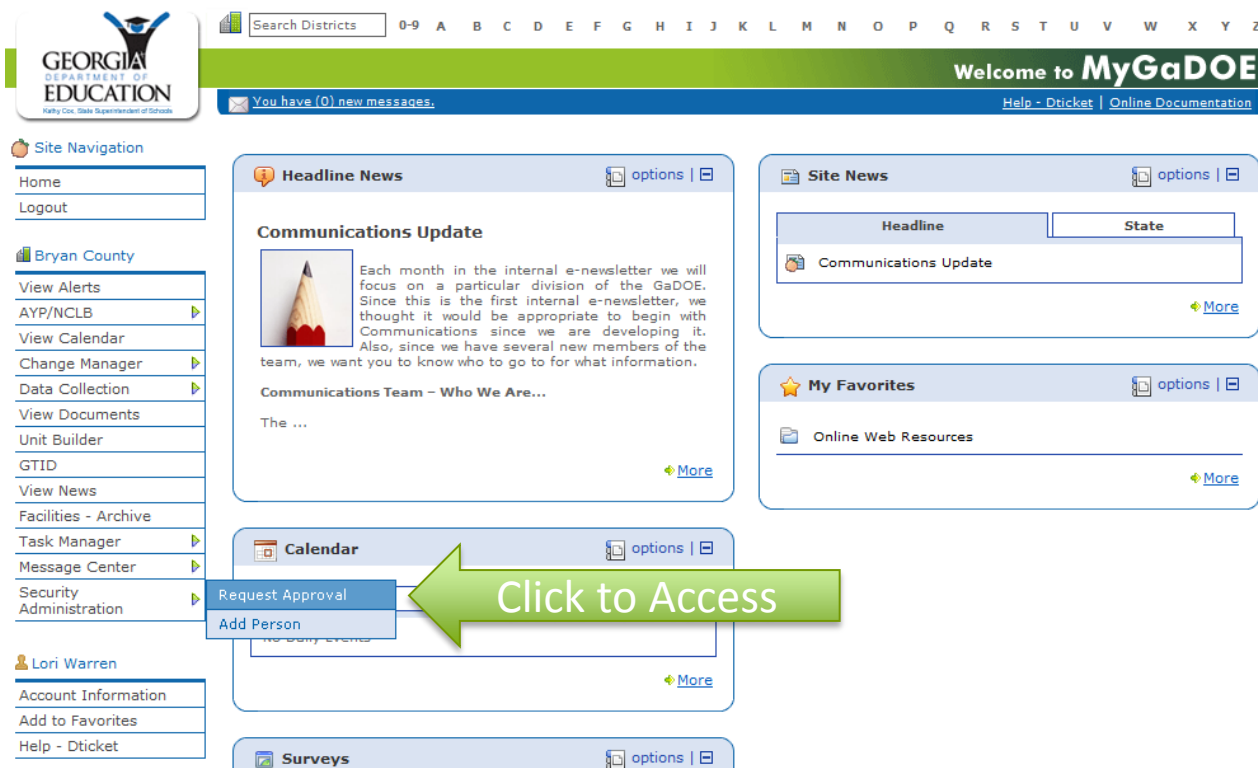
Browse requests by status
· [In Process](#) · [Completed](#) · [Archived](#) · [New - \(Awaiting Email Confirmation\)](#)

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

   2010-08-27 15:25:00 Chris Rivera - Bryan County High School	
Add Organization Role - Bryan County High School - Staff	<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



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

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Help - Dticket | Online Documentation

You have (0) new messages.

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 - View News
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 - Task Manager
 - Message Center
 - Security Administration
- Lori Warren**
 - Account Information
 - Add to Favorites
 - Help - Dticket

Headline News

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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

GEORGIA
DEPARTMENT OF
EDUCATION
Kathy Cox, State Superintendent of Schools

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

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Headline News
Communications Update
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Click to Access

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

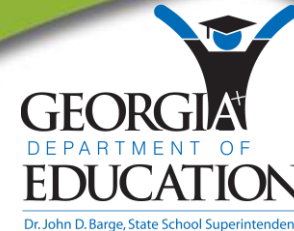
This option is available under the Security Administration application link on the left hand navigation menu using the “Add Person” Link.



Security Officer - Adding New User

Add User Registration Wizard

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



Add Person – Step 1, User Information

Apply for a GaDOE Account

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

Step 1

Enter information about the user:

First Name:

Last Name:

Email Address:

Confirm Email:

Next >>

Enter Name and e-mail Address.

E-mail address is also Portal Login ID.

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

☒ 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


☐ 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.



Dr. John D. Barge, State School Superintendent

Apply for a GaDOE Account

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

Step 3

Select an Application Role:

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

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

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

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.





Add Person – Request Submitted


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




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

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You have (0) new messages. [Help - Dticket](#) | [Online Documentation](#)

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 Lori Warren

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- Help - Dticket

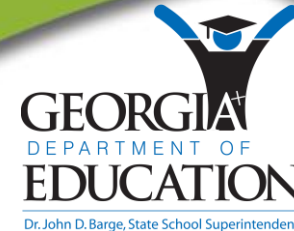
Hide Navigation 

Request Submittal

Account has been created, and a notification email has been sent to Joe Doe (jdoe@doe.k12.ga.us).

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Notification e-Mail to User

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

Joe Doe,

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

Request Details:

Requester Name: Joe Doe

Organization: Bryan County High School

Org Role: Teacher Add Status=Approved

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

Application: Student Profile Role: Teacher Add Status=Approved

Application: Professional Development Role: Student Add Status=Approved

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

To login, use your email address and your password:

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

Temporary Password: **0\$WordRedressDone**

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

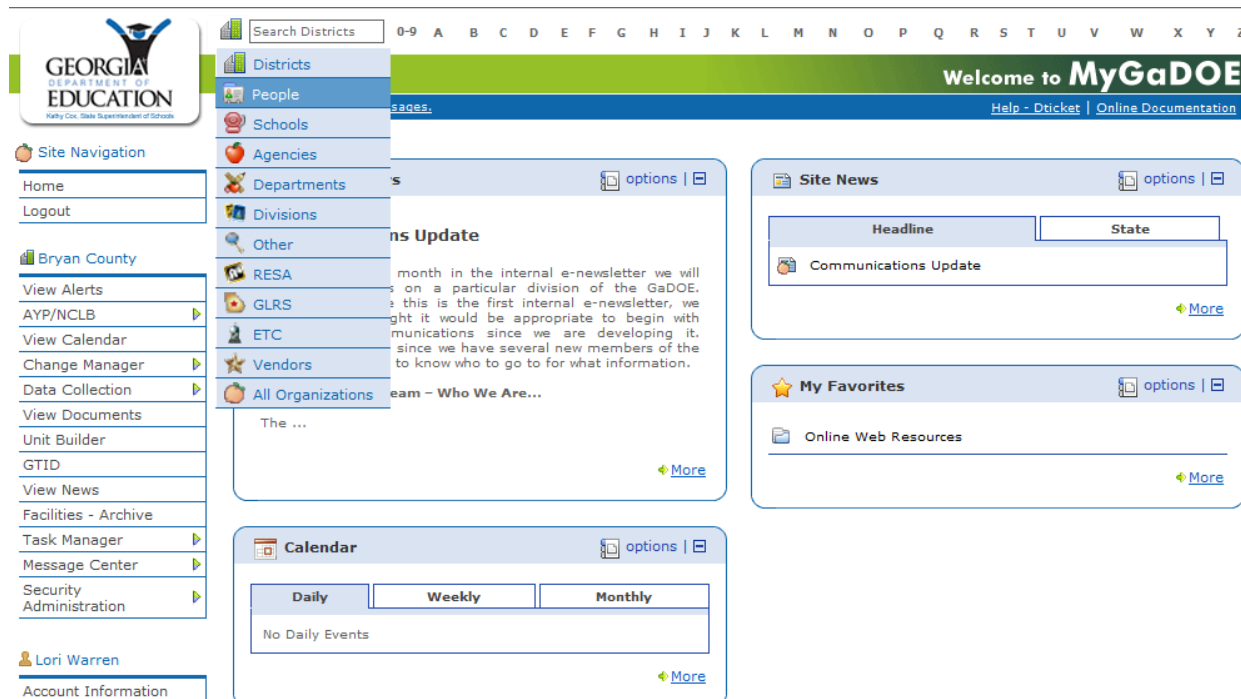
If you do not see an Approved or Denied status for a requested App Role, you will be receiving another message when the status is updated by the Application Owner.

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

Sincerely,

DOE Portal Support

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



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 - Task Manager
 - Message Center
 - Security Administration
- Lori Warren
 - Account Information

People Search Results:

Name	Title	Organization
[Name]	[Title]	[Organization]


Calendar: Daily Weekly Monthly
No Daily Events

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.



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[Add to Favorites](#)
[Help - Dticket](#)

☒ Show Suspended Users ☒ Show Terminated Users
People Search Results for 'mcgra':

Pages: [1]

Person Name	Organization	Is Active	Email Address	Edit
mcgras, cynthia	Terminated User	No	mcgrawjm@troup.org	
McGrath, Audrey	Suspended User	No	mcgratha@troup.org	
McGrath, Charlene	Gwinnett County	Yes	charlene_mcgrath@gwinnett.k12.ga.us	
McGrath, Mark	Suspended User	No	mark_McGrath@douglas.k12.ga.us	
McGrath, Mike	Suspended User	No	mmcgrath@bellsouth.net	
McGrath, William	Suspended User	No	wmcgrath@bryan.k12.ga.us	
McGraw, Cynthia	Troup County	Yes	mcgrawcm@troup.org	
McGraw, Dana	Suspended User	No	dana_mcgraw@gwinnett.k12.ga.us	

Hide Navigation


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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:

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

Administrative Fields:

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

Password Change Required: ☒

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

Assign Roles:

Active
Terminated

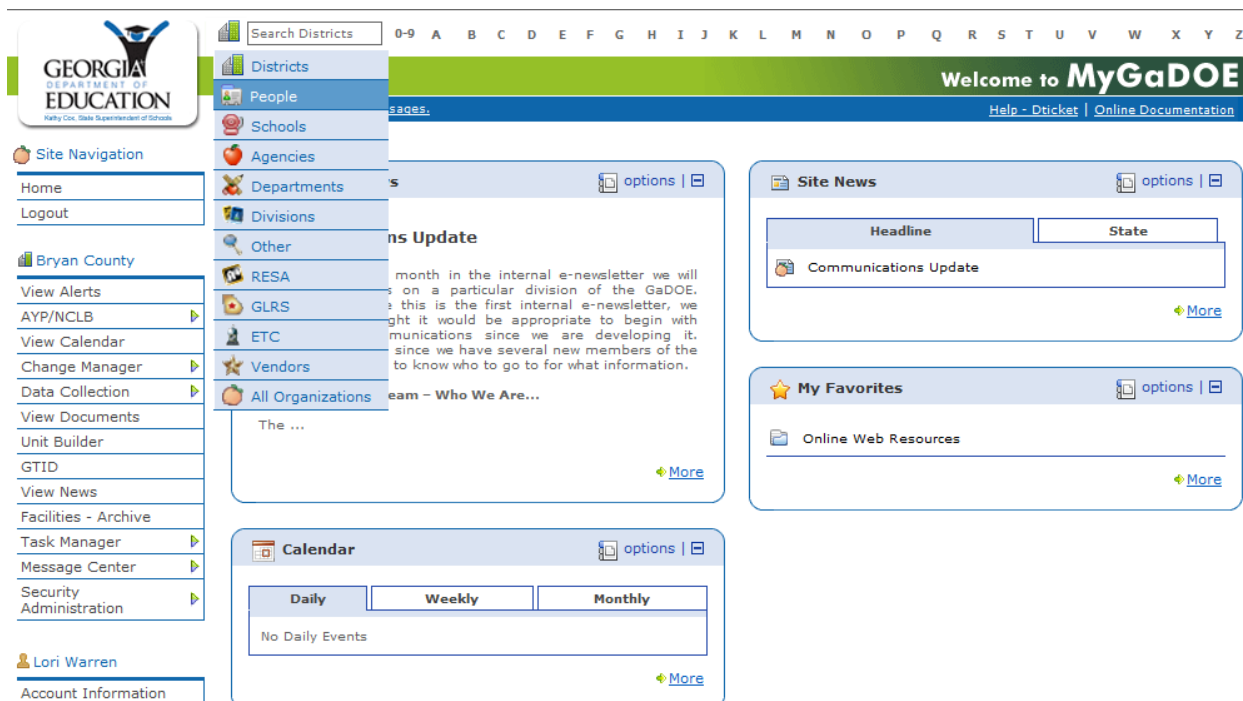


Once the desired user status is selected, click on the “Update Person” to effect changes to user’s account.

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



Reset User Passphrase




The screenshot displays the MyGaDOE portal interface. At the top, there is a search bar for districts and a navigation menu with tabs for Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. A green banner reads "Welcome to MyGaDOE" with links for Help, Docket, and Online Documentation. The left sidebar contains a "Site Navigation" menu with links like Home, Logout, View Alerts, View Calendar, Change Manager, Data Collection, View Documents, Unit Builder, GTID, View News, Facilities - Archive, Task Manager, Message Center, Security Administration, and a user profile for Lori Warren. The main content area includes a "Site News" widget with a headline "Communications Update", a "My Favorites" widget with "Online Web Resources", and a "Calendar" widget showing "No Daily Events".

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.



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Account Information
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Help - Dticket

☒ Show Suspended Users ☒ Show Terminated Users
People Search Results for 'mcgra':

Pages: [1]

Person Name	Organization	Is Active	Email Address	Edit
mcgras, cynthia	Terminated User	No	mcgravjm@troup.org	
McGrath, Audrey	Suspended User	No	mcgratha@troup.org	
McGrath, Charlene	Gwinnett County	Yes	charlene_mcgrath@gwinnett.k12.ga.us	
McGrath, Mark	Suspended User	No	mark_McGrath@douglas.k12.ga.us	
McGrath, Mike	Suspended User	No	mmcgrath@bellsouth.net	
McGrath, William	Suspended User	No	wmcgrath@bryan.k12.ga.us	
McGraw, Cynthia	Troup County	Yes	mcgrawcm@troup.org	
McGraw, Dana	Suspended User	No	dana_mcgraw@gwinnett.k12.ga.us	

Hide Navigation

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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:

[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 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.



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Kathy Cox, State Superintendent of Schools

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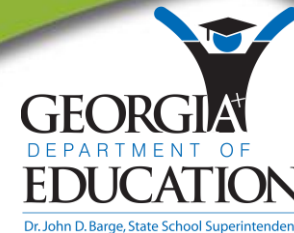
Reset passphrase for user William McGrath (wmcgrath@bryan.k12.ga.us)

Reset Passphrase

Hide Navigation 

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Reset Passphrase

A new Passphrase is generated and displayed on the screen.

Provide new passphrase to user, they will not receive via e-mail.




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Reset passphrase for user William McGrath (wmcgrath@bryan.k12.ga.us)

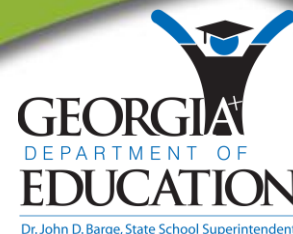
Reset Passphrase

Passphrase has been changed to 1\$AnyShareAgenda

Hide Navigation 

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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

Provision Matrix

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

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

Current Application Role Assignments (per Application):

Click on a  to Remove that role.

Unit Builder(GSO Unit Builder) 

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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: Select an Organization Role

Organization Role: CPI Legacy

Application Roles	Application Roles			
	HelpDesk	Program Manager	School System User	Superintendent
Administrator(Des)				
Administrator(Div)				
Administrator(GLR)	X			
Charter School Ad			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

Application:
 Organization Role:

Organization Roles mapped to Application Roles for Application : CPI Legacy

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



Free & Reduced Lunch – Role Mapping

Organization/Application Role Mapping

☒ Application: Free & Reduced Lunch

☐ Organization Role: Select an Organization Role

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

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



FTE – Role Mapping

Organization/Application Role Mapping

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

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

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



Pre Identify for Testing – Role Mapping

Organization/Application Role Mapping

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

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

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



Private School Collection – Role Mapping

Organization/Application Role Mapping

☒ Application: Private School Collection

☐ Organization Role: Select an Organization Role

Organization Roles mapped to Application Roles for Application : Private School Collection

Organization Roles	Application Roles	
	Administrator	District User
Content Manager(Department)	X	
Content Manager(Division)	X	
Data Analyst/Administration(Department)	X	
Data Analyst/Administration(Division)	X	
FTE Coordinator(District)		X
Help Desk(Division)	X	
Superintendent(District)		X



Student Course Profile – Role Mapping

Organization/Application Role Mapping

☒ Application: Student Course Profile

☐ Organization Role: Select an Organization Role

Organization Roles mapped to Application Roles for Application : Student Course Profile

Organization Roles	Application Roles			
	Administrator	Helpdesk	School Level User	School System User
Content Manager(Department)	X			
Content Manager(Division)	X			
Data Analyst/Administration(Department)	X			
Data Analyst/Administration(Division)	X			
FTE Coordinator(District)				X
Help Desk(Department)		X		
Help Desk(Division)		X		
Portal User(District)				X
Principal(School)			X	
Student Record Coordinator(District)				X
Student Record Coordinator(RESA)				X
Superintendent(District)				X
Superintendent(RESA)				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)

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

[Close](#)

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

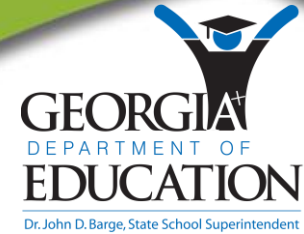
 ▶ Unit Builder - Gives access to Unit Builder

 Portal

 Professional Development

 Student Profile

 ▶ Teacher - Teacher



Security Officer (School) – App Role Mapping

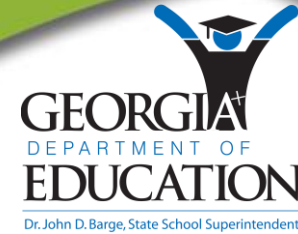
Organization/Application Role Mapping

☐ Application:

☒ Organization Role:

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

- ☒ GSO Unit Builder
- ☒ Portal
- ☒ Security Administration
- ☒ Student Profile
- ☒ Task Manager



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