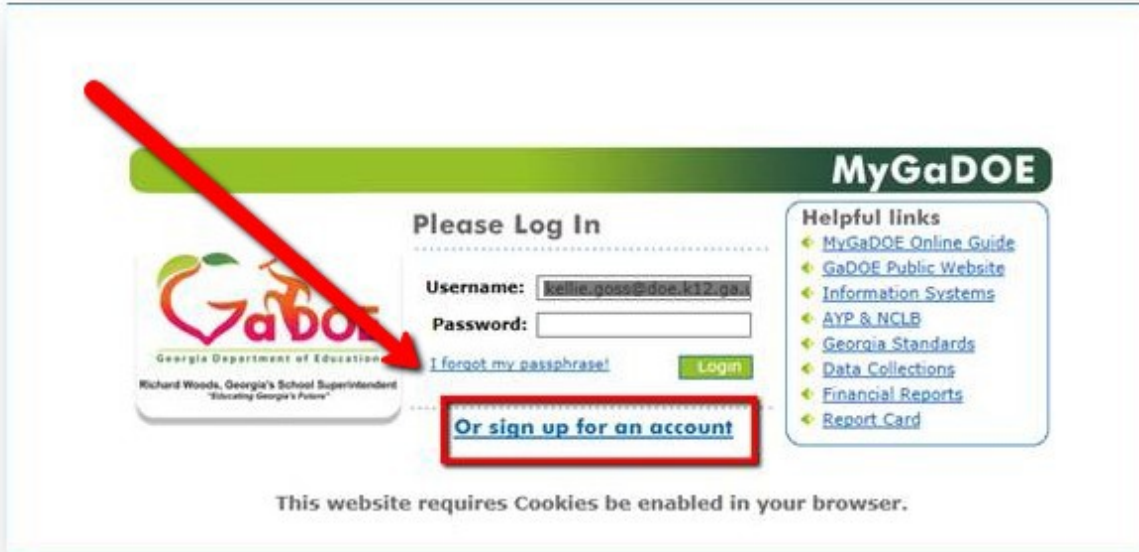


Portal Application Request for SE Applications Dashboard

If the user does not have a portal account:

Launch the portal website located at <https://portal.doe.k12.ga.us/login.aspx>
Select "Or Sign up for an account".



Complete Steps 1-4 to request a portal account. (See details on page 3 below.)

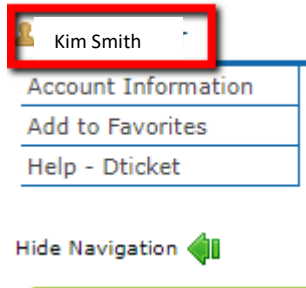
Approval is required. Please allow 3-5 business days for approval.



The screenshot displays the "Apply for a GaDOE Account" process. At the top left is the GaDOE logo. The main heading is "Apply for a GaDOE Account". Below this, there are four steps: STEP 1: Enter User Information, STEP 2: Select Districts And Roles, STEP 3: Select Applications And Roles, and STEP 4: Request Submission Summary. Step 1 is the active step. On the left side, there are links for "GaDOE Public Website" and "Back to Login". The form for Step 1 is titled "Enter information about yourself:" and contains four input fields: "First Name:", "Last Name:", "Email Address:", and "Confirm Email:". A yellow "Next >>" button is located at the bottom right of the form.

If the user already has a portal account has been established:

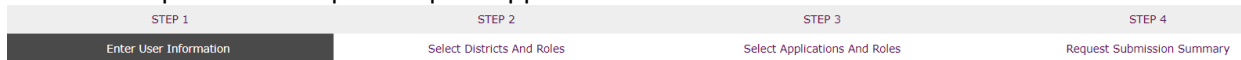
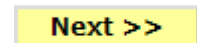
1. Click on name from the left side menu.



2. Locate "Request Roles" by scrolling to bottom of page. Click on the "Request Roles" option.



3. The following screen will show current users "Current Organization Roles" and "Current Application Permissions"
4. Click next on bottom right of page
5. Complete the 4 steps to request applications.



6. Continue to enter information within Steps 1-4. (See details on page 3 below.)

Steps 1-4

Step 1: Enter User Information

1. Enter user information.

The screenshot shows a three-step process bar at the top: STEP 1 (Enter User Information), STEP 2 (Select Districts And Roles), and STEP 3 (Select Applications And Roles). Below this, the 'Step 1' section is titled 'Enter information about yourself:'. A red box highlights the input fields for 'First Name', 'Last Name', 'Email Address', 'Confirm Email', and 'Teacher ID'. A larger red box above the form contains the text 'FILL OUT THE APPROPRIATE INFORMATION'. Below the 'Teacher ID' field, a note states '(TeacherID used for teacher verification only. Typically, SSN)'.

Click Next.

Next >>


Step 2 Select Districts and Roles


2. Select an organization.







The screenshot shows a three-step process bar at the top: STEP 1 (Enter User Information), STEP 2 (Select Districts And Roles), and STEP 3 (Select Applications And Roles). Below this, the 'Step 2' section is titled 'Select an Organization:'. It contains three sections of dropdown menus. The first section is 'To select a School, first choose a District' with radio buttons for 'District' and 'School'. A red arrow points to the 'District' dropdown. The second section is 'To select a Dept, first choose an Agency' and 'To select a Division, first choose a Dept' with radio buttons for 'Agency', 'Department', and 'Division'. The third section is 'To see additional Organizations, first choose a Type' with a radio button for 'Other Type'. To the right of the form, there are two links: 'For a list of District Organizational Role Descriptions, click [here](#).' and 'To view Organization/Application Role Mapping, click [here](#).'. Below the form, there are two red text blocks: 'Choose your District and School from the drop-down menus.' and 'Charters need to select "State Charter Schools" or "State Charter Schools II" from the District list.'.

Click Next.


Next >>


- Use the scroll bar to search through the roles at the Organization level. Click on the  beside each role to add it.

Click on a  to select that role.
 Roles for Selected Organization:

-  Media Coordinator
-  SIS Coordinator
-  **Special Education Director**
-  School Nutrition Coordinator
-  School Nutrition Director
-  Student Record Coordinator

Current Role Assignments (per Organization):


Click on a  to Remove that role.

Special Education Director (County) 


VERIFY THE ROLE HAS BEEN ADDED.

The name of your District/School will be in parenthesis.

- Verify the role was added on the right side with your District/School name in parenthesis. Note: Charters will need to select one of the following roles from the list.

 Charter School Special Education Director - Charter School Special Education Director

This role ONLY has access to the School Calendar and/or the SE Applications Dashboard.

 Charter School Administrator - Charter School Administrator


This is the role most often used by Charters because it allows access to most applications within the portal.

- Click Next

Next >>



STEP 3







Select Applications and Roles


- Use the scroll bar to search through the roles at the Application level. From the list, click the + sign to expand the list of roles for the Application, and then click the  again to add the role.


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

Step 3

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

-  GUIDE
-  Post Secondary
-  **SE Applications Dashboard**
-  **Special Ed Director - District - Special Ed Director**
-  SE Timelines
-  SECEIS

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

Special Ed Director (SE Applications Dashboard) 

7. Click Next

Next >>

Step 4

Request Submission Summary

8. Review the Summary of Organizations Roles Applied For and the Summary of Applications Applied For.

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:
Last Name:
Email Address:
Organization:

Summary of Organizations Roles Applied For

Organization: Charter Academy
Organization Role: Charter School Special Education Director

Summary of Applications Applied For

Application: SE Applications Dashboard
Application Role: Special Ed Director

<< Back

Submit

9. Then Submit.

Submit

Note:

- The user will receive confirmation of the successful addition of the new organization and application role(s) via email.
- User requests will be submitted to the application owner for approval. Approval can take up to 48 hours.
- If this is a new account, the user will receive a temporary password and MUST login and change the password after approval by the security officer.

For issues with requesting access to applications, please email dticket@doe.k12.ga.us.