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.
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.

Click Next.

Step 2 Select Districts and Roles
2. Select an organization.

Click Next.

Choose your District and School from the drop-down menus.

Charters need to select "State Charter Schools" or "State Charter Schools II" from the District list.
3. Use the scroll bar to search through the roles at the Organization level. Click on the + beside each role to add it.

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

VERIFY THE ROLE HAS BEEN ADDED.
The name of your District/School will be in parenthesis.

4. 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
This role ONLY has access to the School Calendar and/or the SE Applications Dashboard.

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

5. Click Next

STEP 3
Select Applications and Roles

6. 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.
7. Click Next

Step 4
Request Submission Summary

<table>
<thead>
<tr>
<th>Step 4</th>
<th>Request Submission Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary of Request</strong></td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Organization:</td>
<td></td>
</tr>
</tbody>
</table>

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

| **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 |

9. Then 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.