

MyGaDOE Portal Provisioning for Charter School Security Officers

Presented by
Chris Rivera

GaDOE Helpdesk Manager



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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.

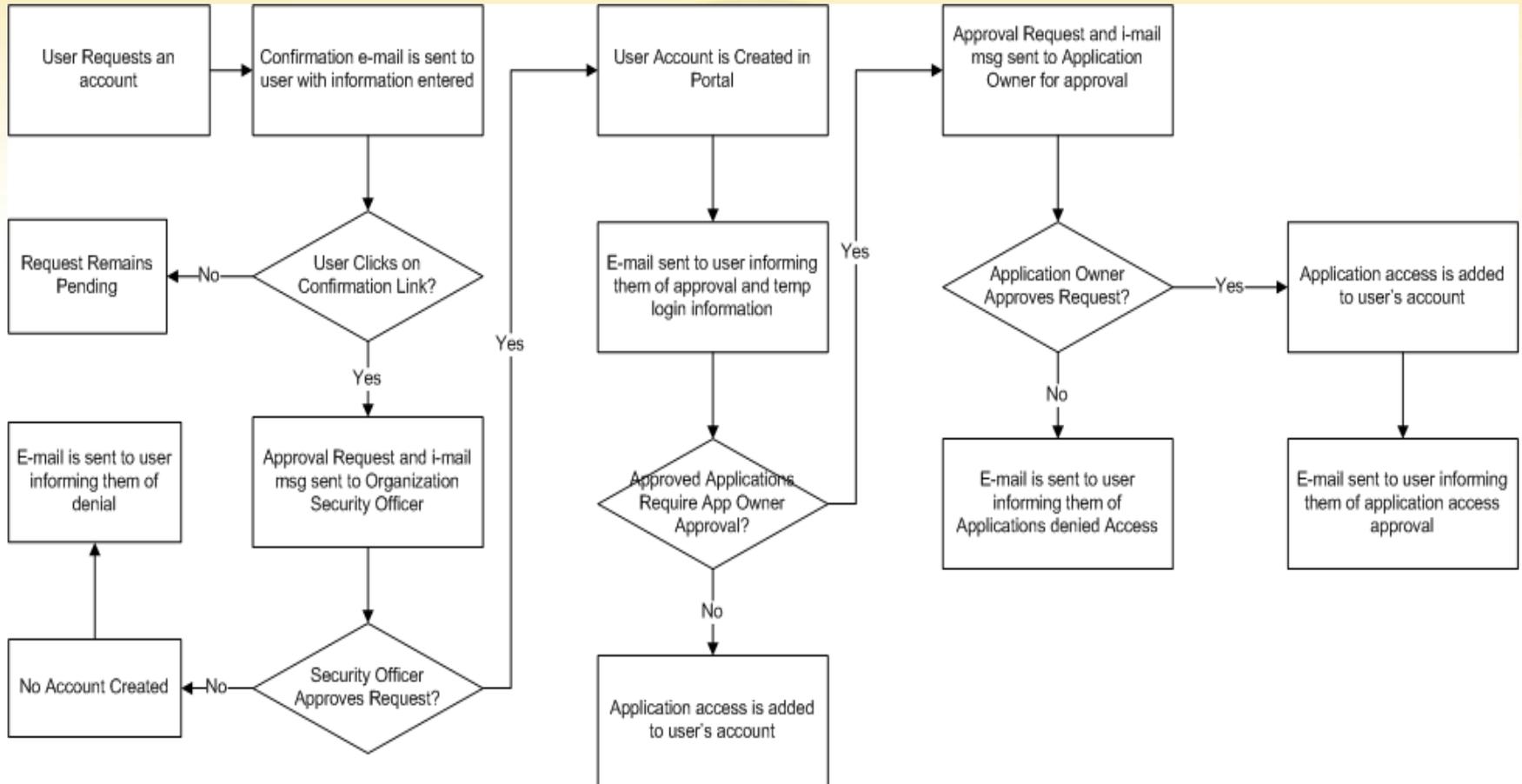


Application Security Officer Approvals

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



Provisioning Workflow



Signing Up for a Portal Account

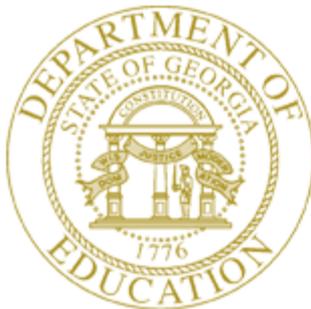
New User Registration Wizard

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





MyGaDOE



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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org



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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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: Cherokee Charter Academy

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.

Current Role Assignments (per Organization):
Click on a  to Remove 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

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

User Certification E-mail



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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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

DEPARTMENT OF EDUCATION

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**

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:

[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 Here





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 >>

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 2

Select an Organization:

To select a School, first choose a District

District

School

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

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.





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 all the information entered into account setup wizard.

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

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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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:

[Change Password](#) [Change Challenge Questions](#)

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"/>						

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

Request Roles: [Request Roles](#)

[Update Person](#)



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?

What was the last name of your child

What was the lastname of your first E



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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:

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:

Click Here

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.

Do Not Accept

Accept

Click Here to Accept



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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

The screenshot shows the MyGaDOE portal interface. At the top, there is a search bar for districts (0-9 A-Z) and a green banner that says "Welcome to MyGaDOE" with links for "Help - Docket" and "Online Documentation". Below the banner, a blue arrow points to the message notification "You have (1) new messages." The main content area is divided into several sections: "Headline News" with a "Communications Update" article, "Site News" with a "Communications Update" entry, "My Favorites" with "Online Web Resources", "Calendar" showing "No Daily Events", and "Surveys" with a table of counts: New (0), Saved (1), Submitted (0), and Approved (1). On the left side, there is a "Site Navigation" menu with options like Home, Logout, and various administrative tools. The user's name "Lori Warren" is displayed at the bottom left of the navigation area.

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

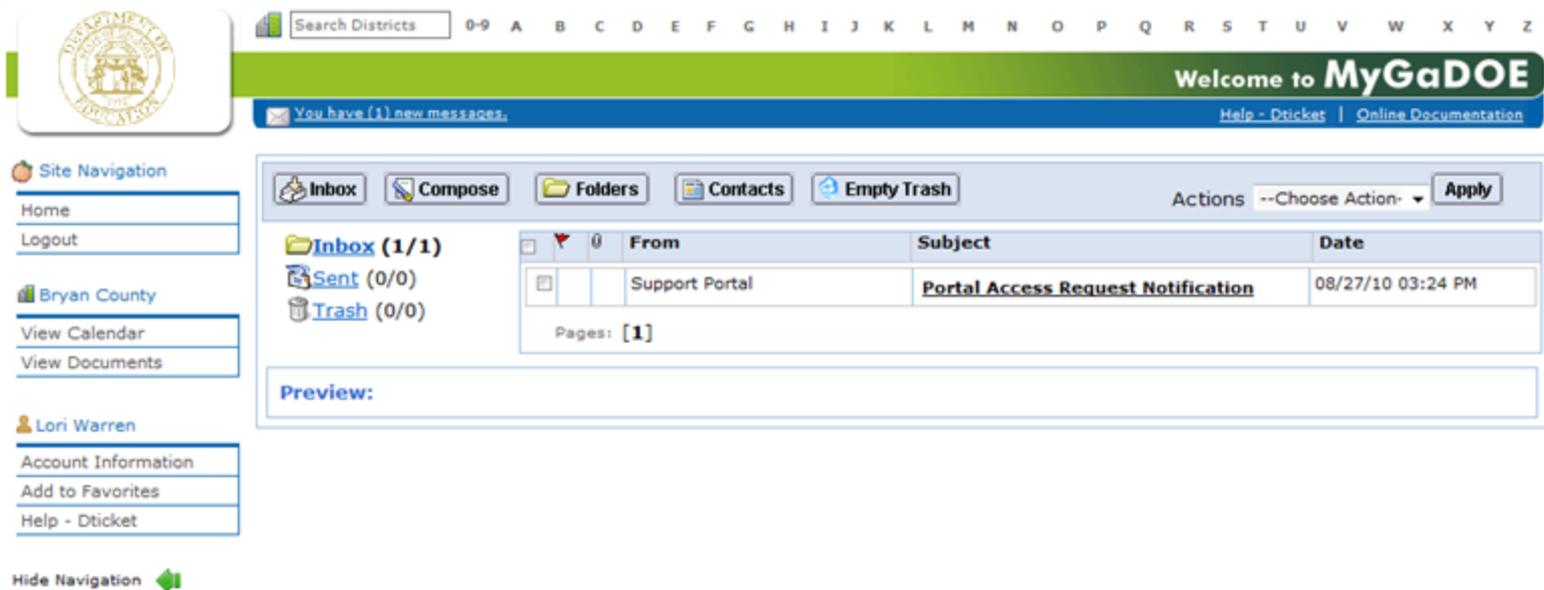
Security Officers can view the request information and then take appropriate action.

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 shown in Inbox. New messages appear in “Bold”. To view a message click on message and information will appear in Preview box below.



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

You have 1 new messages. [Help - Dticket](#) | [Online Documentation](#)

Site Navigation

- Home
- Logout

Bryan County

- View Calendar
- View Documents

Lori Warren

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Inbox (1/1)

- Sent (0/0)
- Trash (0/0)

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

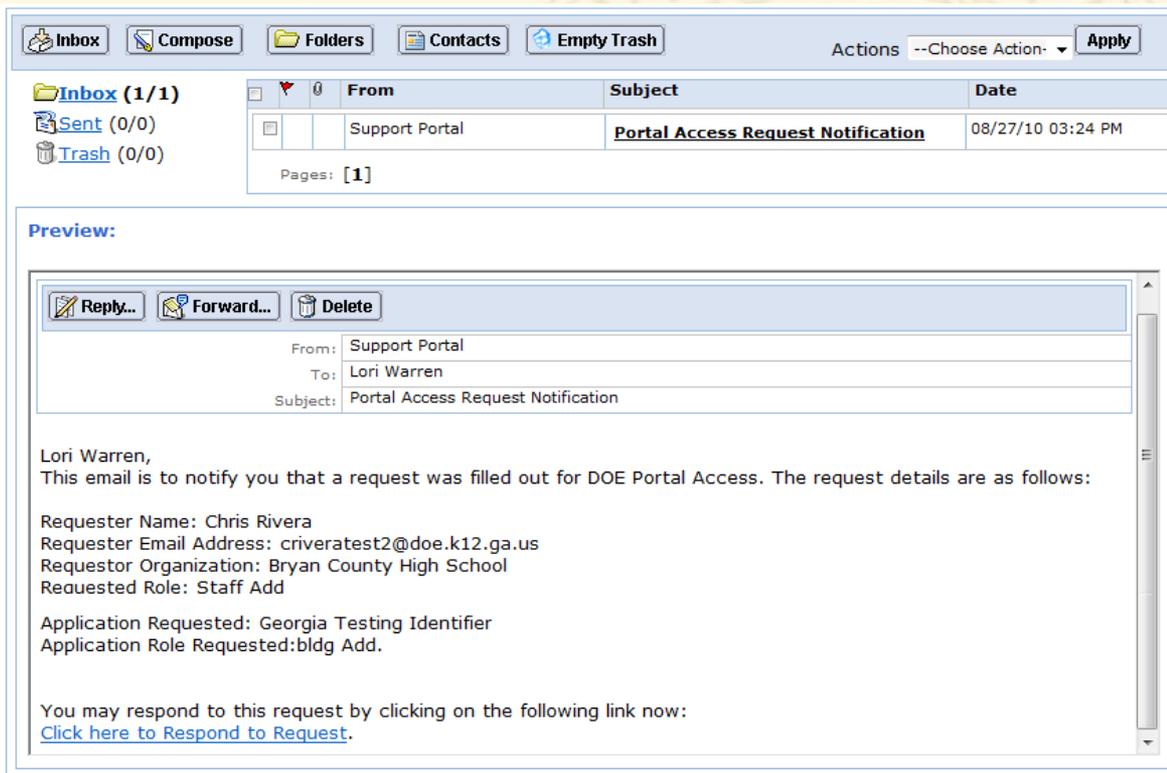
	From	Subject	Date
<input type="checkbox"/>	Support Portal	Portal Access Request Notification	08/27/10 03:24 PM

Pages: [1]

Preview:



I-Mail Message Preview



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

	From	Subject	Date
<input type="checkbox"/>	Support Portal	Portal Access Request Notification	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.](#)

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

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, there is a search bar for districts and a navigation menu with letters A-Z. Below this is a green banner with the text "Welcome to MyGaDOE" and links for "Help - Docket" and "Online Documentation". A blue notification bar indicates "You have (0) new messages." The left sidebar contains a "Site Navigation" menu with "Home" and "Logout", and a "Bryan County" menu with various links like "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", and "Lori Warren" (with sub-links for "Account Information", "Add to Favorites", and "Help - Dticket"). The main content area features several widgets: "Headline News" with a "Communications Update" article, "Site News" with a "Communications Update" entry, "My Favorites" with "Online Web Resources", "Calendar" with "Request Approval" and "Add Person" links, and "Surveys". A blue arrow points to the "Add Person" link in the "Security Administration" menu, with the text "Click to Access" overlaid on it.

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)

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.



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 Georgia Department of Education logo. A search bar for 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 (0) new messages." The main content area features a "Request Submittal" header and a message: "Account has been created, and a notification email has been sent to Joe Doe (jdoe@doe.k12.ga.us)". The left sidebar includes "Site Navigation" (Home, Logout), "Bryan County" (Add Person), and user "Lori Warren" (Account Information, Add to Favorites, Help - Dticket). A "Hide Navigation" button is at the bottom left. 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".



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



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

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

The screenshot displays the MyGaDOE portal interface. At the top left is the Georgia Department of Education logo. Below it is a 'Site Navigation' menu with links for Home, Logout, and various services like 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, and Account Information. A user profile for 'Lori Warren' is visible 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 at the top right. Content sections include 'Site News' with a 'Communications Update' headline, 'My Favorites' with 'Online Web Resources', and a 'Calendar' section showing 'No Daily Events'. A large, faint watermark of the Georgia Department of Education seal is visible in the background.

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 interface. At the top, there is a search bar with 'mcgra' entered and a navigation menu with letters A-Z. Below the search bar, a green banner says 'Welcome to MyGaDOE' with links for 'Help - Dticket' and 'Online Documentation'. A blue notification bar indicates 'You have (0) new messages.' On the left, there is a 'Site Navigation' menu with links for Home, Logout, Bryan County, View Calendar, View Documents, View News, Lori Warren, Account Information, Add to Favorites, and Help - Dticket. The main content area shows search filters for 'Show Suspended Users' and 'Show Terminated Users', both checked. Below this is the title 'People Search Results for 'mcgra':' and a table of results. The table has columns for Person Name, Organization, Is Active, Email Address, and Edit. A blue arrow points to the 'Edit' link for the first row.

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	

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:

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

Select Desired Status

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 left is the Georgia Department of Education logo. A search bar for districts is visible, with a dropdown menu showing a list of districts from A to Z. The main navigation menu on the left includes '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), and 'Lori Warren' (Account Information). The central content area features a 'Welcome to MyGaDOE' banner, a 'News Update' section with a 'Communications Update' article, a 'Site News' section with a 'Communications Update' article, and a 'My Favorites' section with 'Online Web Resources'. A 'Calendar' section at the bottom shows '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 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.

mcgra 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: View Calendar, View Documents, View News

Lori Warren: Account Information, Add to Favorites, Help - Dticket

Hide Navigation

Privacy Policy | Terms of Use | Site Requirements | Feedback

Copyright © 2005-2009 Georgia Department of Education

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	

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:

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.



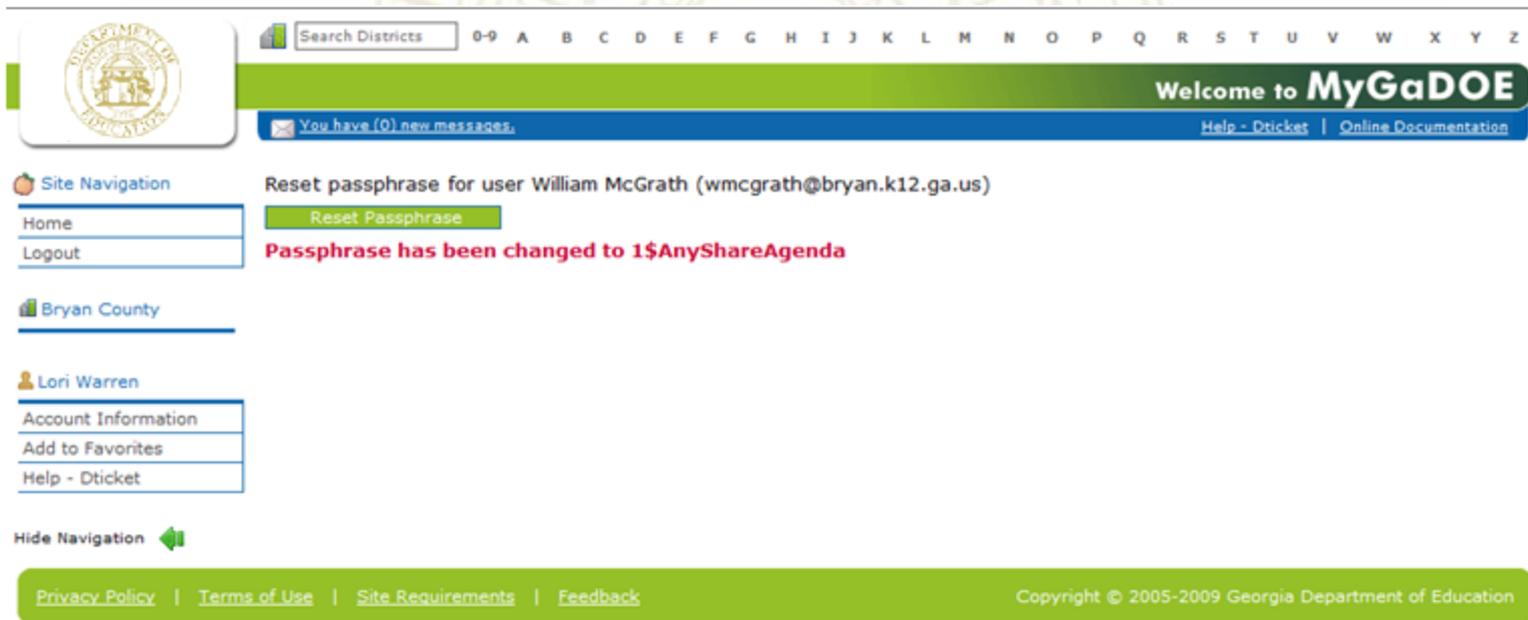
The screenshot shows the MyGaDOE user interface. At the top, there is a search bar for districts and a navigation menu with letters A-Z. A green banner reads "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". A blue notification bar states "You have (0) new messages." The main content area displays "Reset passphrase for user William McGrath (wmcgrath@bryan.k12.ga.us)" with a prominent green "Reset Passphrase" button. On the left, a "Site Navigation" menu includes "Home" and "Logout". Below it, the "Bryan County" section is visible. A user profile for "Lori Warren" is shown with options for "Account Information", "Add to Favorites", and "Help - Dticket". A "Hide Navigation" button is located at the bottom left of the main content area. 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".



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, there is a search bar for districts and 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 says "You have (0) new messages." The main content area displays a notification for user William McGrath (wmcgrath@bryan.k12.ga.us) with a "Reset Passphrase" button. Below the button, a red message states: "Passphrase has been changed to 1\$AnyShareAgenda". The left sidebar contains "Site Navigation" (Home, Logout), "Bryan County" information, and user "Lori Warren" details (Account Information, Add to Favorites, Help - Dticket). A "Hide Navigation" button is at the bottom left. The footer includes "Privacy Policy | Terms of Use | Site Requirements | Feedback" and "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

Provision Matrix

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 >>

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:

Organization Role:

Application Roles				
	HelpDesk	Program Manager	School System User	Superintendent
	X			
			X	
				X
		X		
		X		
		X		
			X	
			X	
	X			
	X			
	X			
	X			
				X
				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				
<input checked="" type="radio"/> Application: Free & Reduced Lunch		<input type="radio"/> 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: <input type="text" value="Pre Identify for Testing"/> <input type="radio"/> Organization Role: <input type="text" value="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						
<input checked="" type="radio"/> Application: Student Record		<input type="radio"/> 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](#)

- CPI Coordinator (District)
- 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



Questions?

How to Get Additional Assistance:

You may contact the Technology Management Customer Support Team by using the **Help-ticket 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



MyGaDOE Portal iMail and Message Center

Presented by
Chris Rivera

GaDOE Helpdesk Manager



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

MyGaDOE Portal iMail Basics

- Internal Messaging System Only
- Any User With a Portal Account Can Be Sent or Can Receive Messages
- All Messages Secure within MyGaDOE Portal
- Sensitive Data May be Shared and Transmitted when Necessary Through iMail



MyGaDOE iMail System

The MyGaDOE iMail Messaging System is a very useful and secure way to pass sensitive data and information from districts across the internet. This should be used in lieu of sending sensitive information via regular e-mail.

To access the MyGaDOE iMail (messaging) system, log into the MyGaDOE Portal.



Logging Into MyGaDOE Portal

To log into the Portal use your browser to navigate to the following website: <https://Portal.doe.k12.ga.us>

MyGaDOE



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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Accessing Portal iMail

Once logged into Portal, you will be at your Portal Home Page, click on the link in the blue bar at the top of the Portal window, “You have (#) new messages.”

The screenshot shows the MyGaDOE Portal Home Page. At the top, there is a search bar and a navigation menu with letters A-Z. Below this is a blue bar with the text "Welcome to MyGaDOE" and links for "Help - Dticket" and "Online Documentation". A notification bar in the blue bar says "You have (0) new messages." with a message icon. A blue arrow points to this notification with the text "User must click here".

The page features a "Site Navigation" menu on the left with options like Home, Logout, View Alerts, View Calendar, Change Manager, Free and Reduced Lunch, View Documents, View News, School Nutrition, Message Center, Request Approval, ITSET Survey, Technology Inventory, Charter User, Account Information, Add to Favorites, and Help - Dticket. There is also a "Hide Navigation" button.

The main content area includes several widgets:

- Headline News:** A widget titled "Headline News" with a sub-heading "Communications Update". It features a small image of a pencil and a red ribbon. The text below reads: "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." Below this is a link to "Communications Team - Who We Are..." and a "More" link.
- Site News:** A widget titled "Site News" with a sub-heading "Communications Update". It has a table with columns for "Headline", "State", "District", and "School". Below the table is a "More" link.
- My Favorites:** A widget titled "My Favorites" with a sub-heading "No Favorites" and a "More" link.
- School Nutrition News:** A widget titled "School Nutrition News" with a sub-heading "No School Nutrition News" and a "More" link.
- Calendar:** A widget titled "Calendar" with a sub-heading "Daily", "Weekly", and "Monthly" view options.



Any Messages you have received will be located in your Inbox. Portal iMail functions just like a basic e-mail application. To Compose a new message just click on the Compose button and a new message will open.

DEPARTMENT OF EDUCATION

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

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

Site Navigation

- Home
- Logout

Pataula Charter Academy

- View Calendar
- View Documents

Charter User

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Inbox Compose Folders Contacts Empty Trash

Actions --Choose Action-- Apply

	From	Subject	Date
<input type="checkbox"/>	Frank Mullins	PCGenesis Upload Ellunimate Live November 16th 1 p.m.	11/01/11 02:50 PM

Pages: [1]

Preview:

Privacy Policy | Terms of Use | Site Requirements | Feedback

Copyright © 2005-2009 Georgia Department of Education



Fill out the appropriate Subject and Message blocks just as you would a normal e-mail message.

- To add a file attachment to your message click on the Add Attachment Field button and browse to the location of your file on your computer and select the file to add. Multiple files may be added by repeating the process.
- To add a recipient for your message (To, CC, or BCC), click on the Address Book button.
- To save a copy check the box to “Save in Sent Folder.”

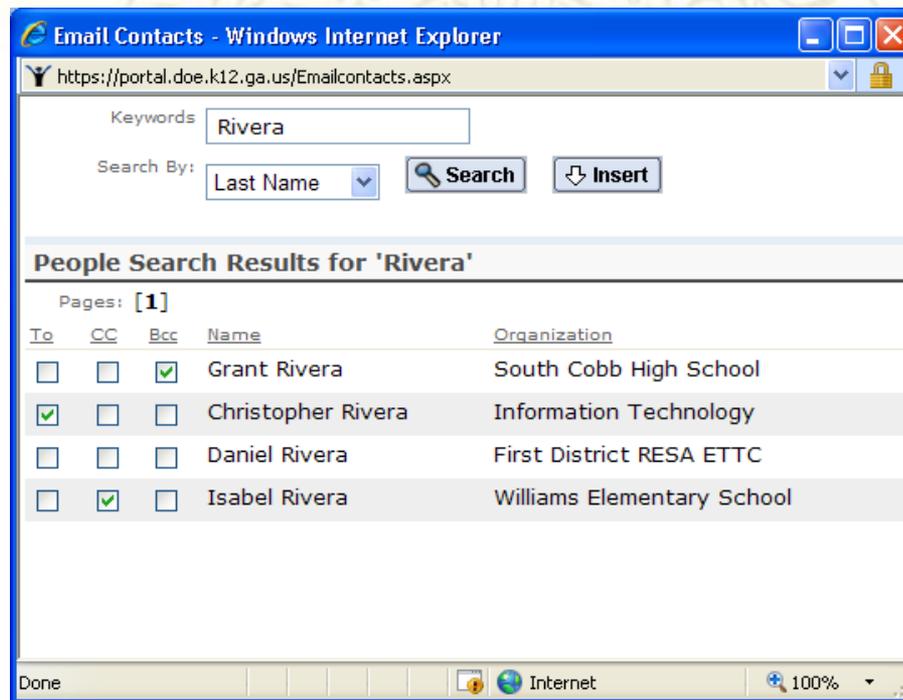
The screenshot shows an email composition window with the following elements:

- Navigation buttons: **Inbox**, **Compose**, **Folders**, **Contacts**
- To: Christopher Rivera
- CC: Isabel Rivera
- BCC: Grant Rivera
- Subject:
- Message:
- Attachments:
- File path:
- Buttons:

Red boxes highlight the **Address Book...** button, the **Attachments: (Add Attachment Field)** button, and the **Browse...** button.



To search for the name and add your recipient(s) from the Address book just type in the persons last name in the Keyword field, once found check the appropriate To, CC or BCC boxes. Then click on the Insert button. This will add your recipients to your iMail message. To add more recipients repeat this process.



Once you have drafted your message, added recipients, and any attachments, just click on the Send button at the bottom to send the message.

The screenshot shows an email composition interface. At the top, there are navigation buttons: **Inbox**, **Compose**, **Folders**, and **Contacts**. Below these, the recipient information is displayed: **To:** [Christopher Rivera](#), **CC:** [Isabel Rivera](#), and **BCC:** [Grant Rivera](#). To the right of the recipient list is an **Address Book...** button and a checkbox for **Save in Sent Folder**. The **Subject:** field contains the text **Test Message**. Below the subject field is the **Message:** text area, which contains the text **This is a Test Message**. Above the text area is a rich text editor toolbar with icons for undo, redo, insert link, insert image, text color, background color, bold, italic, underline, bulleted list, numbered list, link, and unlink. Below the message field is the **Attachments:** section, which includes a link for **(Add Attachment Field)** and a text box containing the file path **C:\Documents and Settings\chris rivera\Desktop\Error** with a **Browse...** button. At the bottom of the window, there are three buttons: **Send** (highlighted with a red box), **Save As Draft**, and **Cancel**.



To open a message that has been sent to you, just click on the message Subject in your Inbox

The screenshot shows the MyGaDOE web interface. At the top left is the Georgia Department of Education logo. A search bar for districts is visible, along with a navigation menu (A-Z). A green banner reads "Welcome to MyGaDOE". Below this, a blue bar indicates "You have (1) new messages." and provides links for "Help - Dticket" and "Online Documentation".

The main content area features a navigation sidebar on the left with sections for "Site Navigation" (Home, Logout), "Information Technology" (Calendar, Documents), and "Chris Rivera" (Account Information, Add to Favorites, Help - Dticket). A "Hide Navigation" button is at the bottom of the sidebar.

The central area displays an email inbox with buttons for "Inbox", "Compose", "Folders", "Contacts", and "Empty Trash". An "Actions" dropdown menu is set to "--Choose Action--" with an "Apply" button. The inbox table has columns for checkboxes, "From", "Subject", and "Date".

	From	Subject	Date
<input type="checkbox"/>	Support Portal	Portal Application Access Status Update	
<input type="checkbox"/>	Support Portal	Portal Application Access Status Update	04/10/12 09:51 AM

Below the table, it says "Pages: [1]". A "Preview:" section is visible below the table. A blue arrow points to the subject line of the second email, with the text "User must click here" next to it.

At the bottom of the interface, 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".



The message will then appear in the Preview pane for viewing.

The screenshot displays the MyGaDOE email interface. At the top left is the 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 (1) new messages." Below this is a "Site Navigation" sidebar with links for Home, Logout, Information Technology, Calendar, Documents, and user profile for Chris Rivera. The main email area shows folders (Inbox, Compose, Folders, Contacts, Empty Trash) and a list of messages in the "main" folder. The selected message is from "Support Portal" with the subject "Portal Application Access Status Update" dated 04/10/12 09:51 AM. The "Preview" pane shows the email header and body text.

	From	Subject	Date
<input type="checkbox"/>	Support Portal	Portal Application Access Status Update	04/10/12 09:51 AM
<input type="checkbox"/>	Support Portal	Portal Application Access Status Update	04/10/12 09:51 AM

Pages: [1]

Preview:

[Reply...](#) [Forward...](#) [Delete](#)

From: Support Portal
To: Chris Rivera
Subject: Portal Application Access Status Update

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: Request Details:
Requester Name: Maureen Yearata
Organization: Colquitt County
Org Role: Portal User Add Status=Approved
Org Role: Content Manager Add Status=Approved
Org Role: District User Add Status=Approved



Portal Message Center Basics

- Important Notifications from DOE are Sent Through Message Center
- Message Information Also Sent to User e-mail Address Listed in Portal.
- Users Can Subscribe or Unsubscribe to Message Tags to Begin or Stop Receiving Messages
- Past Messages are Stored and Can be Viewed Within Message Center



Portal Message Center

The MyGaDOE Portal Message Center is used to send important information, send reminders, and communicate upcoming events to Portal Users. Only users who have subscribed to the proper message tags will receive these messages.

To access the Portal Message Center, log into the MyGaDOE Portal.



Logging Into MyGaDOE Portal

To log into the Portal use your browser to navigate to the following website: <https://Portal.doe.k12.ga.us>

MyGaDOE



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.



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Accessing Message Center

Once logged into Portal you will be at your Portal Home Page, click on the Message Center Link in the left-hand Navigation Pane.

The screenshot displays the MyGaDOE Portal Home Page. At the top, there is a search bar for districts and a navigation menu with letters A through Z. Below this is a green banner with the text "Welcome to MyGaDOE" and links for "Help - Dticket" and "Online Documentation". A message notification states "You have (0) new messages." The left-hand navigation pane includes sections for "Site Navigation" (Home, Logout), "Pataula Charter Academy" (View Alerts, View Calendar, Change Manager, Free and Reduced Lunch, View Documents, View News, School Nutrition, Message Center, Request Approval, ITSET Survey, Technology Inventory), and "Charter User" (Account Information, Add to Favorites, Help - Dticket). A blue arrow points to the "Message Center" link in the navigation pane with the text "User must click here". The main content area features several widgets: "Headline News" with a "Communications Update" article, "Site News" with a table of news items, "My Favorites" (currently empty), "School Nutrition News" (showing "No School Nutrition News"), and a "Calendar" widget with "Daily", "Weekly", and "Monthly" views.



Within Message Center, basic information on the messages which you subscribe to will be shown in the Messages Tab:

1. Subject of Message
2. Message Tags used to send message
3. Date Created
4. Author
5. Attachments

The screenshot displays the 'Message Center' interface. At the top, there is a search bar with the text 'Search for' and a 'Search' button. Below the search bar are two tabs: 'Messages' (selected) and 'Categories'. The page number is indicated as 'Page: [1]'. Two message entries are listed:

Special Education Record Rejection and Recovery Blackboard/Eluminate Presentation pdf
[View Message](#)
Tags: [Support](#), [Help](#), [Data Collections](#), [SIS Coordinator](#), [FTE Coordinator](#), [Student Record Coordinator](#), [Special Education Director](#)
Added: Apr 13 2012 1:50PM
Author: [Patricha Miller](#)
Attached: [DC and SE Joint Presentation 04062012.pdf](#)
Rating: ★★★★★
2 ratings

Special Education Record Rejection and Recovery Blackboard/Eluminate Session 2
[View Message](#)
Tags: [Support](#), [Help](#), [Data Collections](#), [FTE Coordinator](#), [Student Record Coordinator](#), [Special Education Director](#)
Added: Apr 10 2012 10:47AM
Author: [Patricha Miller](#)
Rating: ★★★★★
1 rating

Each message entry includes a 'Was this helpful?' section with five star rating options (radio buttons) and a 'Save Rating' button.



To view a message, scroll to or page through to the desired message and click on the View Message link.

Note: Most recent messages will appear at the top by default.

The screenshot shows a web interface for a Message Center. At the top, there is a search bar with the text "Search for" and a "Search" button. Below the search bar are two tabs: "Messages" (selected) and "Categories". The main content area displays a list of messages. The first message is titled "Special Education Record Rejection and Recovery Blackboard/Elluminate Presentation pdf" and has a "View Message" link. A blue callout box with the text "User must click here" and an arrow points to this link. To the right of the message is a "Was this helpful?" rating section with five stars and a "Save Rating" button. The second message is titled "Special Education Record Rejection and Recovery Blackboard/Elluminate Session 2" and also has a "View Message" link and a "Was this helpful?" rating section.

Message Center

Search for Search

Messages Categories

Page: [1]

Special Education Record Rejection and Recovery Blackboard/Elluminate Presentation pdf
[View Message](#) **User must click here**

Tags: [Support](#), [Help](#), [Data Collections](#), [SIS Coordinator](#), [FTE Coordinator](#), [Student Record Coordinator](#), [Special Education Director](#)

Added: Apr 13 2012 1:50PM

Author: [Patricha Miller](#)

Attached: [DC and SE Joint Presentation 04062012.pdf](#)

Rating: ★★★★★
2 ratings

Was this helpful?
 ★★★★★
 ★★★★☆
 ★★★☆☆
 ★★☆☆☆
 ★☆☆☆☆
 ☆☆☆☆☆
Save Rating

Special Education Record Rejection and Recovery Blackboard/Elluminate Session 2
[View Message](#)

Tags: [Support](#), [Help](#), [Data Collections](#), [FTE Coordinator](#), [Student Record Coordinator](#), [Special Education Director](#)

Added: Apr 10 2012 10:47AM

Author: [Patricha Miller](#)

Rating: ★★★★★
1 rating

Was this helpful?
 ★★★★★
 ★★★★☆
 ★★★☆☆
 ★★☆☆☆
 ★☆☆☆☆
 ☆☆☆☆☆
Save Rating



The message will appear in a new browser window for viewing.

Any attachments can be opened by clicking on the attachment link at the bottom of the message.

If you are not receiving appropriate messages via e-mail or cannot view them within Message Center, you need to subscribe to the appropriate Message Tags within Message Center.

Message - Mozilla Firefox

doe.k12.ga.us https://portal.doe.k12.ga.us/MessagePreview.aspx?MsgID=207

Message Center

GEORGIA
DEPARTMENT OF
EDUCATION
Kathy Cox, State Superintendent of Schools

We will lead the nation in improving student achievement. — Kathy Cox

Message Center Subscription Alert

Subject: **Special Education Record Rejection and Recovery Blackboard/Illuminate Presentation pdf**

Author: Patricia Miller

Message: Attached is a pdf copy of the recent presentation from April 10, 2012: Student Record Update and Special Education Event Rejection/Recovery Process. We hope this will assist you. Right now, we are trying to get access to the recording of the April 10th session in Blackboard. Unlike Illuminate, it requires a URL link that should have been sent to the session chair. We'll forward it on if we can get it.

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by using the Help-ticket link on the left side of the MyGaDOE portal menu.

To Login to the MyGaDOE portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>

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.

Thank you,
Technology Management Customer Support Center
Georgia Department of Education
Administrative Technology
205 Jesse Hill Jr. Drive, S.E.
Atlanta, GA 30334-5080
Phone: 1-800-869-1011

[DC and SE Joint Presentation 04062012.pdf](#)

Click here to open Attachment



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Subscribing to Message Tags

Message Center

Search for Search

Messages | **Categories**

Please Note: To receive email notifications when a new message has been posted in a category, check desired categories and click the 'Save Preferences/Subscribe' button. By subscribing, you are also setting these categories as your preferred messages. Only preferred messages will then appear in the 'Messages' tab.

Accountability Total: 0 Category Tags: AYP (Adequate Yearly Progress) , NCLB , Principal Access , Report Card , Student Achievement <input type="checkbox"/> + Subscribe	Audience Total: 0 Category Tags: Assessment Director , Charter School Administrator , Charter School Superintendent , Consolidated Application Coordinator , Content Manager , CPI Coordinator , Curriculum Director , Facilities Coordinator , Financial Review Coordinator , FTE Coordinator , GC District Administrator , Gifted Director , Grants Management Preparer , Grants Management Submitter , GTID Coordinator , Media Coordinator , Migrant Coordinator , PCGenesis System Administrator , Principal , School Nutrition Coordinator , School Nutrition Director , Security Officer , SIS Coordinator , SN Supervisor , Special Ed Staff , Special Education Director , Student Record Coordinator , Student Services Director , Superintendents , TAADRA Coordinator , Technology Coordinator , Title I Director , Title I LEA Coordinator , Title II/Staff Development , Title III/ESOL Coordinator , Title IX/ Sports Equity Director , Transportation Director <input type="checkbox"/> + Subscribe	Communications Total: 0 Category Tags: District Communication , Kathy Cox , Newsletter , Official DOE Communication , Press Release , School Communication , School Nutrition Messaging <input type="checkbox"/> + Subscribe
Curriculum and Instruction Total: 0 Category Tags: Career, Technical, & Agricultural Education , Curriculum & Instructional Services , Exceptional Students , Innovative Academic Programs , Testing	Finance and Business Operations Total: 0 Category Tags: Accounting Services , Budget , Facilities , Financial Review , Internal Support , School and Community Nutrition , Transportation	Help Desk Total: 0 Category Tags: Ask DOE , Dticket , Help , Network , Portal , Student Information System , Support , Technology

Click here →

To change your current subscriptions in Message Center, go into message Center and click on the Categories Tab.

A list of Message Tags (categories) will appear. Scroll to the appropriate grouping of categories and click on the “+” sign next to the Subscribe link.



To BEGIN receiving messages sent with the relevant message tags, select the check box next to the appropriate message tag(s).

To STOP receiving messages sent with the relevant message tags, uncheck the box next to the appropriate message tag(s).



Audience

Total: 0

Category Tags: [Consolidated Application Coordinator](#), [CPI Coordinator](#), [Curriculum Director](#), [Facilities Coordinator](#), [Financial Review Coordinator](#), [FTE Coordinator](#), [PCGenesis System Administrator](#), [Principal](#), [School Nutrition Coordinator](#), [Security Officer](#), [SIS Coordinator](#), [Student Record Coordinator](#), [Superintendents](#), [Technology Coordinator](#), [Title I Director](#)

-  Subscribe ([Subscribers](#))
- Superintendents ([Subscribers](#))
- Curriculum Director ([Subscribers](#))
- Facilities Coordinator ([Subscribers](#))
- Principal ([Subscribers](#))
- SIS Coordinator ([Subscribers](#))
- Security Officer ([Subscribers](#))
- Technology Coordinator ([Subscribers](#))
- Title I Director ([Subscribers](#))
- School Nutrition Coordinator ([Subscribers](#))
- FTE Coordinator ([Subscribers](#))



Once you have made all your desired changes, scroll to the bottom of the screen and click on the “Save Preferences/Subscribe” to save your changes.





Teacher and Student Support
Total: 0

Category Tags: [Learning Support](#), [Other Title Programs](#), [Professional Learning](#), [School Improvement](#), [Teacher Quality](#), [Title I](#)

[Subscribe](#) ([Subscribers](#))



Technology
Total: 0

Category Tags: [Application Development](#), [Data Collections](#), [ETTC](#), [Instructional Technology](#), [Internal Technology](#), [PCGenesis](#), [Quality Assurance](#)

[Subscribe](#) ([Subscribers](#))

Save Preferences/Subscribe



You will be returned to the Messages tab within the Message Center window. You will now have access to view any past messages sent with message tags you are currently subscribed to.

Note the message tags used in the message presented in the screenshot below; **Support, Help, Data Collections, SIS Coordinator, FTE Coordinator, Student Records Coordinator, Special Education Director**. These are the tags the author of the message chose when drafting and publishing these messages.

The screenshot displays the 'Message Center' interface. At the top, there is a search bar with the text 'Search for' and a 'Search' button. Below the search bar are two tabs: 'Messages' (selected) and 'Categories'. The main content area shows two messages. The first message is titled 'Special Education Record Rejection and Recovery Blackboard/Elluminate Presentation pdf' and includes a 'View Message' link. Its tags are 'Support, Help, Data Collections, SIS Coordinator, FTE Coordinator, Student Record Coordinator, Special Education Director'. The message was added on Apr 13 2012 1:50PM by Patricia Miller and is attached to 'DC and SE Joint Presentation_04062012.pdf'. It has a rating of 4 stars (5 stars visible) with 2 ratings. The second message is titled 'Special Education Record Rejection and Recovery Blackboard/Elluminate Session 2' and also includes a 'View Message' link. Its tags are 'Support, Help, Data Collections, FTE Coordinator, Student Record Coordinator, Special Education Director'. The message was added on Apr 10 2012 10:47AM by Patricia Miller and has a rating of 4 stars (5 stars visible) with 1 rating. To the right of each message is a 'Was this helpful?' section with five radio buttons corresponding to star ratings (5 stars, 4 stars, 3 stars, 2 stars, 1 star) and a 'Save Rating' button.



Questions?

How to Get Additional Assistance:

You may contact the Technology Management Customer Support Team by using the **Help-ticket 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

