MyGaDOE Portal Provisioning for Charter School Security Officers

Presented by
Chris Rivera
GaDOE Helpdesk Manager
MyGaDOE Portal Provisioning Basics

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

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

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

• Review/Approve requests for user access to their assigned application regardless of user’s assigned organization.
Provisioning Workflow

User Requests an account

Request Remains Pending

E-mail is sent to user instructing them of denial

No Account Created

Confirmation e-mail is sent to user with information entered

User Clicks on Confirmation Link?

Yes

User Account is Created in Portal

E-mail sent to user informing them of approval and temp login information

Yes

Approval Request and e-mail msg sent to Application Owner for approval

Application Owner Approves Request?

Yes

Application access is added to user’s account

No

E-mail is sent to user informing them of approval

Yes

Application access is added to user’s account

No

Security Officer Approves Request?

Yes

Application access is added to user’s account

No

Security Officer Denies Request
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
Please Log In

Username: crivera@doe.k12.ga.us
Password: 
I forgot my passphrase!  Login

Or sign up for an account

Helpful links
- MyGaDOE Online Guide
- GaDOE Public Website
- Information Systems
- AYP & NCLB
- Georgia Standards
- Data Collections
- Financial Reports
- Report Card

This website requires Cookies be enabled in your browser.
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.
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.
Based on Organizational role selected, a default set of application roles will automatically be added to 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.
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

Your request has been submitted. You will soon receive an email that will give you instructions on how to certify your request so that it may be processed.
User Certification E-mail

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) GSC Unit Builder: Unit Builder Add
3) Portal Security Officer Add
4) Security Administration: Coordinator Add
5) Teacher Retirement System: School System User Add

Please click to the following link to certify the request. Processing will begin immediately after clicking the link.

Certify this request

User must click here
Modifying Existing Portal Account

• Add or Remove Organizational Roles and/or Application Roles
• Change/Update Account Information
• Change Passphrase
Log into MyGaDOE Portal – Portal Home Page

Click to Access Profile Screen
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

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

Request Provisioning

Step 1

The Application Request will be made for the following user:

First Name: Chris
Last Name: Rivera
Email Address: criveratext2@doe.k12.ga.us

Current Organization Roles:
Bryan County High School: Teacher

Current Application Permissions:
Portal: User
GSO Unit Builder: Unit Builder

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.
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

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter User Information</td>
<td>Select Districts And Roles</td>
<td>Select Applications And Roles</td>
<td>Request Submission Summary</td>
</tr>
</tbody>
</table>

#### Step 3

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**
Review all the information entered into account setup wizard.

If all is as required, click on the “Submit” button to submit request for approval.
Request Submittal Confirmation

Request Submittal
Your request has been submitted and processing has begun. You will be updated on the status of your request in the next 3 days.
Change/Update Account Information

- Name information
- Login/e-mail information
- Phone Number
- Address Information
- Challenge Questions and Answers
Correct/Update Profile Information

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.

Click to Save Changes
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**
- Security Agreement

**Step 2**
- Change Passphrase

**Step 3**
- Change Challenge Questions

**Challenge Questions**
- What was your High School mascot? helpdesk
- What was the last name of your child helpdesk
- What was the lastname of your first E helpdesk

[Save] [Skip]
A user may reset their passphrase by clicking on the “Change Passphrase” button.
Terms of Use Agreement – User Must Accept

Click Here to Accept

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 acknowledgment of this standard and an agreement to abide by it and all other governance regarding its use.
1. Enter Current Passphrase
2. Enter New Passphrase
3. Re-enter New Passphrase

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Agreement</td>
<td>Change Passphrase</td>
<td>Change Challenge Questions</td>
</tr>
</tbody>
</table>

Change Passphrase for Chris Rivera:

Enter Current Passphrase: [Redacted]

Enter New Passphrase: [Redacted]

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: [Redacted]

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

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

Portal i-mail is access from Portal Home page message link at top of page.
I-Mail Message Inbox

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

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

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

Based on Organizational role selected, a default set of application roles will automatically be added to profile.

<table>
<thead>
<tr>
<th>Apply for a GaDOE Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1</strong></td>
</tr>
<tr>
<td>Enter User Information</td>
</tr>
<tr>
<td><strong>STEP 2</strong></td>
</tr>
<tr>
<td>Select Districts And Roles</td>
</tr>
<tr>
<td><strong>STEP 3</strong></td>
</tr>
<tr>
<td>Select Applications And Roles</td>
</tr>
<tr>
<td><strong>STEP 4</strong></td>
</tr>
<tr>
<td>Request Submission Summary</td>
</tr>
</tbody>
</table>

**Step 3**

Select an Application Role:
- Click on  to see list of roles for that application.
- Click on  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):
- Unit Builder (GSO Unit Builder)
- PD Users (Professional Development)
- Student (Professional Development)
- Teacher (Teacher - Teacher)

To view Organization/Application Role Mapping, click [here](#).
To add additional application roles, click on the "+" 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

Review all the information entered into account setup wizard.

If all is as required, click on the “Submit” button to submit request for approval.
Add Person – Request Submitted
Account has been created and user has been sent an e-mail with temporary login information.
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: GSE Unit Builder Role: Unit Builder Add Status=Approved
Application: Student Profile Role: Teacher Add Status=Approved
Application: Professional Development Role: Student Add Status=Approved
Application: Professional Development Role: PD Users Add Status=Approved

To login, use your email address and your password:
Username: jdoe@doe.k12.ga.us
Temporary Password: $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: GDOE Login
Sincerely,
DOE Portal Support
Modify Account Status (Suspend, Un-Suspend, Terminate)

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.
Profile Edit Screen

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

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

By performing a People Search in the portal and editing a user’s account, within your assigned organizations, a Security Officer has the ability reset a user’s passphrase.
People Search Results
By selecting Show Suspended or Show Terminated users, Security Officers can see all users in system matching criteria.
Profile Edit Screen

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.
Reset Passphrase
A new Passphrase is generated and displayed on the screen. Provide new passphrase to user, **they will not receive via e-mail.**
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.
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.

<table>
<thead>
<tr>
<th>Request Provisioning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1</strong></td>
</tr>
<tr>
<td>Enter User Information</td>
</tr>
</tbody>
</table>

**Step 3**

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**

- 2LDG – 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 2LDG role is a further restriction of the DIST role. Users with this role, in addition to the restrictions of the DIST role, will not be able to change schools within the district.

- GSO Unit Builder
- Longitudinal Data System
- Professional Development
- Student Profile

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

- Click on a to remove that role.

- Unit Builder (GSO Unit Builder)
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:** CPI Legacy
- **Organization Role:** Select an Organization Role

### Organization Roles mapped to Application Roles for Application: CPI Legacy

<table>
<thead>
<tr>
<th>Organization Roles</th>
<th>Application Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator (Department)</td>
<td>X</td>
</tr>
<tr>
<td>Administrator (Division)</td>
<td></td>
</tr>
<tr>
<td>Administrator (GLRS)</td>
<td>X</td>
</tr>
<tr>
<td>Charter School Administrator (School)</td>
<td></td>
</tr>
<tr>
<td>Charter School Superintendent (School)</td>
<td>X</td>
</tr>
<tr>
<td>Content Manager (Department)</td>
<td>X</td>
</tr>
<tr>
<td>Content Manager (Division)</td>
<td>X</td>
</tr>
<tr>
<td>Content Manager (Program)</td>
<td></td>
</tr>
<tr>
<td>CPI Coordinator (District)</td>
<td></td>
</tr>
<tr>
<td>CPI Coordinator (RESA)</td>
<td>X</td>
</tr>
<tr>
<td>Help Desk (Department)</td>
<td>X</td>
</tr>
<tr>
<td>Help Desk (Division)</td>
<td>X</td>
</tr>
<tr>
<td>Program Administrator (GLRS)</td>
<td>X</td>
</tr>
<tr>
<td>Staff (GLRS)</td>
<td>X</td>
</tr>
<tr>
<td>Superintendent (District)</td>
<td></td>
</tr>
<tr>
<td>Superintendent (RESA)</td>
<td>X</td>
</tr>
</tbody>
</table>
Free & Reduced Lunch – Role Mapping

<table>
<thead>
<tr>
<th>Organization Roles</th>
<th>Administrator</th>
<th>Helpdesk</th>
<th>School System User</th>
<th>Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator(GLRS)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Charter School Administrator(School)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Charter School Superintendent(School)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Content Manager(Department)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Manager(Division)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analyst/Administration(Department)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analyst/Administration(Division)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director(ETC)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help Desk(Department)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help Desk(Division)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Staff(ETC)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Administrator(GLRS)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Helpdesk Analyst(ETC)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registrar(ETC)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Nutrition Coordinator(District)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Nutrition Coordinator(RESA)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Staff(GLRS)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent(District)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Superintendent(RESA)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Technical Staff(ETC)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# FTE – Role Mapping

## Organization/Application Role Mapping

<table>
<thead>
<tr>
<th>Organization Roles</th>
<th>Administrator</th>
<th>Helpdesk</th>
<th>Program Manager</th>
<th>School Level User</th>
<th>School System User</th>
<th>Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter School Administrator (School)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charter School Superintendent (School)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Content Manager (Department)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Manager (Division)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Manager (Program)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analyst/Administration (Department)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analyst/Administration (Division)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Director (ETC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>FTE Coordinator (District)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>FTE Coordinator (RESA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help Desk (Department)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help Desk (Division)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Staff (ETC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal (School)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Regional Helpdesk Analyst (ETC)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registrar (ETC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Superintendent (District)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Superintendent (RESA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Technical Staff (ETC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
## Pre Identify for Testing – Role Mapping

### Organization/Application Role Mapping

<table>
<thead>
<tr>
<th>Organization Roles</th>
<th>Application Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Director(District)</td>
<td>Administrator: X</td>
</tr>
<tr>
<td>Assessment Director(RESA)</td>
<td>Helpdesk: X</td>
</tr>
<tr>
<td>Charter School Administrator(School)</td>
<td>School System User: X</td>
</tr>
<tr>
<td>Charter School Superintendent(School)</td>
<td>Superintendent: X</td>
</tr>
<tr>
<td>Content Manager(Department)</td>
<td></td>
</tr>
<tr>
<td>Content Manager(Division)</td>
<td></td>
</tr>
<tr>
<td>Data Analyst/Administration(Department)</td>
<td></td>
</tr>
<tr>
<td>Data Analyst/Administration(Division)</td>
<td></td>
</tr>
<tr>
<td>Director(ETC)</td>
<td>Administrator: X</td>
</tr>
<tr>
<td>PTE Coordinator(District)</td>
<td>Helpdesk: X</td>
</tr>
<tr>
<td>PTE Coordinator(RESA)</td>
<td></td>
</tr>
<tr>
<td>Help Desk(Department)</td>
<td></td>
</tr>
<tr>
<td>Help Desk(Division)</td>
<td></td>
</tr>
<tr>
<td>Instructional Staff(ETC)</td>
<td></td>
</tr>
<tr>
<td>Regional Helpdesk Analyst(ETC)</td>
<td></td>
</tr>
<tr>
<td>Registrar(ETC)</td>
<td></td>
</tr>
<tr>
<td>Student Record Coordinator(District)</td>
<td></td>
</tr>
<tr>
<td>Student Record Coordinator(RESA)</td>
<td></td>
</tr>
<tr>
<td>Superintendent(District)</td>
<td></td>
</tr>
<tr>
<td>Superintendent(RESA)</td>
<td></td>
</tr>
<tr>
<td>Technical Staff(ETC)</td>
<td></td>
</tr>
</tbody>
</table>
# Student Record – Role Mapping

## Organization/Application Role Mapping

<table>
<thead>
<tr>
<th>Organization Roles</th>
<th>Administrator</th>
<th>Helpdesk</th>
<th>Program Manager</th>
<th>School Level User</th>
<th>School System User</th>
<th>Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter School Administrator(School)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charter School Superintendent(School)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Manager(Department)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Manager(Division)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Manager(Program)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Data Analyst/Administration(Department)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analyst/Administration(Division)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director(ETC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help Desk(Department)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Help Desk(Division)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Staff(ETC)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portal User(District)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Portal User(RESA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Principal(School)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Helpdesk Analyst(ETC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Registrar(ETC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Record Coordinator(District)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Student Record Coordinator(RESA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Superintendent(District)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent(RESA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Technical Staff(ETC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Organization/Application Role Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application:</strong> Select an Application</td>
</tr>
</tbody>
</table>

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

Application/Application Role Mapping

- Application: Select an Application
- Organization Role: Charter School Superintendent (School)

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

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

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

4/26/2012
Teacher (School) – App Role Mapping

Application: Select an Application

Organization Role: Teacher (School)

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
## Organization/Application Role Mapping

<table>
<thead>
<tr>
<th>Application: Select an Application</th>
<th>Organization Role: Security Officer (School)</th>
</tr>
</thead>
</table>

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

- GSO Unit Builder
- Portal
- Security Administration
- Student Profile
- Task Manager
Questions?

How to Get Additional Assistance:

You may contact the Technology Management Customer Support Team by using the **Help-dticket link** on the left side of the MyGaDOE portal menu.

You may also request assistance by emailing **dticket@doe.k12.ga.us** or by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center
Georgia Department of Education
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
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.”
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.
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.”
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.
To open a message that has been sent to you, just click on the message Subject in your Inbox.
The message will then appear in the Preview pane for viewing.
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
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
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.

User must click here
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
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 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.

Click here to open Attachment
### Subscribing to Message Tags

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.

#### Message Center

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability</td>
<td>0</td>
</tr>
<tr>
<td>Audience</td>
<td>0</td>
</tr>
<tr>
<td>Communications</td>
<td>0</td>
</tr>
<tr>
<td>Curriculum and Instruction</td>
<td>0</td>
</tr>
<tr>
<td>Finance and Business Operations</td>
<td>0</td>
</tr>
<tr>
<td>Help Desk</td>
<td>0</td>
</tr>
</tbody>
</table>

**Accountability**

- Category Tags: AVF (Adequate Yearly Progress), Progress, NCLEX, Principal Access, Report Card, Student Achievement

**Audience**

- Category Tags: Assessment Director, Charter School Administrator, Charter School Superintendent, Consolidated Application Coordinator, Content Manager, CSE Coordinator, Curriculum Director, Family Coordinator, Financial Aid Coordinator, PSC Coordinator, CC, District Administrators, Office Director, Grants Management Program, Grants Management Supervisor, MDQ Coordinator, Media Coordinator, Media Coordinator, PDESS System Administrator, Principal, School Nutrition Coordinator, School Nutrition Director, Security Officer, Secure Coordinator, TN Supervisor, Special Ed Staff, Special Education Director, Student Access Coordinator, Student Services Director, Superintendent, TAPSA Coordinator, Testing Coordinator, Title I Director, Title I PSC Coordinator, Title I/Staff Development, Title I (ESOL), Coordinator, Title I PV Sports, Title IV Director, Transportation Director

**Communications**

- Category Tags: District Communication, Keith Cope, Newsletter, Official DOE Communication, Press Release, School Communication, School Nutrition Mailing

**Curriculum and Instruction**

- Category Tags: Career Technical, Technical Education, Curriculum & Instruction Services, Computational Sciences, Innovative Academic Programs, Science

**Finance and Business Operations**

- Category Tags: Accounting Services, Budget, Financial Analysis, Financial Report, School and Community Nutrition, Transportation

**Help Desk**

- Category Tags: Ask DOE, Pocket, Help Center, Network, Portal, Student Information System, Support, Technology
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).
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.
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.
Questions?

How to Get Additional Assistance:

You may contact the Technology Management Customer Support Team by using the Help-dticket link on the left side of the MyGaDOE Portal menu.

You may also request assistance by emailing dticket@doe.k12.ga.us or by calling 1-800-869-1011. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center
Georgia Department of Education