

MyGaDOE Portal Provisioning for Security Officers

Presented by
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GaDOE Helpdesk Manager



MyGaDOE Portal Provisioning Basics

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

User Self Provisioning

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

Organization Security Officer

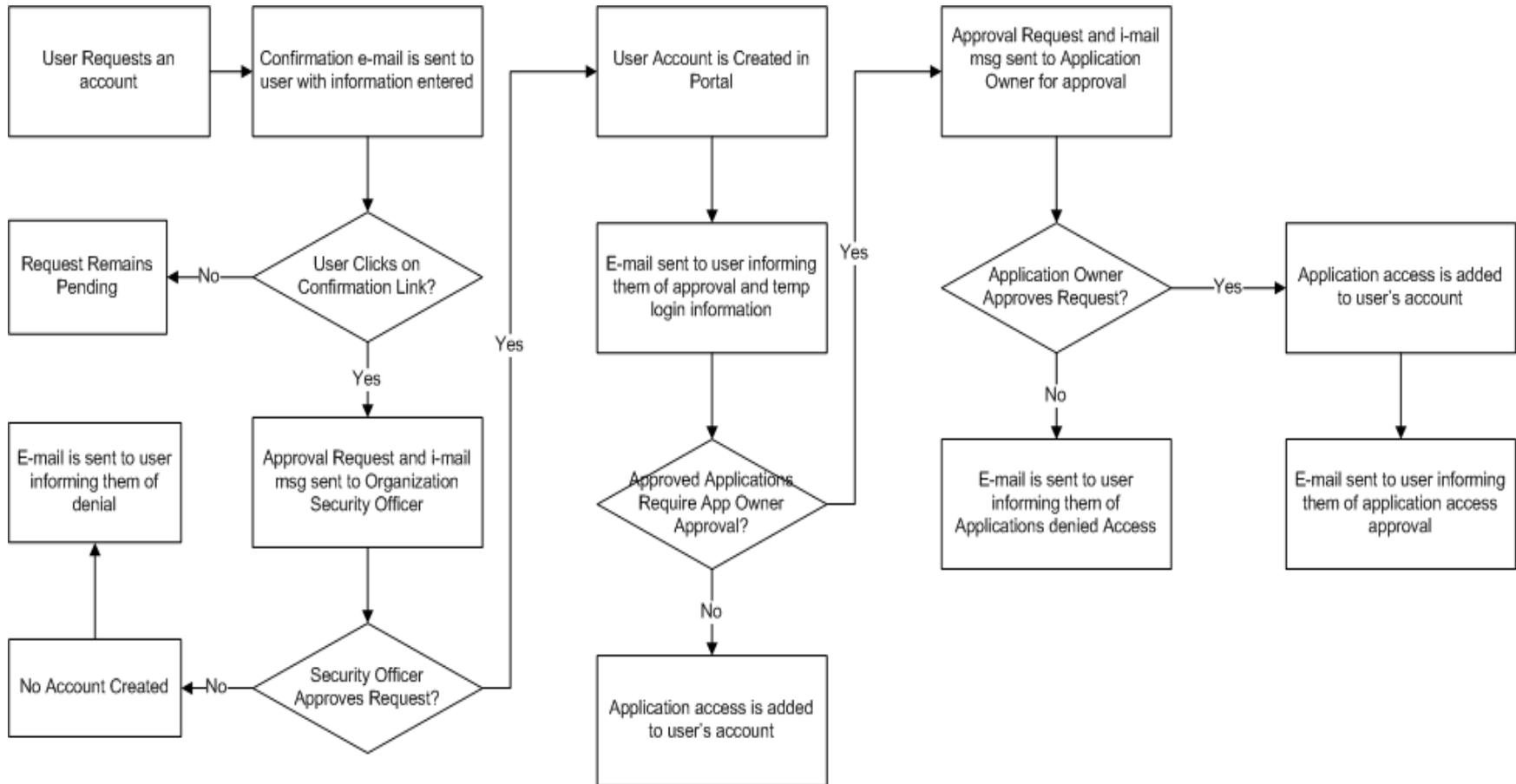
- **Review/Approve requests for user access under assigned organization.**
- **Add new users under assigned organization.**
- **Modify account status (Suspend, Un-Suspend, Terminate) under assigned organization.**
- **Reset passphrases for users under assigned organization.**

Application Security Officer Approvals

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



Provisioning Workflow



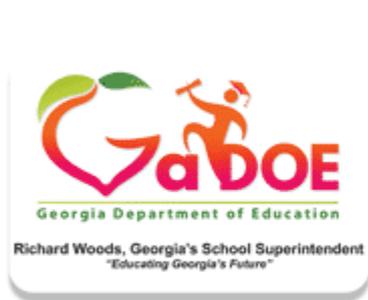
Signing Up for a Portal Account

New User Registration Wizard

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



MyGaDOE



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.





[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:

Next >>

Enter Name and e-mail Address.

E-mail address is also Portal Login ID.

Apply for a GaDOE Account

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

Step 2

Select an Organization:

To select a School, first choose a District

District

School

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

Agency

Department

Division

To see additional Organizations, first choose a Type

Other Type

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.

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

Current Role Assignments (per Organization):

Click on a  to Remove that role.

Principal(Berrien High School)

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

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

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

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

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.

- CCRPI
- EOPA
- Exceptional Students
- Full Time Equivalent
- GUIDE
- Student Class Application
- Student Record
- Technology Inventory

Current Application Role Assignments (per Application):

Click on a  to Remove that role.

<< Back

Next >>

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.

-  CCRPI
-  Principal - Principal
-  EOPA
-  Exceptional Students
-  Full Time Equivalent
-  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
-  GUIDE
-  School User (Read Only) - School level user for read only
-  Student Class Application
-  Student Record
-  Technology Inventory

<< 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 “-” sign beside the application 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.

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

Request Submittal Confirmation

Request Submittal

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



User Certification E-mail

From: PortalSupport@doe.k12.ga.us [mailto:PortalSupport@doe.k12.ga.us]

Sent: Monday, May 15, 2017 9:50 AM

To: [REDACTED]

Subject: New User Request Certification

This email is to certify a request that was submitted for access to the MyGaDOE Portal for this email address. The complete details of this request are as follows:

Requested Organization: Lovinggood Middle School

Add Requested Org Role: Teacher

Requested Application Roles:

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

[Certify this request](#)

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

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
[Help - Dticket](#) | [Online Documentation](#)

Site Navigation

- Home
- Logout

Polk County

- COPS Financial
- Data Collection
- View Documents
- Facility and School Registry
- Message Center
- Security Administration
- COPS Planning

Chris Rivera [Click to Access Profile Screen](#)

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Surveys options | []

New (0)	Saved (0)	Submitted (0)	Approved (0)
No new surveys available			

[More](#)

My Favorites options | []

- Online Web Resources

[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](#)



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 1

The Application Request will be made for the following user:

First Name:

Last Name:

Email Address:

Current Organization Roles:

Bryan County High School: Teacher

Current Application Permissions:

Portal: User

GSO Unit Builder: Unit Builder

[Next >>](#)

Request Provisioning

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

Step 2

Select an Organization:

To select a School, first choose a District

District: Bryan County

School: Bryan County High School

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

Agency: _____

Department: _____

Division: _____

To see additional Organizations, first choose a Type

Other Type: _____

Click on a  to select that role.

Roles for Selected Organization:

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

Current Role Assignments (per Organization):

Click on a  to Remove that role.

Teacher (Bryan County High School) 

To add Organizational roles, select the proper organization from drop down lists and then the **green** “+” sign beside the appropriate organizational role.

To remove Organizational roles from list of those assigned, click on **red** “-” beside the organizational role you would like to remove.

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.

-  CCRPI
 -  Principal - Principal
-  EOPA
-  Exceptional Students
-  Full Time Equivalent
 -  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
-  GUIDE
 -  School User (Read Only) - School level user for read only
-  Student Class Application
-  Student Record
-  Technology Inventory

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

- Principal(CCRPI)
- School Level User(Full Time Equivalent)
- School User (Read Only)(GUIDE)

<< Back **Next >>**

To add additional Application roles, click on “+” sign next to application and then the **green** “+” sign beside the appropriate application role.

To remove Application roles from list of those assigned, click on **red** “-” beside the application role you would like to remove.

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 Provisioning

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

Step 4

Summary of Request

First Name: Chris
Last Name: Rivera
Email Address: criveratest2@doe.k12.ga.us
Organization: Bryan County High School

Summary of Organizations Roles Applied For

Organization: Bryan County High School
Organization Role: Staff

Summary of Applications Applied For

Application: Georgia Testing Identifier
Application Role: bldg

[<< Back](#) [Click to Submit Request](#)  [Submit](#)

Request Submittal Confirmation

Request Submittal

Your request has been submitted and processing has begun. You will be updated on the status of your request in the next 3 days.



Change/Update Account Information

- **Name information**
- **Login/e-mail information**
- **Phone Number**
- **Address Information**
- **Challenge Questions and Answers**

Correct/Update Profile Information

Edit Profile
Chris Rivera (criveratest2@doe.k12.ga.us)

Salutation:

First Name: Chris * Required

Middle Name:

Last Name: Rivera * Required

Display Name: Chris Rivera

Email Address: criveratest2@doe.k12.ga.us * Required

Last 4-digits of SSN: 1234 * Required

Birth Date: 07/01/1965

Gender: Male Female

Phone Number: (111) 111-1111

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.

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 Passphrase](#) [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? <input type="button" value="v"/>	<input type="text" value="helpdesk"/>
What was the last name of your child <input type="button" value="v"/>	<input type="text" value="helpdesk"/>
What was the lastname of your first E <input type="button" value="v"/>	<input type="text" value="helpdesk"/>

Profile Screen – Change Passphrase

Edit Profile
Chris Rivera (criveratest2@doe.k12.ga.us)

Salutation:

First Name: Chris * Required

Middle Name:

Last Name: Rivera * Required

Display Name: Chris Rivera

Email Address: criveratest2@doe.k12.ga.us * Required

Last 4-digits of SSN: 1234 * Required

Birth Date: 07/01/1965

Gender: Male Female

Phone Number: (111) 111-1111

Fax Number:

NT Login:

URL:

Click Here → [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](#)

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

1. Enter Current Passphrase
2. Enter New Passphrase
3. Re-enter New Passphrase
4. Select Save 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:

Security Officer Responsibilities

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

Review Access Requests – Approve/Deny

Search Districts 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Welcome to MyGaDOE

You have (0) new messages. **Click to Access iMail** Help - Dticket | Online Documentation

Site Navigation

- Home
- Logout

Polk County

- COPS Financial
- Data Collection
- View Documents
- Facility and School Registry
- Message Center
- Security Administration
- COPS Planning

Chris Rivera

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Surveys

New (0)	Saved (0)	Submitted (0)	Approved (0)
---------	-----------	---------------	--------------

No new surveys available

My Favorites

- Online Web Resources

More

Portal access requests are delivered via the MyGaDOE Portal iMail system.

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

Portal iMail is access from Portal Home page message link at top of page.

iMail Message Inbox

New and existing iMail messages are shown in Inbox. New messages appear in “**Bold**”. Portal access request notifications will appear in **Notifications Box**. To view a message Double-Click on message and message will open.

The screenshot shows the MyGaDOE iMail 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 a notification that says "You have 10 new messages." Below this is a "Notification" header with a "SecureXchange" logo and a "Help" link. The main area contains a list of messages with columns for checkboxes, flags, from, subject, and sent date. The messages are as follows:

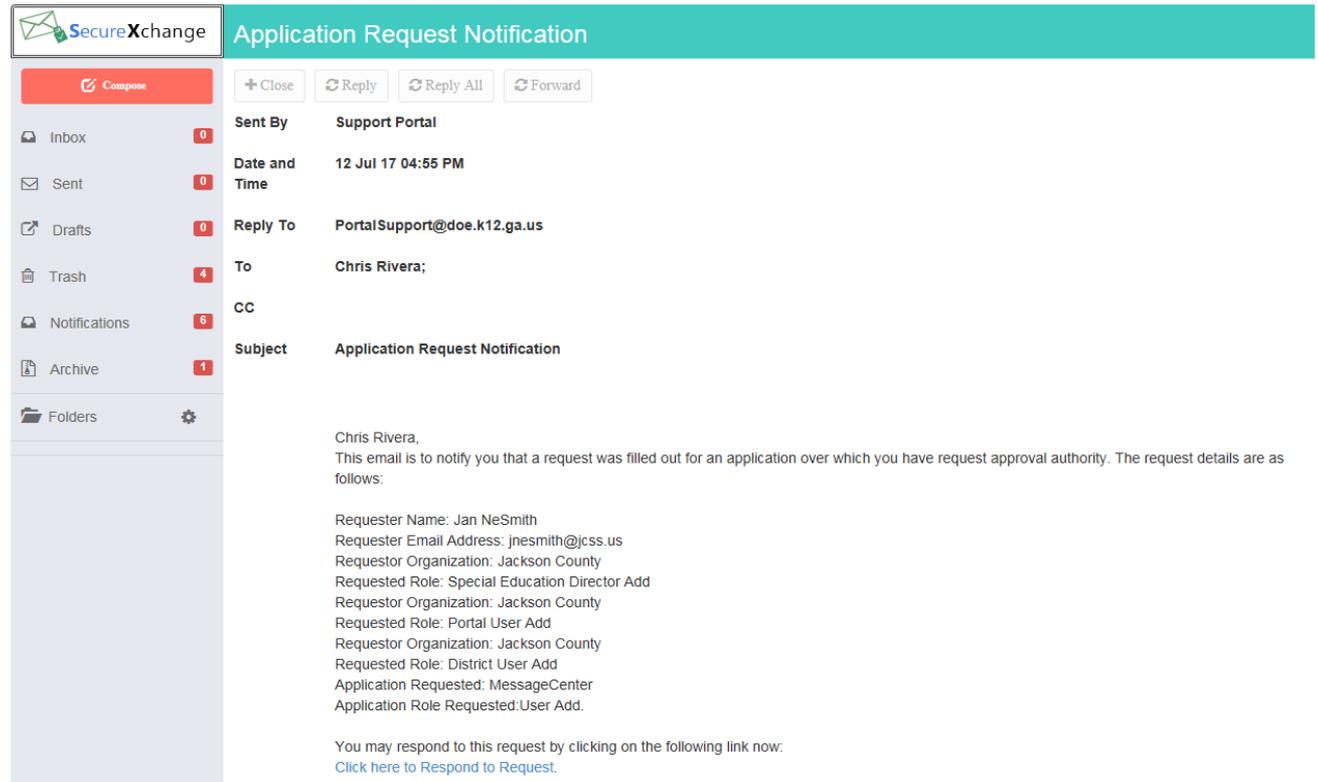
<input type="checkbox"/>	! Flag	From	Subject	Sent Date
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 04:55 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Portal Access Request Notification	12 Jul 17 03:57 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:20 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:20 PM
<input type="checkbox"/>	★	Support Portal	Application Request Notification	12 Jul 17 02:13 PM

iMail Message Preview

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.



The screenshot shows an email interface with a teal header bar. On the left is a sidebar with folders: Compose, Inbox (0), Sent (0), Drafts (0), Trash (4), Notifications (6), Archive (1), and Folders. The main content area has a teal header 'Application Request Notification' and buttons for '+ Close', 'Reply', 'Reply All', and 'Forward'. The email details are as follows:

Sent By: Support Portal
Date and Time: 12 Jul 17 04:55 PM
Reply To: PortalSupport@doe.k12.ga.us
To: Chris Rivera;
CC:
Subject: Application Request Notification

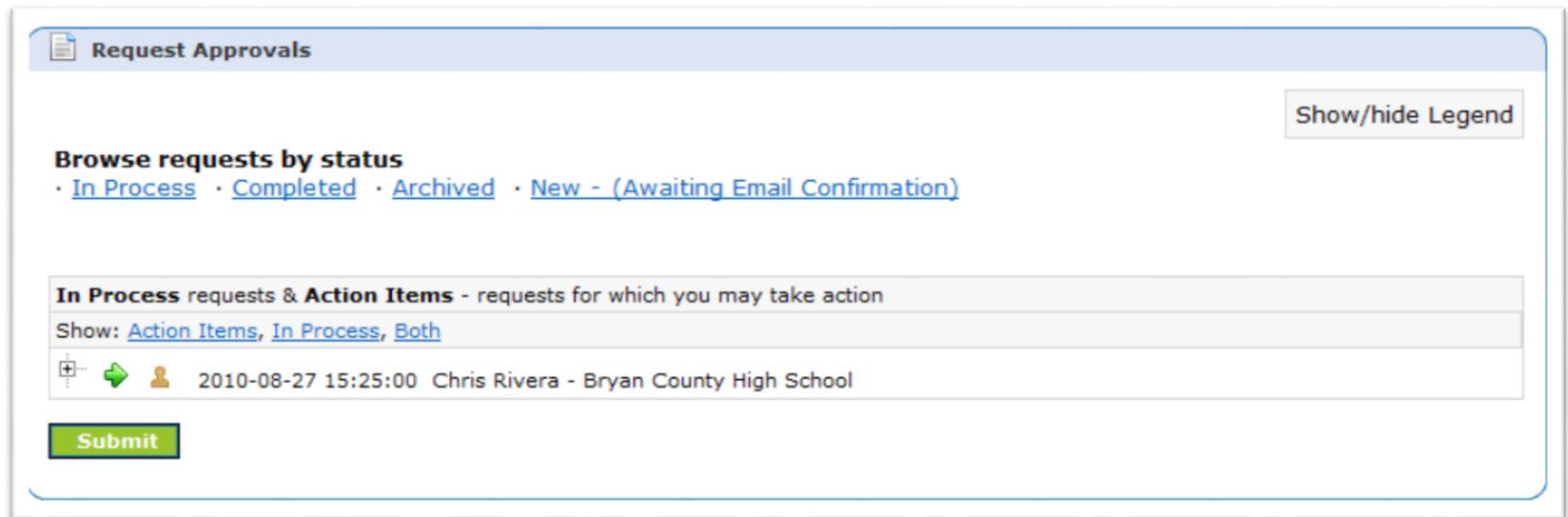
Chris Rivera,
This email is to notify you that a request was filled out for an application over which you have request approval authority. The request details are as follows:

Requester Name: Jan NeSmith
Requester Email Address: jnesmith@jcss.us
Requestor Organization: Jackson County
Requested Role: Special Education Director Add
Requestor Organization: Jackson County
Requested Role: Portal User Add
Requestor Organization: Jackson County
Requested Role: District User Add
Application Requested: MessageCenter
Application Role Requested: User Add.

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

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.



The screenshot displays the 'Request Approvals' interface. At the top, there is a header with a document icon and the text 'Request Approvals'. On the right side of the header, there is a button labeled 'Show/hide Legend'. Below the header, the text 'Browse requests by status' is followed by a list of status links: 'In Process', 'Completed', 'Archived', and 'New - (Awaiting Email Confirmation)'. A section titled 'In Process requests & Action Items - requests for which you may take action' contains a 'Show:' dropdown menu with options 'Action Items', 'In Process', and 'Both'. Below this, a list item is shown with a '+' icon, a green arrow icon, a person icon, and the text '2010-08-27 15:25:00 Chris Rivera - Bryan County High School'. At the bottom left of the list, there is a green 'Submit' button.

Request Approvals Screen

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

Request Approvals

Show/hide Legend

Browse requests by status

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

In Process requests & Action Items - requests for which you may take action

Show: [Action Items](#), [In Process](#), [Both](#)

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

Add Organization Role - Bryan County High School - Staff	<input type="radio"/> Approve <input type="radio"/> Reject
Add Application Role - Georgia Testing Identifier - bldg	<input type="radio"/> Approve <input type="radio"/> Reject

Submit

Request Approvals Screen

Search Districts 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Welcome to MyGaDOE
Help - Dticket | Online Documentation

You have (0) new messages.

Site Navigation

- Home
- Logout

Polk County

- COPS Financial
- Data Collection
- View Documents
- Facility and School Registry
- Message Center
- Security Administration
- COPS Planning

Chris Rivera

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Surveys options | []

New (0)	Saved (0)	Submitted (0)	Approved (0)
No new surveys available			

[More](#)

My Favorites options | []

- Online Web Resources

[More](#)

Request Approval

Add Person

Click to Access

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 left is the GaDOE logo. A search bar labeled 'Search 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 message notification says 'You have (0) new messages.' Below this is a 'Site Navigation' menu with 'Home' and 'Logout'. A 'Polk County' section lists various links like 'COPS Financial', 'Data Collection', 'View Documents', 'Facility and School Registry', 'Message Center', 'Security Administration', and 'COPS Planning'. The 'Security Administration' link is highlighted in blue, and a red arrow points to the 'Add Person' sub-link. Other sections include 'Surveys' (with tabs for New, Saved, Submitted, and Approved) and 'My Favorites' (with 'Online Web Resources'). A 'Chris Rivera' user profile is visible at the bottom left with links for 'Account Information', 'Add to Favorites', and 'Help - Dticket'. A 'Hide Navigation' button is at the bottom left.

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.**

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.

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 Bacon County

School

To select a Dept
To select a Division

Agency

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.

Roles for Selected Organization:

-  Security Officer
-  Administrator - School Admin
-  Staff
-  GTID Coordinator - GTID Coordinator
-  Special Ed Staff - Special Ed Staff
-  Counselor
-  School User - School User

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

 CCRPI

 Principal - Principal

 EOPA

 Exceptional Students

 Full Time Equivalent

 School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.

 GUIDE

 School User (Read Only) - School level user for read only

 Student Class Application

 Student Record

 Technology Inventory

Current Application Role Assignments (per Application):

Click on a  to Remove that role.

Principal(CCRPI)

School Level User(Full Time Equivalent)

School User (Read Only)(GUIDE)

<< 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

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.

-  CCRPI
 -  Principal - Principal
-  EOPA
-  Exceptional Students
-  Full Time Equivalent
 -  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
-  GUIDE
 -  School User (Read Only) - School level user for read only
-  Student Class Application
-  Student Record
-  Technology Inventory

[<< Back](#) [Next >>](#)

To add additional Application roles, click on “+” sign next to application and then the **green** “+” sign beside the appropriate application role.

To remove Application roles from list of those assigned, click on **red** “-” sign beside the application 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

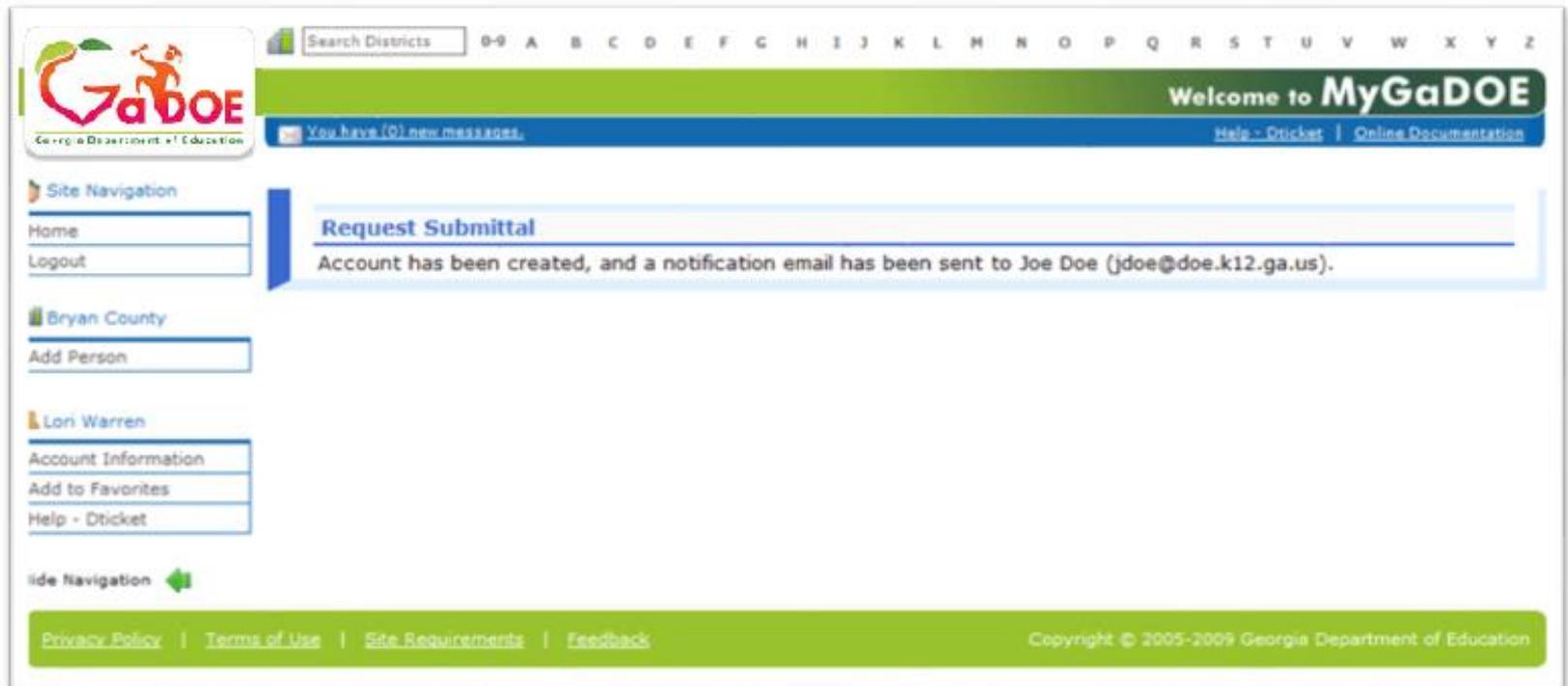
Review all the information entered into account setup wizard.

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 GaDOE logo. A search bar for districts and an alphabetical index are visible. 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 blue box titled 'Request Submittal' with the message: 'Account has been created, and a notification email has been sent to Joe Doe (jdoe@doe.k12.ga.us)'. The left sidebar contains navigation menus for 'Site Navigation' (Home, Logout), 'Bryan County' (Add Person), and 'Lori Warren' (Account Information, Add to Favorites, Help - Dticket). A 'Hide Navigation' button is at the bottom left. The footer includes 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

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

The screenshot displays the MyGaDOE portal interface. At the top left is the GaDOE logo. A search bar labeled 'Search Districts' is followed by a navigation menu with options 0-9 and A-Z. Below this is a 'Welcome to MyGaDOE' banner with links for 'Help - Dticket' and 'Online Documentation'. A left sidebar contains 'Site Navigation' (Home, Logout), 'Polk County' (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, COPS Planning), and a user profile for 'Chris Rivera' (Account Information, Add to Favorites, Help - Dticket). A central menu lists categories: Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. A 'Submitted (0) Approved (0)' section is visible. A 'My Favorites' section shows 'Online Web Resources' with a 'More' link. At the bottom, a green 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'.

By performing a People Search in the portal and editing a user's account, within your assigned organization(s), a Security Officer can 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.

rivera 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 - Dricket | Online Documentation

Site Navigation

Polk County

Chris Rivera

Hide Navigation

Advance Search

Search By:

Last Name

Show Suspended Users Show Terminated Users

People Search Results for 'rivera':

Pages: [1]

Person Name	Organization	Is Active	Email Address	Edit	View
rivera, [REDACTED]	Terminated User	No	[REDACTED]@2-ga.us		
Rivera, [REDACTED]	Terminated User	No	[REDACTED]		
Rivera, [REDACTED]	Terminated User	No	[REDACTED]		
Rivera, [REDACTED]	Terminated User	No	[REDACTED]		
Rivera, Chris	Polk County	Yes	chris.x46flyer@gmail.com		
Rivera, Chris	Information Technology	Yes	crivera@doe.k12.ga.us		
Rivera, [REDACTED]	Terminated User	No	[REDACTED]		
Rivera, [REDACTED]	Terminated User	No	rive[REDACTED]		
RIVERA, [REDACTED]	Suspended User	No	RIVE[REDACTED]		
Rivera, [REDACTED]	Terminated User	No	[REDACTED]		

Privacy Policy | Terms of Use | Site Requirements | Feedback

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Click to Edit

Profile Edit Screen

Edit Profile
William McGrath (wmcgrath@bryan.k12.ga.us)

Soluition:

First Name: William * Required

Middle Name:

Last Name: Mc[REDACTED] * Required

Display Name: Will[REDACTED]

Email Address: w[REDACTED]@[REDACTED].[REDACTED] * Required

Last 4-digits of SSN: * Required

Birth Date:

Gender: Male Female

Phone Number:

Fax Number:

NT Login:

URL:

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

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

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

Active
Terminated

Update Person

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

Select Desired Status

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 GaDOE logo. A search bar labeled 'Search Districts' is followed by a navigation menu with letters A-Z. Below this is a 'Welcome to MyGaDOE' banner with links for 'Help - Dticket' and 'Online Documentation'. On the left, there are two main navigation sections: 'Site Navigation' with links for Home and Logout, and 'Polk County' with various administrative links like COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. A user profile for 'Chris Rivera' is shown with links for Account Information, Add to Favorites, and Help - Dticket. A central menu lists categories like Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. A table with columns 'Submitted (0)' and 'Approved (0)' is partially visible. On the right, there is a 'My Favorites' section with a link for 'Online Web Resources'. At the bottom, 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'.

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.

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 - Dtticket | Online Documentation

Site Navigation

Polk County

Chris Rivera

Hide Navigation

Advance Search

Search By:

Last Name: rivera Search

Show Suspended Users Show Terminated Users

People Search Results for 'rivera':

Pages: [1]

Person Name	Organization	Is Active	Email Address	Edit	View
rivera, [REDACTED]	Terminated User	No	[REDACTED]@2.ga.us	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, Chris	Polk County	Yes	chris.x46flyer@gmail.com	[Edit]	[View]
Rivera, Chris	Information Technology	Yes	crivera@doe.k12.ga.us	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	rive[REDACTED]	[Edit]	[View]
RIVERA, [REDACTED]	Suspended User	No	RIVE[REDACTED]	[Edit]	[View]
Rivera-[REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]

Privacy Policy | Terms of Use | Site Requirements | Feedback

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Click to Edit



Profile Edit Screen

**Edit Profile**
Joe Doe (jdoe@doe.com)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date:

Gender: Male Female

Phone Number:

Fax Number:

NT Login:

URL:

[Reset Passphrase](#)  **Click Here**

Application Role(s): Portal - User
Scholarship - User

Organization Role(s): A School for Children - User

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 displays the MyGaDOE user interface. At the top left is the GaDOE logo with the text "Georgia Department of Education". To its right is a search bar labeled "Search Districts" and a navigation menu with letters A through Z. A green banner at the top right says "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". Below the banner, a blue notification bar states "You have (43) new messages." The main content area shows "Reset passphrase for user Joe Doe (jdoe@doe.com)" with a green "Reset Passphrase" button. A red arrow points to this button with the text "Click Here". On the left side, there is a "Site Navigation" menu with "Home" and "Logout" options, and a user profile for "Chris Rivera" with options for "Account Information", "Add to Favorites", and "Help - Dticket". At the bottom, 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".

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 displays the MyGaDOE user interface. At the top left is the GaDOE logo with the text 'Georgia Department of Education'. To its right is a search bar labeled 'Search Districts' and a navigation menu with letters A through Z. A green banner at the top right says 'Welcome to MyGaDOE' with links for 'Help - Dticket' and 'Online Documentation'. Below the banner, a blue notification bar states 'You have (43) new messages.' The main content area shows 'Reset passphrase for user Joe Doe (jdoe@doe.com)' with a green 'Reset Passphrase' button. Below the button, a red message reads 'Passphrase has been changed to Good5\$ActiveFriends'. The left sidebar contains 'Site Navigation' (Home, Logout), 'Information Technology', and user profile 'Chris Rivera' (Account Information, Add to Favorites, Help - Dticket). A 'Hide Navigation' button is at the bottom left. 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'.

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

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.

 CCRPI

 Principal - Principal

 EOPA

 Exceptional Students

 Full Time Equivalent

 School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.

 GUIDE

 School User (Read Only) - School level user for read only

 Student Class Application

 Student Record

 Technology Inventory

<< Back

Next >>

Provision Matrix

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

Current Application Role
Assignments (per Application):

Click on a  to Remove that role.

Principal(CCRPI)

School Level User(Full Time
Equivalent)

School User (Read Only)(GUIDE)

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.

CPI – Role Mapping

Organization/Application Role Mapping					
<input checked="" type="radio"/> Application: <input type="text" value="CPI Legacy"/>		<input type="radio"/> Organization Role: <input type="text" value="Select an Organization Role"/>			
Organization Roles mapped to Application Roles for Application : CPI Legacy					
Organization Roles	Application Roles				
	Administrator	HelpDesk	Program Manager	School System User	Superintendent
Administrator(Department)	X				
Administrator(Division)	X				
Administrator(GLRS)		X			
Charter School Administrator(School)				X	
Charter School Superintendent(School)					X
Content Manager(Department)	X		X		
Content Manager(Division)	X		X		
Content Manager(Program)			X		
CPI Coordinator(District)				X	
CPI Coordinator(RESA)				X	
Help Desk(Department)		X			
Help Desk(Division)		X			
Program Administrator(GLRS)		X			
Staff(GLRS)		X			
Superintendent(District)					X
Superintendent(RESA)					X

Free & Reduced Lunch – Role Mapping

Organization/Application Role Mapping

Application: Free & Reduced Lunch
 Organization Role: Select an Organization Role

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

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

FTE – Role Mapping

Organization/Application Role Mapping						
<input checked="" type="radio"/> Application: <input type="text" value="Full Time Equivalent"/>		<input type="radio"/> Organization Role: <input type="text" value="Select an Organization Role"/>				
Organization Roles mapped to Application Roles for Application : Full Time Equivalent						
Organization Roles	Application Roles					
	Administrator	Helpdesk	Program Manager	School Level User	School System User	Superintendent
Charter School Administrator(School)					X	
Charter School Superintendent(School)						X
Content Manager(Department)	X		X			
Content Manager(Division)	X		X			
Content Manager(Program)			X			
Data Analyst/Administration(Department)	X					
Data Analyst/Administration(Division)	X					
Director(ETC)		X				
FTE Coordinator(District)					X	
FTE Coordinator(RESA)					X	
Help Desk(Department)		X				
Help Desk(Division)		X				
Instructional Staff(ETC)		X				
Principal(School)				X		
Regional Helpdesk Analyst(ETC)		X				
Registrar(ETC)		X				
Superintendent(District)						X
Superintendent(RESA)						X
Technical Staff(ETC)		X				

Pre Identify for Testing – Role Mapping

Organization/Application Role Mapping

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

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

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

Student Record – Role Mapping

Organization/Application Role Mapping

Application: **Student Record**
 Organization Role: **Select an Organization Role**

Organization Roles mapped to Application Roles for Application : Student Record

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

Provision Matrix – Org Role Mapping

Select the Organization 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.

Organization/Application Role Mapping

Application: Organization Role:

Application/Application Roles mapped for Organization Role: CPI Coordinator (District)

<input type="checkbox"/> CPI Legacy
<input type="checkbox"/> Georgia Testing Identifier
<input type="checkbox"/> GSO Unit Builder
<input type="checkbox"/> Interactive Reports
<input type="checkbox"/> Portal
<input type="checkbox"/> Security Administration
<input type="checkbox"/> 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)

CPI Coordinator District – App Role Mapping

Organization/Application Role Mapping

Application: Organization Role:

Application/Application Roles mapped for Organization Role: CPI Coordinator (District)

- CPI Legacy
 - ▶.School System User - CPI School System User
- Georgia Testing Identifier
 - ▶.dist - The district level role should be assigned to those users who are to be restricted to only acting within the context of a single district within the system. The DIST role is a further restriction on the STAT role. Users with this role will be prohibited from performing system level activities such as viewing the system summary, managing duplicate IDs, reviewing batches outside of their district, change district, and search input records.
- GSO Unit Builder
- Interactive Reports
- Portal
- Security Administration
 - ▶.Coordinator - District level coordinator
- Teacher Retirement System

FTE Coordinator (District) – App Role Mapping

Organization/Application Role Mapping

Application: Organization Role:

Application/Application Roles mapped for Organization Role: FTE Coordinator (District)

- Displaced Students
- Facility and School 2008
 - ›District Consumer - District Consumer
- Full Time Equivalent
 - ›School System User - Application functionality for their specific system/district, and run reports
- GASIS: Data Verification
- Georgia Testing Identifier
 - ›dist - The district level role should be assigned to those users who are to be restricted to only acting within the context of a single district within the system. The DIST role is a further restriction on the STAT role. Users with this role will be prohibited from performing system level activities such as viewing the system summary, managing duplicate IDs, reviewing batches outside of their district, change district, and search input records.
- GSO Unit Builder
- Interactive Reports
- Portal
- Pre Identify for Testing
- Private School Collection
- Student Course Profile

Principal (School) – App Role Mapping

Organization/Application Role Mapping

Application:

Organization Role:

Application/Application Roles mapped for Organization Role: Principal (School)

65 Percent

CCRPI

▶ Principal - Principal

EOPA

Exceptional Students

Full Time Equivalent

▶ School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.

GSO Unit Builder

GUIDE

ITSET Survey

Portal

Student Class Application

Student Record

Teacher Class Application

Technology Inventory

Security Officer (District) – App Role Mapping

Organization/ Application Role Mapping

Application: Organization Role:

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

- GSO Unit Builder
 - Unit Builder - Gives access to Unit Builder
- Portal
 - User - Portal User
 - Security Officer - Access to Security Officer Functionality
- Security Administration
 - Security Officer
- Student Profile
 - District User - District User
- Task Manager

Superintendent (District) – App Role Mapping

Organization/Application Role Mapping

Application:

Organization Role:

Application/Application Roles mapped for Organization Role: Superintendent (District)

- 65 Percent
- CCRPI
 - ▶ Superintendent - CCRPI Superintendent
- Consolidated Application
- COPS - Financial
 - ▶ Superintendent - Superintendent
- COPS Planning
- CPI Legacy
 - ▶ Superintendent - CPI Superintendent
- EOPA
- EOPA Reports
- Exceptional Students
- Facility and School 2008
- Finance
- Financial Review
- Flexible Learning Program
- Focused Monitoring
- Free & Reduced Lunch

SR Coordinator (District) – App Role Mapping

Organization/Application Role Mapping

Application:

Organization Role:

Application/Application Roles mapped for Organization Role: Student Record Coordinator (District)

- CCRPI
 - ▶ District User - District User
- Displaced Students
- GSO Unit Builder
- Interactive Reports
- Portal
- Pre Identify for Testing
 - ▶ School System User - Application functionality for their specific system/district
- Student Class Application
 - ▶ School System User - Student Profile School System User
- Student Record
 - ▶ School System User - Student Record School System User
- Teacher Class Application

Common Problem – Over Provisioning

A common issue we see on the Helpdesk is overprovisioning of a user's account, especially for Technology Coordinators and Superintendents!

Edit Profile

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date:

Gender: Male Female

Phone Number:

Fax Number:

NT Login:

URL:

[Reset Passphrase](#) [View Secure Data](#)

Application Role(s): Portal - User
Teacher Retirement System - School System User
Interactive Reports - School System User
Georgia Testing Identifier - dist
Student Record - Superintendent
AYP/NCLB - Superintendent
AYP/NCLB - District User
Full Time Equivalent - Superintendent
Finance - Superintendent
Free & Reduced Lunch - Superintendent
Pre Identify for Testing - Superintendent
Pre Identify for Testing - School System User
Consolidated Application - Superintendent
Consolidated Application - School System User
Title Nine - View All
Title Nine - Add/Update Current Data
FIN_ERROR - Superintendent
Legacy Facilities - Superintendent
Secondary Indicator - Superintendent
CPI Legacy - Superintendent
Pupil Transportation - Superintendent
GSO Unit Builder - Unit Builder
Exceptional Students - Superintendent
COPS - Financial - Superintendent
Private School Collection - District User
Facility and School 2008 - District Contributor
Student Profile - District User
Title I LEA - District Superintendent
Focused Monitoring - District Superintendent
Student Record Review - Superintendent
Technology Inventory - District Approver
Longitudinal Data System - LDS District Assessment Coordinator
GPDCP - Coordinator
CCRPI - Superintendent
CCRPI - District User
EOPA - Superintendent
Flexible Learning Program - District Superintendent

Organization Role(s): Brooks County - Assessment Director
Brooks County - Consolidated Application Coordinator
Brooks County - GTID Coordinator
Brooks County - Student Services Director
Brooks County - Superintendent
Brooks County - Title II/Staff Development
Brooks County - Title IX/ Sports Equity Director

Over Provisioning - Cause for a Multitude of Issues

- Application Errors
- Unable to Sign-Off on Collections
- District Role Identification Issues
- District Notification Issues

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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

Support Team Staff: Alex Mendez, Carl Ogletree, Charles Lang, Chris Smith, Randy Jackson, Westly Roberson & Vidrine Jones

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**EDUCATING
GEORGIA'S FUTURE**

