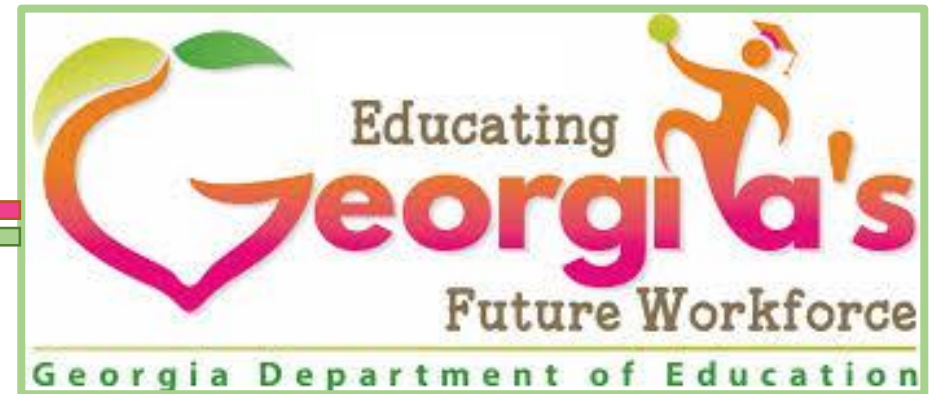


MyGaDOE Portal Login

Do you have your MyGaDOE Portal Login?

Do you need to request additional roles?

March 16, 2018



MyGaDOE Portal Account

Agenda

- What is MyGaDOE Portal?
- How to request a Portal Login for MyGaDOE
- Change your passphrase (password)
- Change your challenge questions
- Still need help?

Target Audience

Anyone requiring access to MyGaDOE Portal for data collections, SLDS, Assessment, Special Education, etc.

MyGaDOE Portal

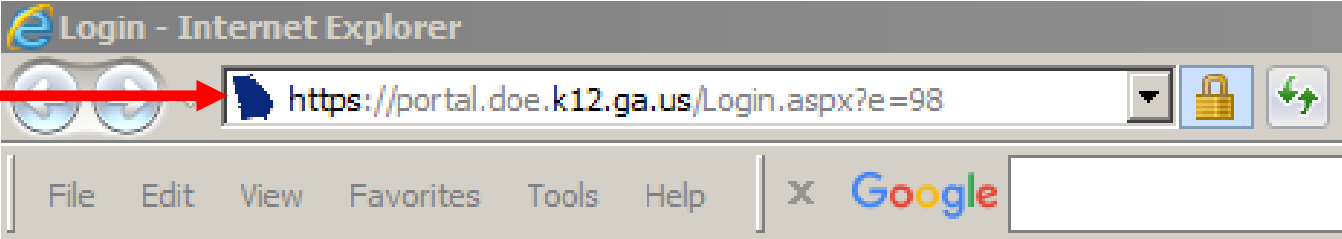
A portal is a webpage that serves as a gateway for users to get connected to a focused group of information or webpages.

The MyGaDOE Portal is a secured gateway or a main entry point to all data entry and data access related to student and personnel data. The MyGaDOE Portal is how you access Data Collections applications as well as Pupil Transportation, Consolidated Applications, Facilities Database, etc., to report educational data.

In order to access the MyGaDOE Portal, you will need a Portal account. The following pages will walk you through portal account creation.

Requesting a Portal account

Type <https://portal.doe.k12.ga.us> in the browser URL line, Click on "Or sign up for an account"



This website requires Cookies be enabled in your browser.

Requesting a Portal account, Step 1

- The New User Registration Wizard will open.
- Step 1: Enter your First Name, Last Name, Email Address, and Confirm Email by entering your Email Address again.
- **Your Email Address will be your Portal Login ID.**
- Click “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 1

Enter information about yourself:

First Name:

Last Name:

Email Address:

Confirm Email:

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 1

Enter information about yourself:

First Name: Patricia

Last Name: Miller

Email Address: pmillerdoe4@gmail.com

Confirm Email: pmillerdoe4@gmail.com

Next >>

Requesting a Portal account, Step 2

- Select the appropriate Organization: District, DOE Agency, or Other Type. Available Organizations appear in the appropriate drop down box.
- Click the bubble for District then select the district or city system you are assigned to. Charter schools will select either State Charter Schools or State Charter Schools II
- If you are a school User you will select the school you are assigned to in this step.
- Select the appropriate Organizational Role from “Roles for Selected Organization:” These roles are dependent on the Organization Role you selected (District, School, Agency, etc.)
- To add a role, click on the green “+” sign to the left of the role.



Apply for a GaDOE Account

STEP 1: Enter User Information | **STEP 2: Select Districts And Roles**

Step 2

Select an Organization: For a list of District Organizations To view Organization/Applicati

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

Click on a to select that role.

Roles for Selected Organization:

- School Nutrition Coordinator
- School Nutrition Director
- Student Record Coordinator
- Student Services Director
- Technology Coordinator
- Title I Director
- Title I Staff Development

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

- Student Record Coordinator(Ben Hill County)

Requesting a Portal account, Step 2

- Depending on the Organizational role selected, a default set of applications roles will automatically be added to your profile.
- To add additional application roles, click on the “+” to the left of the application, then click on the green “+” sign to the left of the role.
- To remove an application role from the list of those assigned, click on the red “-” to the right of the role.
- Click ‘Next’.

Apply for a GaDOE Account

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

Step 3

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

- AYP/NCLB
- CCRPI
- Displaced Students
- GSO Unit Builder
- Interactive Reports
- Pre Identify for Testing
- Student Class Application
- Student Record
- School System User - Student Record School System User
- Teacher Class Application

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

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

- Submitter(Displaced Students)
- Unit Builder(GSO Unit Builder)
- School System User(Interactive Reports)
- School System User(Pre Identify for Testing)
- School System User(Student Class Application)
- School System User(Teacher Class Application)
- School System User(Student Record)

<< Back | Next >>

Requesting a Portal account, Step 3



- Step 3 review the application roles and if any need to be added or removed, you can do so here.
- When review is completed, click '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.

-  AYP/NCLB
-  CCRPI
-  Displaced Students
-  GSO Unit Builder
-  Interactive Reports
-  Pre Identify for Testing
-  Student Class Application
-  Student Record
-  Teacher Class Application

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

- Submitter(Displaced Students)
- School System User(Interactive Reports)
- School System User(Pre Identify for Testing)
- School System User(Student Class Application)
- School System User(Teacher Class Application)
- School System User(Student Record)
- Submitter(Displaced Students)
- Unit Builder(GSO Unit Builder)
- School System User(Interactive Reports)
- School System User(Pre Identify for Testing)
- School System User(Student Class Application)
- School System User(Teacher Class Application)

<< Back **Next >>**

Requesting a Portal account, Step 4

- Step 4 is a summary, if any roles need to be added or removed, click the “<<Back” button.
- When review is completed, click ‘Submit’.

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: Patricha
Last Name: Miller
Email Address: pmillerdoe4@gmail.com
Organization: Ben Hill County

Summary of Organizations Roles Applied For

Organization: Ben Hill County
Organization Role: Student Record Coordinator

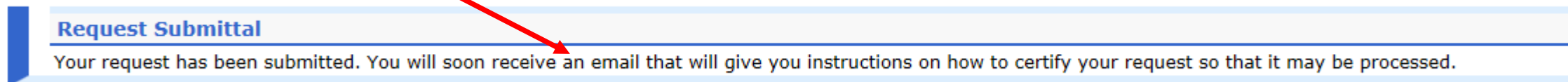
Summary of Applications Applied For

Application: Displaced Students
Application Role: Submitter
Application: Interactive Reports
Application Role: School System User
Application: Pre Identify for Testing
Application Role: School System User
Application: Student Class Application
Application Role: School System User
Application: Teacher Class Application
Application Role: School System User
Application: Student Record
Application Role: School System User
Application: Displaced Students
Application Role: Submitter
Application: Interactive Reports
Application Role: School System User
Application: Pre Identify for Testing
Application Role: School System User
Application: Student Class Application
Application Role: School System User
Application: Teacher Class Application
Application Role: School System User

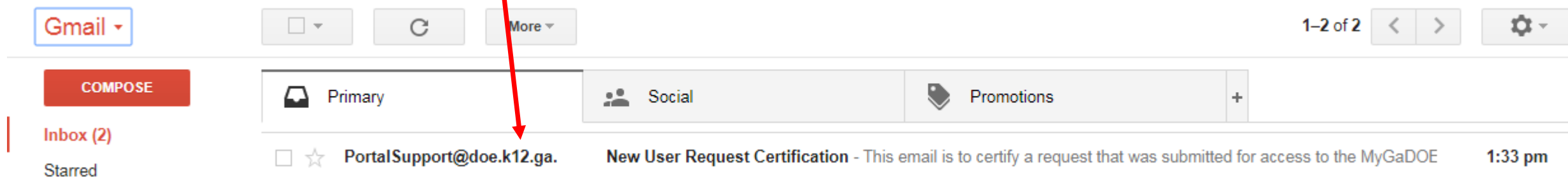
<< Back **Submit**

Requesting a Portal account, Continued

- The following message will be received.

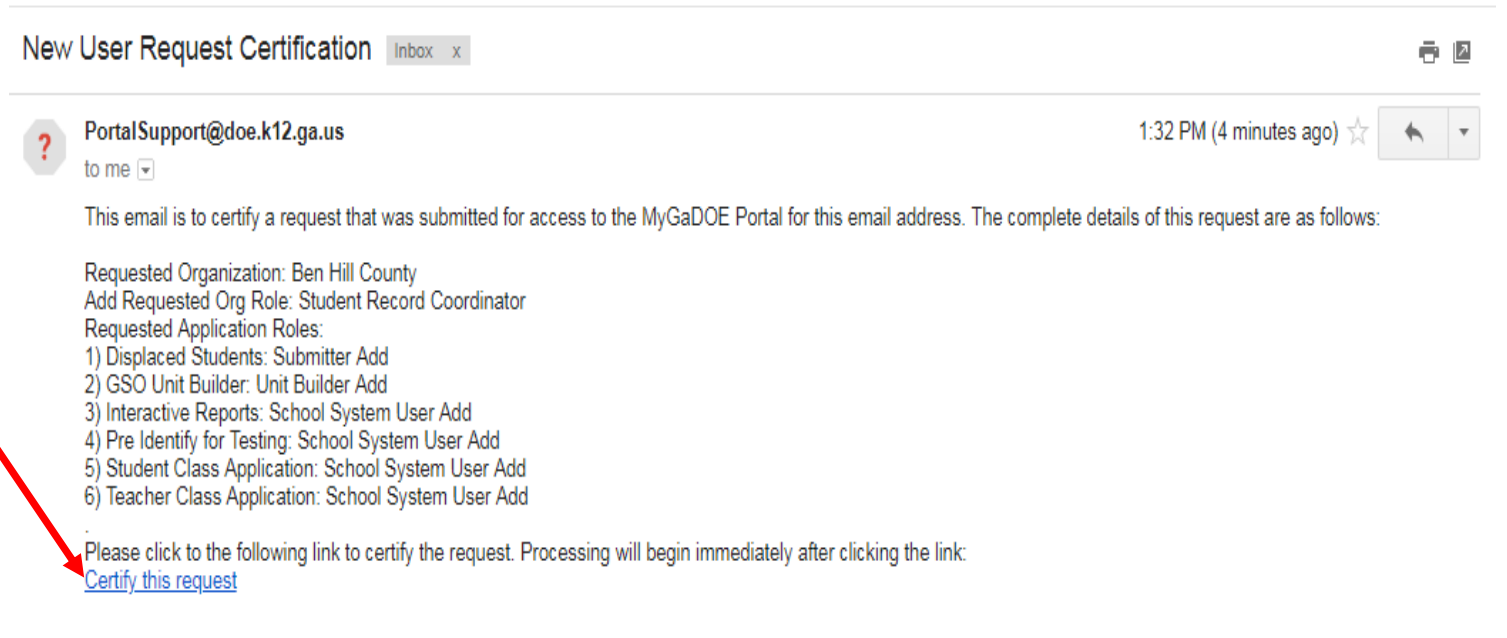


- Go to your email and look for the email from PortalSupport@doe.k12.ga.us. Double click on message to open it.



Requesting a Portal account, Continued

- The message has a 'Certify this request' link that you must click on to continue the account creation process. This is a way of verifying you requested the account.
- Once you click on the 'Certify this account' link in the email, you will get the following message:



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.

- If you want to expedite the process contact your local portal security officer for account approval. Every District, City, and Charter school system should have a portal security officer.

Requesting a Portal account, Continued

- Once your Portal account has been approved by your security officer, you should receive another email from portalsupport@doe.k12.ga.us. This email will contain a temporary passphrase (password).
- Use the Username and Temporary Password to log into MyGaDOE Portal.
- You will receive additional emails from PortalSupport@doe.k12.ga.us containing approval information as the applications you requested are approved or denied by GaDOE application owners.

Gmail

COMPOSE

Primary Social Promotions

Inbox (2)

Starred

PortalSupport@doe.k12.ga. Portal Access Approval - Patricha Miller, This message has been sent to inform you of the status of your request.

Portal Access Approval

PortalSupport@doe.k12.ga.us 3:42 PM (1 minute ago)

to me

Patricha Miller,
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: Patricha Miller
Organization: Ben Hill County
Org Role: Student Record Coordinator Add Status=Approved

Application: Interactive Reports Role: School System User Add Status=Approved
Application: Pre Identify for Testing Role: School System User Add Status=Approved
Application: Displaced Students Role: Submitter Add Status=Approved
Application: GSO Unit Builder Role: Unit Builder Add Status=Approved
Application: Student Class Application Role: School System User Add Status=Approved
Application: Teacher Class Application Role: School System User Add Status=Approved

To login, use your email address and your password:
Username: pmillerdoe4@gmail.com
Temporary Password: **0SMisleadBoxThird**
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

Requesting a Portal account, Continued

- Step 1, You must accept the Terms of Use to continue

You have (0) new messages.

Step 1	
Security Agreement	

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.

- Step 2, You must enter your current (the one you received in email) passphrase, followed by a new passphrase and reenter the new passphrase.

Step 1	Step 2
Security Agreement	Change Passphrase

Change Passphrase for Patricia Miller :

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:

- Click 'Save Passphrase'.

Requesting a Portal account, Continued

- Step 3, You will now need to complete security information and Challenge Questions and answers.
- Click 'Save' when you have completed the information.

The screenshot shows a three-step registration process. Step 1 is 'Security Agreement', Step 2 is 'Change Passphrase', and Step 3 is 'Change Challenge Questions'. The 'Save' button is highlighted in green and pointed to by a red arrow.

Step 1: Security Agreement

Step 2: Change Passphrase

Step 3: Change Challenge Questions

Please enter the last four digits of your SSN:

Please enter your date of birth: (in form MM/DD/CCYY)

Please enter a contact Phone Number:

Challenge Questions

Select Challenge Question 1

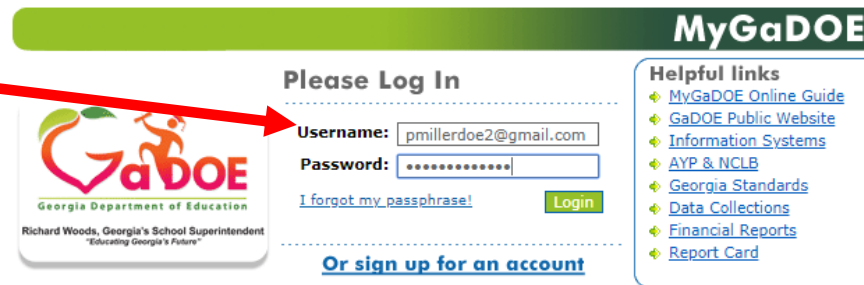
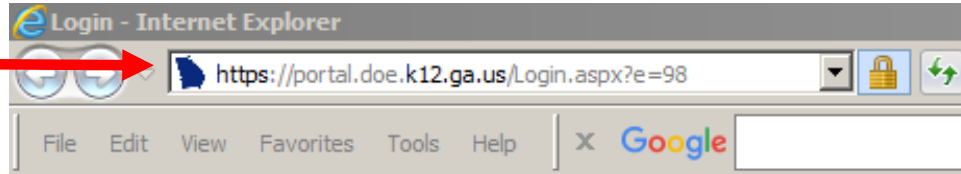
Select Challenge Question 2

Select Challenge Question 3

- The purpose for the security information and Challenge Questions/answers is to allow you to reset your own passphrase (password) if you have forgotten it.
- Allow Technology Management Customer Support Center to confirm who they have on the phone to ensure they are updating the correct account, if you happen to call.

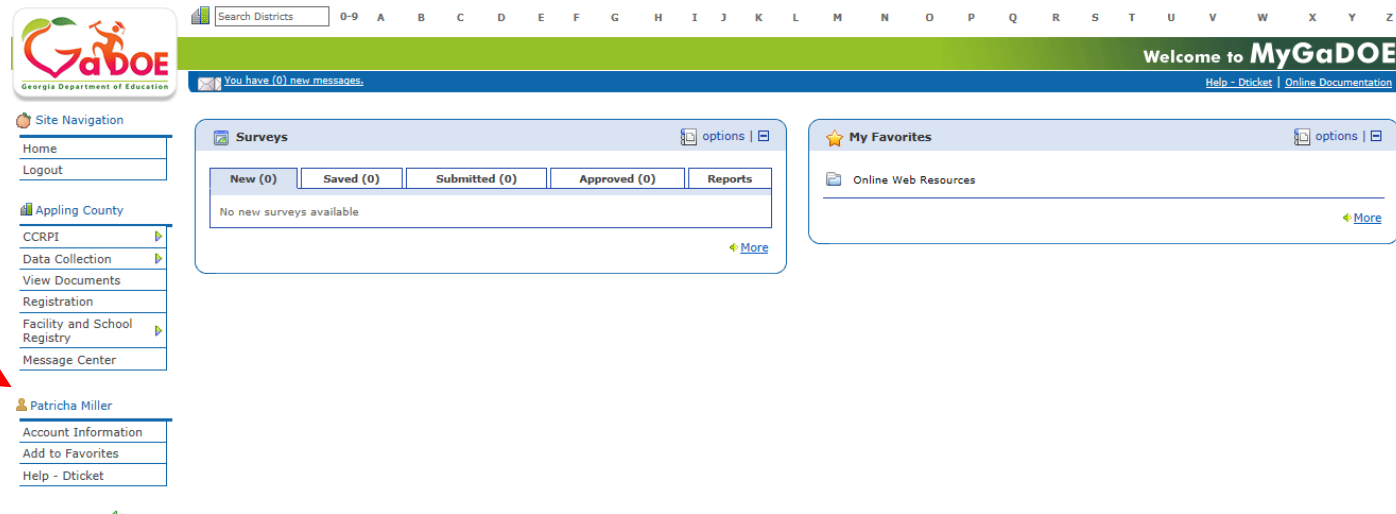
Modifying your MyGaDOE Portal account

Log into the MyGaDOE Portal by typing <https://portal.doe.k12.ga.us> in the browser URL line, enter your MyGaDOE Portal Username and Password.



This website requires Cookies be enabled in your browser.

- From the left side menu click on your name to bring up your profile page .



Modifying your MyGaDOE Portal account, continued

- On your Profile page you can:
 - Change your Passphrase (password)
 - Change your Challenge Questions
 - Request Roles

Edit Profile
Patricha Miller (pmillerdoe2@gmail.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:

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

Application Role(s): Portal - User
GSO Unit Builder - Unit Builder
Student Record - School Level User
Private School Collection - District User
Facility and School 2008 - District Contributor
CCRPI - Superintendent
GUIDE - District GTID Admin

Organization Role(s): Appling County - District User
Appling County - FTE Coordinator

Address:

Line 1	Line 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Request Roles: [Request Roles](#)

[Update Person](#)

Change your Passphrase (password)

- To Change your Passphrase click on

[Change Passphrase](#)

Edit Profile
Patricha Miller (pmillerdoe2@gmail.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:

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

Application Role(s): Portal - User
GSO Unit Builder - Unit Builder
Student Record - School Level User
Private School Collection - District User
Facility and School 2008 - District Contributor
CCRPI - Superintendent
GUIDE - District GTID Admin

Organization Role(s): Appling County - District User
Appling County - FTE Coordinator

Address: Line 1 Line 2 City

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

Request Roles: [Request Roles](#)

[Update Person](#)

- Step 1, You must accept the Terms of Use to continue

You have (0) new messages.

Step 1
Security Agreement

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.

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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](#)

Change your Passphrase (password), continued

Step 2, You must enter your current (old) passphrase, followed by a new passphrase and reenter the new passphrase.

Passphrase rules:

- 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

Step 1 Security Agreement

Step 2 Change Passphrase

Change Passphrase for Patricia Miller :

Enter Current Passphrase:

Enter New Passphrase:

Reenter 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

Save Passphrase

Click [Save Passphrase](#)

Step 3, You can also change/update your Challenge Questions (covered in next slide) or Skip to continue. Click 'Skip' and you should get a complete message. If you don't get the complete message, you will get a message telling you what is wrong with the new passphrase.

Step 1 Security Agreement

Step 2 Change Passphrase

Step 3 Change Challenge Questions

Challenge Questions

What was your High School mascot?

What was the last name of your childhood best friend?

What is your favorite song?

Save Skip

Changes are complete.

Return To Profile Page

Change your Challenge Questions

- First you need to log into MyGaDOE Portal, click on your name on the left side menu to get to your Profile.
- Now click on ' [Change Passphrase](#) '.

Edit Profile
Patricia Miller (pmillerdoe2@gmail.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:

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

Application Role(s): Portal - User
GSO Unit Builder - Unit Builder
Student Record - School Level User
Private School Collection - District User
Facility and School 2008 - District Contributor
CCRPI - Superintendent
GUIDE - District GTID Admin

Organization Role(s): Appling County - District User
Appling County - FTE Coordinator

Address:

Line 1	Line 2	City
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Request Roles: [Request Roles](#)

[Update Person](#)

Change your Challenge Questions, continued

- Click on each question box to change your challenge question.
- Then enter the answer to the challenge questions.

Step 1	Step 2	Step 3
Security Agreement	Change Passphrase	Change Challenge Questions

Challenge Questions

What was your High School mascot?	mouse
What was the last name of your childhood best friend?	duck
What is your favorite song?	never ever

[Save](#) [Skip](#)

- Click 'Save'.
- You should get a complete message. If you don't get the complete message, you will get a message telling you what is wrong with the challenge questions.

Step 1
Security Agreement

Changes are complete.

[Return To Profile Page](#)

Need Help?

The Technology Management Customer Support Center at dticket@doe.k12.ga.us or 1-800-869-1011, is the first line of contact for questions concerning issues with MyGaDOE Portal logins. When contacting the Help Desk, please follow the guidelines below for email or voice message correspondence:

Include:

- First and Last name
- District/Charter name
- Phone number (where you can be most easily reached)
- Email address (Use “email: youremail@doe.k12.ga.us” and you will get a reply email with ticket number)
- Detailed description of the issue or the question.
- *****To comply with FERPA law, DO NOT include Personally Identifiable Information (PII) student or personnel data using GaDOE or your local official email system, use the MyGaDOE portal email system when emailing information containing PII to another user. *****