MyGaDOE Portal Message Center

Presented by
Chris Rivera
GaDOE Helpdesk Manager
Portal Message Center

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

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

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

The preferred manner to request assistance from the Technology Management Customer Support Team is by using the Help Desk Portal link on both the left side of the MyGaDOE Portal menu and on the top blue Information bar.

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

You may also request assistance 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: Charles Lang, Randy Jackson, Westly Roberson & Vidrine Jones