Portal Application Request for
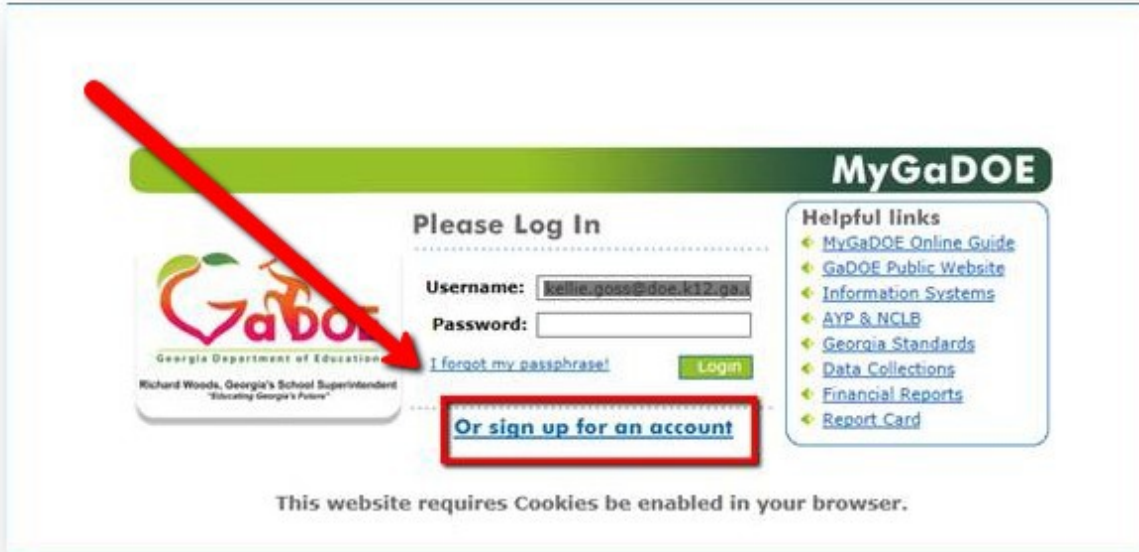# SE Applications Dashboard

If the user does not have a portal account:

Launch the portal website located at https://portal.doe.k12.ga.us/login.aspx
Select "Or Sign up for an account".

Complete Steps 1-4 to request a portal account. (See details on page 3 below.)

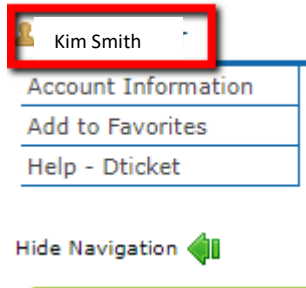*Approval is required. Please allow 3-5 business days for approval.*

If the user already has a portal account has been established:

1. Click on name from the left side menu.

Kim Smith

Account Information
Add to Favorites
Help - Dticket

Hide Navigation

2. Locate "Request Roles" by scrolling to bottom of page. Click on the "Request Roles" option.

Address: Line 1   Line 2

Save Address   New

Request Roles: Request Roles

3. The following screen will show current users "Current Organization Roles" and "Current Application Permissions"

4. Click next on bottom right of page

Next >>

5. Complete the 4 steps to request applications.

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary
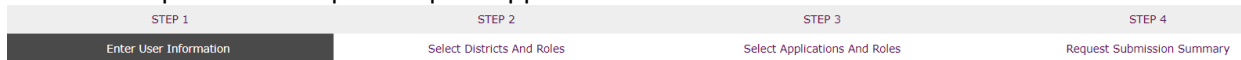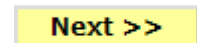
6. Continue to enter information within Steps 1-4. (See details on page 3 below.)

Steps 1-4

Step 1: Enter User Information

1. Enter user information.

Click Next.

Step 2 Select Districts and Roles

2. Select an organization.

Click Next.

3. Use the scroll bar to search through the roles at the Organization level. Click on the beside each role to add it.

Click on a to select that role.
Roles for Selected Organization:
- Media Coordinator
- SIS Coordinator
- **Special Education Director**
- School Nutrition Coordinator
- School Nutrition Director
- Student Record Coordinator

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

Special Education Director(County)

VERIFY THE ROLE HAS BEEN ADDED.

The name of your District/School will be in parenthesis.

4. Verify the role was added on the right side with your District/School name in parenthesis. Note: Charters will need to select one of the following roles from the list.

Charter School Special Education Director - Charter School Special Education Director

This role ONLY has access to the School Calendar and/or the SE Applications Dashboard.

Charter School Administrator - Charter School Administrator

This is the role most often used by Charters because it allows access to most applications within the portal.

5. Click Next

Next >>

STEP 3
Select Applications and Roles

6. Use the scroll bar to search through the roles at the Application level. From the list, click the + sign to expand the list of roles for the Application, and then click the again to add the role.

| STEP 1	STEP 2	STEP 3	
Enter User Information	Select Districts And Roles	**Select Applications And Roles**	Reques

Step 3

To view Organization/Ap

Select an Application Role:
Click on a ⊞ to see list of roles for that application.
Click on a to select that role.
- ⊞ GUIDE
- ⊞ Post Secondary
- ⊟ SE Applications Dashboard
  - Special Ed Director - District - Special Ed Director
- ⊞ SE Timelines
- ⊞ SECEIS

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

Special Ed Director (SE Applications Dashboard)

7. Click Next

Step 4
Request Submission Summary

8. Review the Summary of Organizations Roles Applied For and the Summary of Applications Applied For.

9. Then Submit.

Note:
- **The user will receive confirmation of the successful addition of the new organization and application role(s) via email.**
- **User requests will be submitted to the application owner for approval. Approval can take up to 48 hours.**
- **If this is a new account, the user will receive a temporary password and MUST login and change the password after approval by the security officer.**

For issues with requesting access to applications, please email dticket@doe.k12.ga.us.