

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

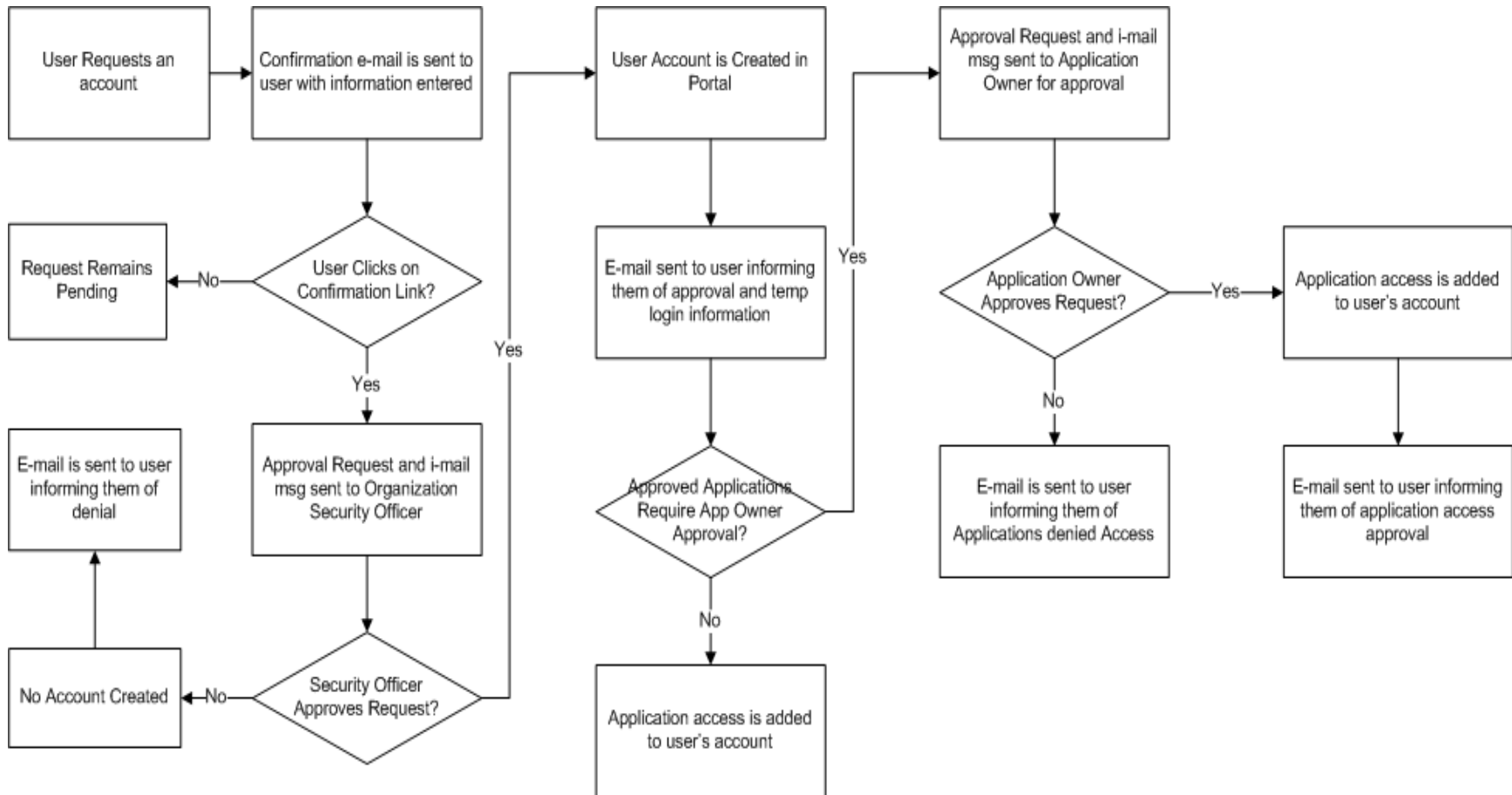
- **Review/Approve requests for user access under assigned organization.**
- **Add new users under assigned organization.**
- **Modify account status (Suspend, Un-Suspend, Terminate) under assigned organization.**
- **Reset passphrases for users under assigned organization.**

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

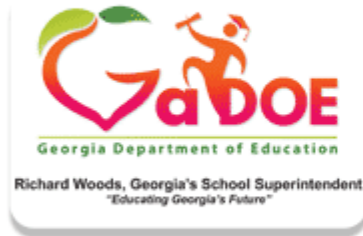
New User Registration Wizard

- **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!](#)

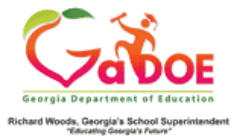
Login

[Or sign up for an account](#)

Helpful links

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.



[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

 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 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:

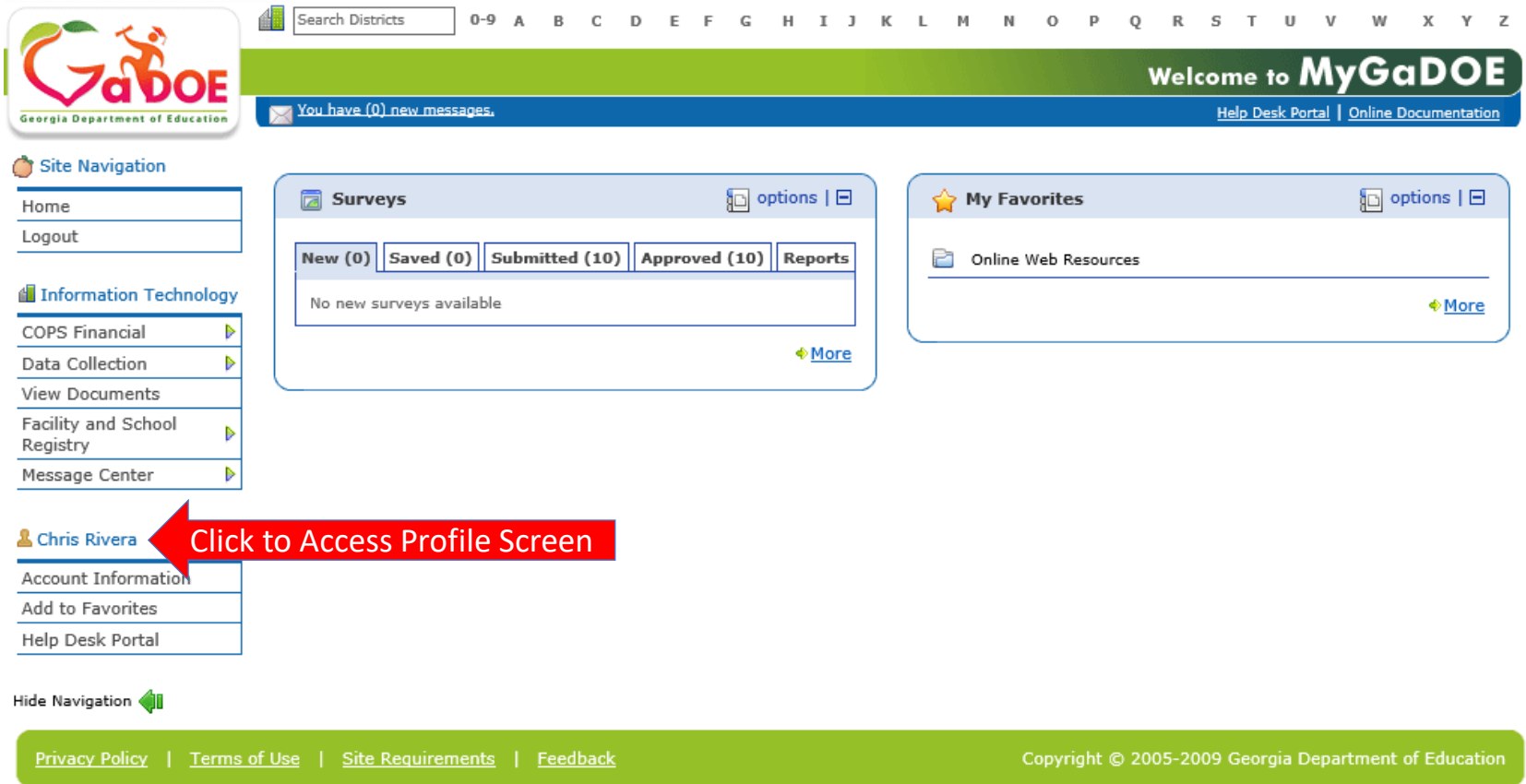
Please click to the following link to certify the request. Processing will begin immediately after clicking the link:

[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




The screenshot shows the MyGaDOE Portal Home Page. At the top left is the GaDOE logo (Georgia Department of Education). To its right is a search bar labeled "Search Districts" with a dropdown menu showing letters A through Z. A green banner across the top right says "Welcome to MyGaDOE" with links for "Help Desk Portal" and "Online Documentation". Below the banner, a blue bar indicates "You have (0) new messages." The main content area is divided into three sections: "Site Navigation" on the left, "Surveys" in the center, and "My Favorites" on the right. The "Site Navigation" menu includes Home, Logout, Information Technology (with sub-items: COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and a user profile for Chris Rivera (with sub-items: Account Information, Add to Favorites, Help Desk Portal). A red arrow points to the "Chris Rivera" link with the text "Click to Access Profile Screen". The "Surveys" section shows a table with columns: New (0), Saved (0), Submitted (10), Approved (10), and Reports. Below the table, it says "No new surveys available" with a "More" link. The "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.

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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: _____

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

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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:

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Request Roles:

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? ▾	he
What was the last name of your child ▾	he
What was the lastname of your first E ▾	he

Profile Screen – Change Passphrase

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:

Click Here

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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Request Roles:

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

The screenshot shows the MyGaDOE portal interface. At the top left is the GaDOE logo. A search bar for districts is followed by a navigation menu with letters A-Z. A green banner says "Welcome to MyGaDOE" with links for "Help Desk Portal" and "Online Documentation". A blue message bar indicates "You have (0) new messages." with a red arrow pointing to it and the text "Click to Access iMail". Below this are two main sections: "Surveys" and "My Favorites". The "Surveys" section has tabs for "New (0)", "Saved (0)", "Submitted (10)", "Approved (10)", and "Reports", with a message "No new surveys available" and a "More" link. The "My Favorites" section has a "More" link. On the left sidebar, there is "Site Navigation" (Home, Logout), "Information Technology" (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and user information for "Chris Rivera" (Account Information, Add to Favorites, Help Desk Portal). A "Hide Navigation" button is at the bottom left. The footer contains "Privacy Policy | Terms of Use | Site Requirements | Feedback" and "Copyright © 2005-2009 Georgia Department of Education".

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 displays the MyGaDOE iMail Message Inbox interface. At the top, there is a search bar for districts and a navigation menu with letters A through Z. The header includes the Georgia Department of Education logo and the text "Welcome to MyGaDOE". A notification bar indicates "You have (15) new messages." The left sidebar contains site navigation options like Home, Logout, and Information Technology, along with user information for Chris Rivera. The main area shows a list of messages with columns for checkboxes, flags, from, subject, and sent date. The messages are from "Support Portal" and include "Portal Access Request Notification" and "Portal Application Access Status Update".

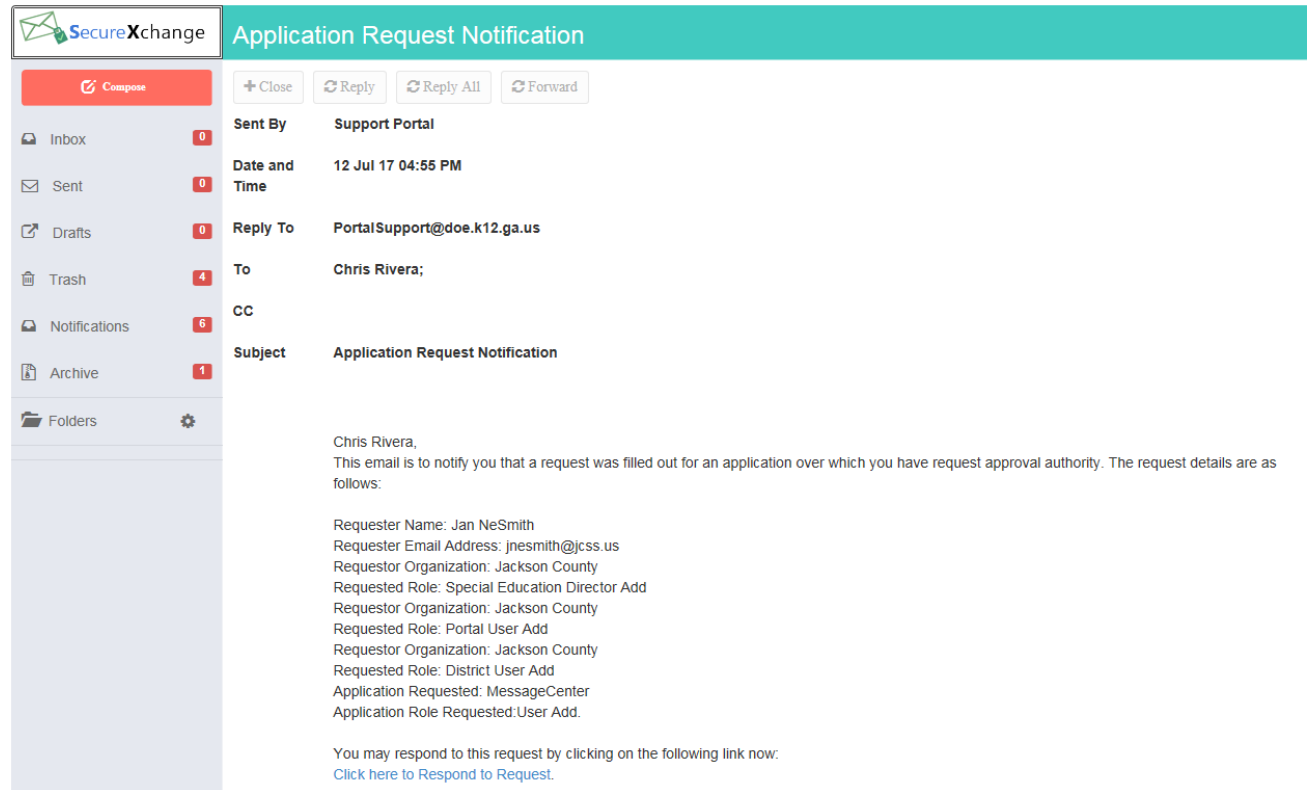
<input type="checkbox"/>	! Flag	From	Subject	Sent Date
<input type="checkbox"/>	★	Support Portal	Portal Access Request Notification	29 Jul 20 08:45 AM
<input type="checkbox"/>	★	Support Portal	Portal Application Access Status Update	29 Jul 20 08:35 AM
<input type="checkbox"/>	★	Support Portal	Portal Application Access Status Update	29 Jul 20 08:34 AM
<input type="checkbox"/>	★	Support Portal	Portal Access Request Notification	29 Jul 20 08:08 AM
<input type="checkbox"/>	★	Support Portal	Portal Access Request Notification	28 Jul 20 07:42 PM
<input type="checkbox"/>	★	Support Portal	Portal Access Request Notification	28 Jul 20 06:37 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 iMail 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 action buttons: Close, Reply, Reply All, and Forward. The message 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

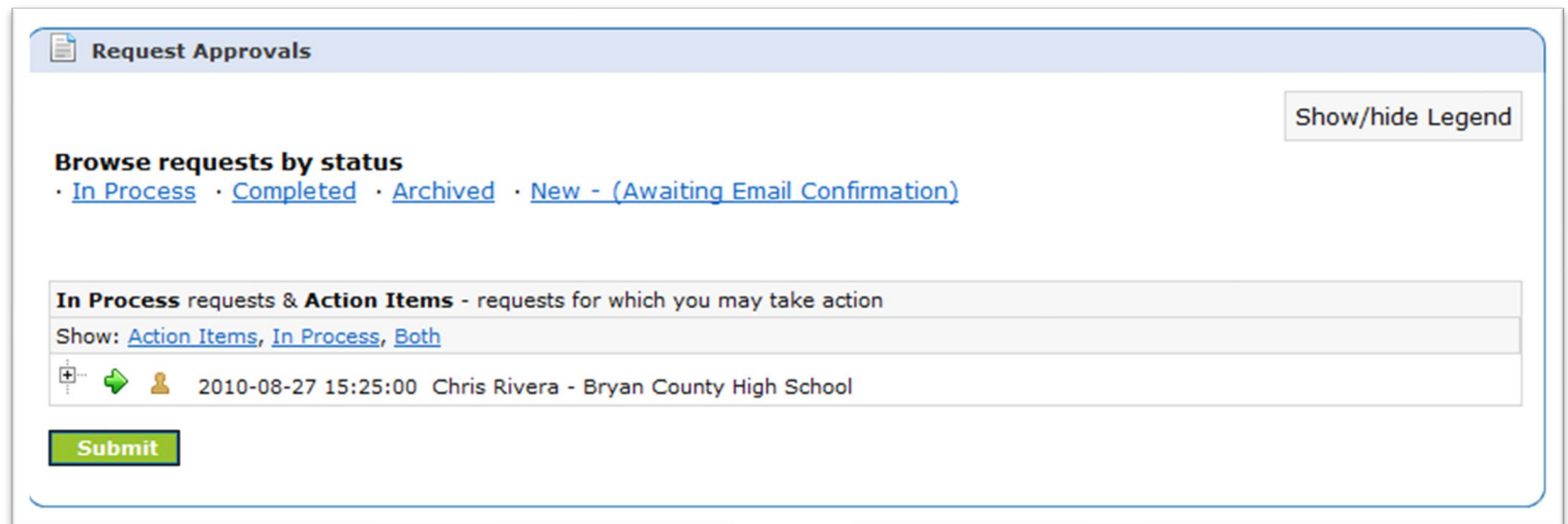
Chris Rivera,
This email is to notify you that a request was filled out for an application over which you have request approval authority. The request details are as follows:

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 sub-section 'Show: Action Items, In Process, Both'. Below this, a list of requests is shown. The first request entry includes a '+' icon, a green arrow icon, a person icon, the date and time '2010-08-27 15:25:00', and the name 'Chris Rivera - Bryan County High School'. At the bottom left of the main content area, 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 Desk Portal | 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
 - Request Approval**
 - Add Person
 - Certify Users
- COPS Planning

Chris Rivera

- Account Information
- Add to Favorites
- Help Desk Portal

Hide Navigation

Privacy Policy | Terms of Use | Site Requirements | Feedback

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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, there is a search bar for districts and a navigation menu with letters A-Z. A green banner reads "Welcome to MyGaDOE" with links for "Help Desk Portal" and "Online Documentation". A message notification states "You have (0) new messages." The left sidebar contains "Site Navigation" (Home, Logout) and "Polk County" links (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, COPS Planning). A user profile for "Chris Rivera" is shown with links for "Account Information", "Add to Favorites", and "Help Desk Portal". The main content area features a "Surveys" widget with tabs for "New (0)", "Saved (0)", "Submitted (0)", "Approved (0)", and "Reports", and a "My Favorites" widget with "Online Web Resources". A red arrow points to the "Add Person" link in the "Security Administration" sub-menu.

Organization Security Officers have the ability to add new users to the portal which do not have a Portal Account.

This option is available under the Security Administration application link on the left-hand navigation menu using the “Add Person” Link.

Security Officer - Adding New User

Add User Registration Wizard

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

Add Person – Step 1, User Information

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

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** “-” 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 (0-9 A-Z) are located at the top. A green banner reads "Welcome to MyGaDOE" with links to "Help Desk Portal" and "Online Documentation". A blue message bar states "You have (0) new messages." The main content area features a blue-bordered box titled "Request Submittal" with the text: "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), "Information Technology" (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and user profile "Chris Rivera" (Account Information, Add to Favorites, Help Desk Portal). A "Hide Navigation" button is at the bottom of the sidebar. 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: **jdoe@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 categories 0-9 and A-Z. Below this is a 'Welcome to MyGaDOE' banner with links for 'Help Desk Portal' and 'Online Documentation'. A left sidebar contains 'Site Navigation' (Home, Logout), 'Information Technology' (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and a user profile for 'Chris Rivera' (Account Information, Add to Favorites, Help Desk Portal). A central menu lists 'Districts', 'People', 'Schools', 'Agencies', 'Departments', 'Divisions', 'Other', 'RESA', 'GLRS', 'ETC', 'Vendors', and 'All Organizations'. A 'Submitted (10) Approved (10) Reports' section is visible. On the right, a 'My Favorites' section lists 'Online Web Resources' with a 'More' link. A 'Hide Navigation' button is at the bottom left.

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.

The screenshot shows the MyGaDOE interface. At the top, there is a search bar with 'rivera' entered and a navigation menu with letters A-Z. Below the search bar, there is a 'Welcome to MyGaDOE' banner with links for 'Help Desk Portal' and 'Online Documentation'. The main content area is titled 'Advance Search' and includes a 'Search By:' dropdown set to 'Last Name' and a search input field containing 'rivera'. There are two checked checkboxes: 'Show Suspended Users' and 'Show Terminated Users'. Below this is a table titled 'People Search Results for 'rivera':'. The table has columns for 'Person Name', 'Organization', 'Is Active', 'Email Address', 'Edit', and 'View'. The results include several 'Terminated User' entries and one active user, 'Rivera, Chris', with email 'chris.x46flyer@gmail.com'. A red arrow points to the 'Edit' icon for the active user. At the bottom, there is a footer with 'Privacy Policy | Terms of Use | Site Requirements | Feedback' and 'Copyright © 2005-2009 Georgia Department of Education'.

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

Click to Edit



Profile Edit Screen

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

Solution:

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:

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**

Update Person

Active
Terminated

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



Important:
Terminated users cannot be re-activated by Security Officers, call Helpdesk for Assistance in re-activating terminated accounts.

Reset User Passphrase

The screenshot displays the MyGaDOE portal interface. At the top left is the GaDOE logo. Below it is a 'Site Navigation' menu with links for Home and Logout. To the right is an 'Information Technology' menu with links for COPS Financial, Data Collection, View Documents, Facility and School Registry, and Message Center. Further right is a user profile for Chris Rivera with links for Account Information, Add to Favorites, and Help Desk Portal. A central search bar is labeled 'Search Districts' with a dropdown menu showing letters A through Z. Below the search bar is a list of categories: Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. The 'People' category is highlighted, and a search results box shows 'Submitted (10)', 'Approved (10)', and 'Reports' tabs. A 'My Favorites' section is visible on the right with a link for 'Online Web Resources'. At the bottom, there is a footer with links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, and a copyright notice for 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.

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 Desk Portal](#) | [Online Documentation](#)

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]		

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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:

 **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 shows the MyGaDOE user interface. At the top left is the GaDOE logo. To its right is a search bar labeled 'Search Districts' and a navigation menu with letters A-Z. A green banner at the top right says 'Welcome to MyGaDOE' with links for 'Help Desk Portal' and 'Online Documentation'. Below the banner, a message notification says 'You have (0) new messages.' The main content area displays 'Reset passphrase for user John Doe (jdoe@doe.com)' with a green 'Reset Passphrase' button. A red arrow points to this button with the text 'Click Here'. The left sidebar contains 'Site Navigation' (Home, Logout), 'Information Technology' (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and user information for 'Chris Rivera' (Account Information, Add to Favorites, Help Desk Portal). At the bottom, there is a footer with links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', and a copyright notice for 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, there is a search bar for districts and a navigation menu with letters A-Z. A green banner reads "Welcome to MyGaDOE" with links to "Help Desk Portal" and "Online Documentation". A blue notification bar states "You have (0) new messages." The main content area shows a confirmation message: "Reset passphrase for user Joe Doe (jdoe@doe.com)" followed by a green "Reset Passphrase" button and a red confirmation message: "Passphrase has been changed to Good5\$ActiveFriends". The left sidebar contains "Site Navigation" (Home, Logout), "Information Technology" (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and "Chris Rivera" (Account Information, Add to Favorites, Help Desk Portal). A "Hide Navigation" button is at the bottom left. The footer includes "Privacy Policy | Terms of Use | Site Requirements | Feedback" and "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.

Provision Matrix – Application Mapping

Organization/Application Role Mapping

Application: CPI Legacy Organization Role:

Organization Role:

Application Roles				
	HelpDesk	Program Manager	School System User	Superintendent
	X			
			X	
				X
		X		
		X		
		X		
			X	
			X	
	X			
	X			
	X			
	X			
				X
				X

Select the Application from the drop-down list on the Provision Matrix for the desired application.

Appropriate Application Roles will be shown for selected application.

CPI – Role Mapping

Organization/Application Role Mapping					
<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: Full Time Equivalent		<input type="radio"/> Organization Role: 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)

- CPI Legacy
- Georgia Testing Identifier
- GSO Unit Builder
- Interactive Reports
- Portal
- Security Administration
- Teacher Retirement System

[Close](#)

Organization Role List:

- 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!

The screenshot shows an 'Edit Profile' form with the following fields and values:

- Salutation: [Empty]
- First Name: Joe * Required
- Middle Name: [Empty]
- Last Name: Doe * Required
- Display Name: Joe Doe
- Email Address: jdoe@doe.com * Required
- Last 4-digits of SSN: [Empty] * Required
- Birth Date: 10/15/1957
- Gender: Male Female
- Phone Number: (999) 263-8606
- Fax Number: (999) 263-7472
- NT Login: [Empty]
- URL: [Empty]

Buttons: [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

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

Application Role(s): Portal - User
 Teacher Retirement System - School System User
 Interactive Reports - School System User
 Georgia Testing Identifier - dist
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 AYP/NCLB - District User
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 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
 TitleI 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

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

www.gadoe.org

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