

# Data Collections Messages



# Today's Agenda

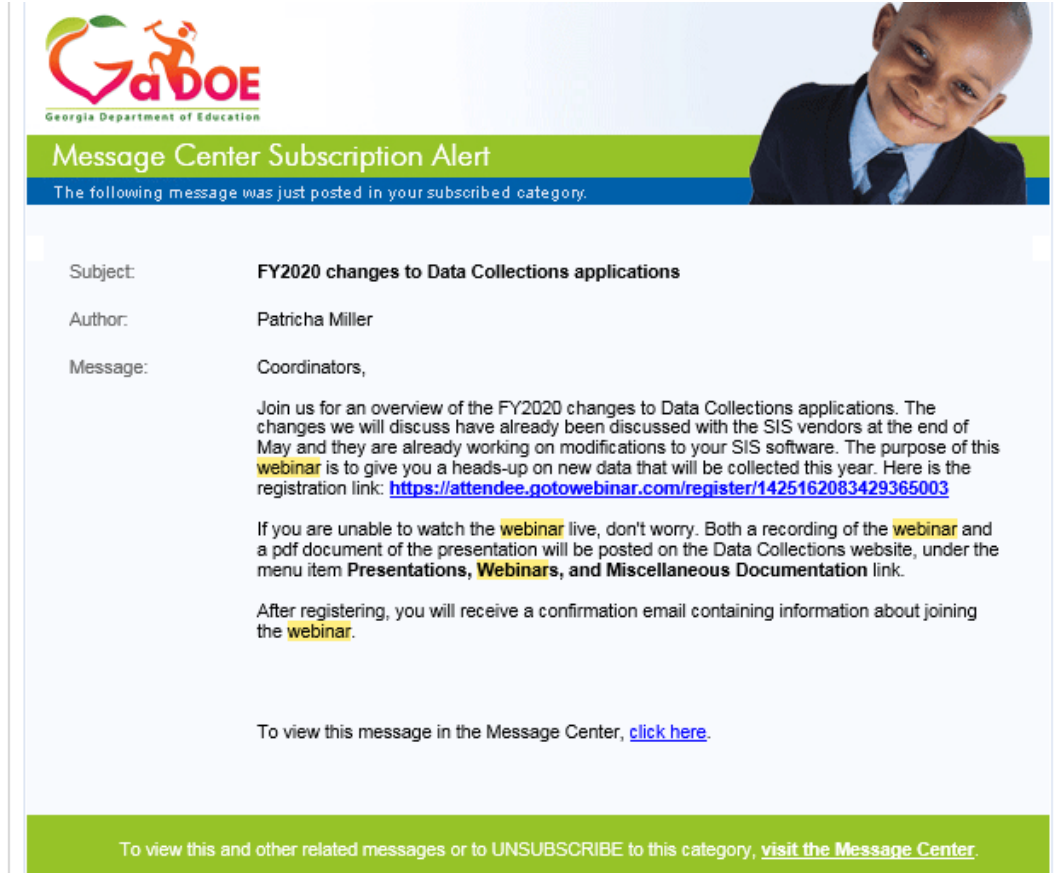
## GaDOE Messages

- Importance
- Subscribing

# Why do I need GaDOE Messages?

- Data Collections sends reminders for the opening and all intermediate deadlines for a data collection.
- Any time there is a deadline change, a notification is sent from [PortalSupport@doe.k12.ga.us](mailto:PortalSupport@doe.k12.ga.us).
- Any time there is Portal maintenance scheduled or a significant processing delay, including data collection applications, a notification is sent.
- A message is sent when there are opportunities for training, conferences, and webinars.

Sample message sent from PortalSupport.



The screenshot shows an email notification from the Georgia Department of Education (GaDOE). At the top left is the GaDOE logo with the text "Georgia Department of Education". To the right is a photo of a young boy in a suit. Below the logo is a green header with the text "Message Center Subscription Alert". Underneath is a blue bar with the text "The following message was just posted in your subscribed category." The main body of the email contains the following information:

**Subject:** FY2020 changes to Data Collections applications  
**Author:** Patricia Miller  
**Message:** Coordinators,

Join us for an overview of the FY2020 changes to Data Collections applications. The changes we will discuss have already been discussed with the SIS vendors at the end of May and they are already working on modifications to your SIS software. The purpose of this **webinar** is to give you a heads-up on new data that will be collected this year. Here is the registration link: <https://attendeegotowebinar.com/register/1425162083429365003>

If you are unable to watch the **webinar** live, don't worry. Both a recording of the **webinar** and a pdf document of the presentation will be posted on the Data Collections website, under the menu item **Presentations, Webinars, and Miscellaneous Documentation** link.

After registering, you will receive a confirmation email containing information about joining the **webinar**.

To view this message in the Message Center, [click here](#).

At the bottom of the email, there is a green bar with the text: "To view this and other related messages or to UNSUBSCRIBE to this category, [visit the Message Center](#)."

# Which message tags do I need to subscribe to?

If you are the coordinator for:	Please subscribe to:
FTE	FTE Coordinator tag under the Audience group
SR	Student Record Coordinator tag under the Audience group
Student Class	One or all the following tags under Audience: Student Information System, SIS Coordinator, Student Record Coordinator, Charter School Administrator, Charter School Superintendent
CPI	CPI Coordinator tag under the Audience group
GUIDE/GTIDs	GTID Coordinator under the Audience group
Private School	FTE Coordinator under the Audience group
PCGenesis	PCGenesis System Administrator under the Audience group and/or PCGenesis under the Technology group.
EOPA	Student Record Coordinator and/or FTE Coordinator under the Audience group
PRE-ID	Student record Coordinator and/or Assessment Director under the Audience group
Data Collection Survey	FTE Coordinator under the Audience group
Free and Reduce Meal	School Nutrition Coordinators under the Audience group
Data Collections	Data Collections under the Technology group

# How to subscribe to Portal Messages (DEMO)

# Subscribing to Messages?

## Message tag instructions:

Please follow the instructions on the next slide to subscribe to messages that are sent out via the Portal.

These same procedures are followed to remove yourself from a message tag, simply uncheck the tag and save the request.


Note: Each person needs to subscribe themselves.

# Subscribing to Messages?

## Message tag instructions, continued:


1. Please Log into the Portal
2. Go to the Message Center on the left side of the screen. Then select Message Center.
3. Click on the 'Categories' tab.
4. Under Audience click the + to the left of Subscribe.


This will expand the list of categories.  
The ones that are checked are what you are subscribe to.



**Audience**  
Total: 1

**Category Tags:** [Assessment Director](#), [Charter School Administrator](#), [Charter School Superintendent](#), [Consolidated Application Coordinator](#), [Content Manager](#), [CPI Coordinator](#), [Curriculum Director](#), [Facilities Coordinator](#), [Financial Review Coordinator](#), [FTE Coordinator](#), [GC District Administrator](#), [Gifted Director](#), [Grants Management Preparer](#), [Grants Management Submitter](#), [GTID Coordinator](#), [Media Coordinator](#), [Migrant Coordinator](#), [PCGenesis System Administrator](#), [Principal](#), [School Nutrition Coordinator](#), [School Nutrition Director](#), [Security Officer](#), [SIS Coordinator](#), [SN Supervisor](#), [Special Ed Staff](#), [Special Education Director](#), [Student Record Coordinator](#), [Student Services Director](#), [Superintendents](#), [TAADRA Coordinator](#), [Technology Coordinator](#), [Title I Director](#), [Title I LEA Coordinator](#), [Title II/Staff Development](#), [Title III/ESOL Coordinator](#), [Title IX/ Sports Equity Director](#), [Transportation Director](#)

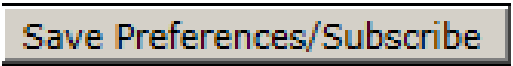
 Subscribe ([Subscribers](#))

 Subscribe ([Subscribers](#))

- Superintendents ([Subscribers](#))
- Curriculum Director ([Subscribers](#))
- Facilities Coordinator ([Subscribers](#))
- Principal ([Subscribers](#))
- SIS Coordinator ([Subscribers](#))
- Security Officer ([Subscribers](#))
- Technology Coordinator ([Subscribers](#))
- Title I Director ([Subscribers](#))
- School Nutrition Coordinator ([Subscribers](#))
- FTE Coordinator ([Subscribers](#))
- Student Record Coordinator ([Subscribers](#))
- Consolidated Application Coordinator ([Subscribers](#))
- Financial Review Coordinator ([Subscribers](#))
- PCGenesis System Administrator ([Subscribers](#))
- CPI Coordinator ([Subscribers](#))
- Assessment Director ([Subscribers](#))
- Grants Management Preparer ([Subscribers](#))

# Subscribing to Messages?

## Message tag instructions, continued:

5. Please go through all the available lists and subscribe to the messages you wish to receive.
6. Once you have selected all the messages you wish to receive, scroll to the bottom of the screen and click  to save your changes.

You should now start receiving new messages for those categories. You will not receive any previously sent messages. They are however viewable under the 'Messages' tab.



# Technology Management Customer Support Center

# 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, Chris Smith, Randy Jackson, Westly Roberson & Vidrine Jones

Please do **NOT** include *Personally Identifiable Information (PII)* in your correspondence with the Help Desk Portal. This includes the use of full names, full SSN's, full GTID's, or other personally identifiable data.

Please use the Portal Imail system for sending a secure email to DOE, a District, a School, or a Charter School.

[www.gadoe.org](http://www.gadoe.org)



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[youtube.com/georgiadeptofed](https://youtube.com/georgiadeptofed)



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