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
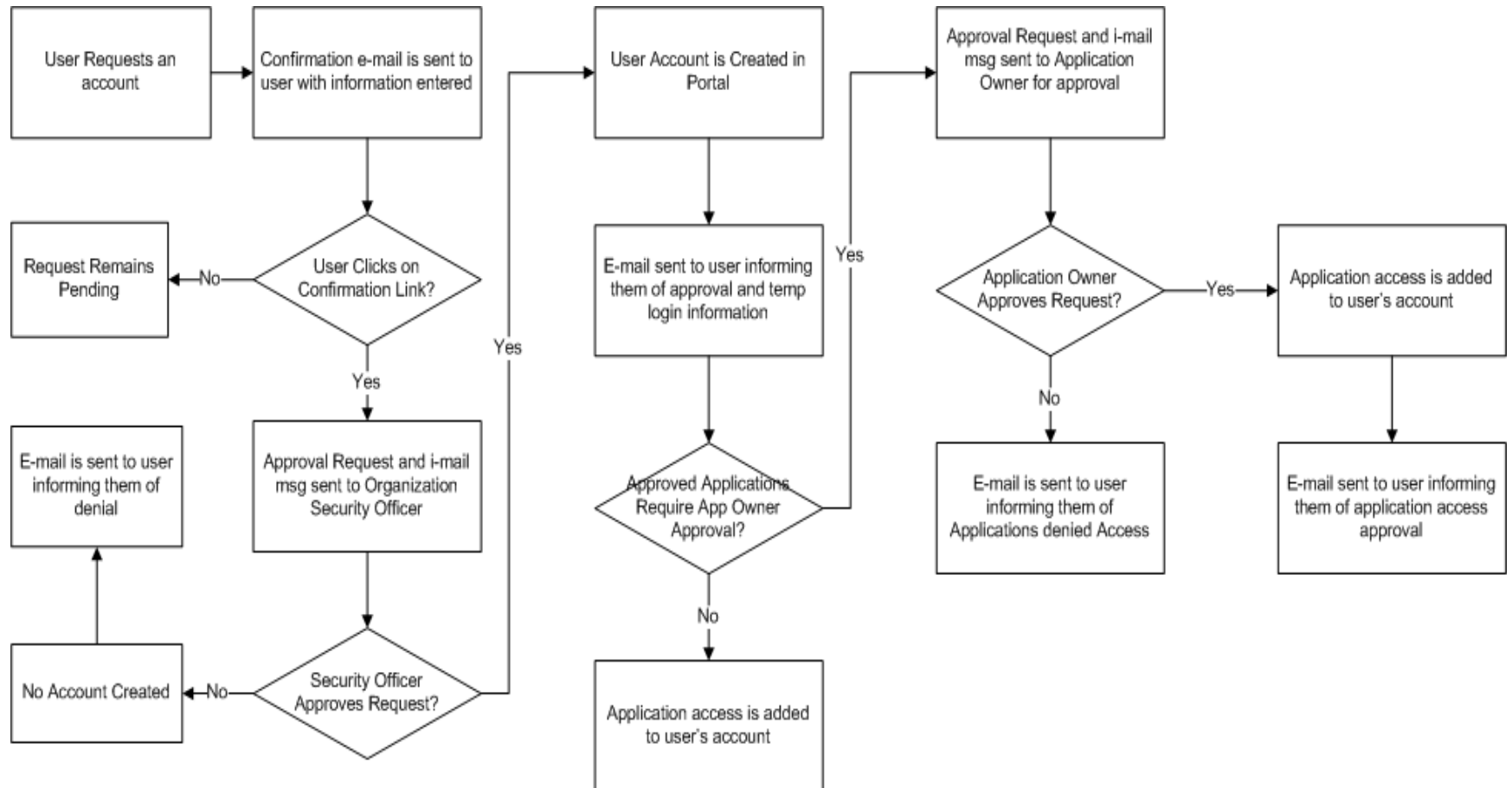
Signing Up for a Portal Account

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

Georgia Department of Education

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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.

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:

Teacher ID:

(TeacherID used for teacher verification only. Typically, SSN)

Next >>

GaDOE Public Website

Back to Login

Enter Name and e-mail Address.

E-mail address is also Portal Login ID.

Teacher ID allows for automatic account creation should information match from previous CPI collection.

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:

For a list of District Organizational Role Descriptions, click here.
To view Organization/Application Role Mapping, click here.

To select a School, first choose a District
- ○ District Berrien County
- ● School Berrien 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

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.

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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.

⊞ AYP/NCLB

⊞ CAR

⊞ Central Directory

⊞ Exceptional Students

⊟ Full Time Equivalent

🔄 School Level User - User at a School who is principal and the user can see the FTE Error Report for the School where the user is belonging to.

⊞ GASIS: Reporting

⊞ Georgia Testing Identifier

⊞ Graduation Coach Program

⊞ GSO Unit Builder

⊞ Professional Development

⊟ Student Course Profile

🔄 School Level User - User at a School who is principal and the user can see the Error Report for the School where the user is belonging to.

⊞ Student Profile

⊞ Student Record

Current Application Role Assignments (per Application):

Click on a 🔄 to Remove that role.

School System User(Central Directory)🔄

PSA Principal(Exceptional Students)🔄

GSSIS(GASIS: Reporting)🔄

bldg(Georgia Testing Identifier)🔄

Unit Builder(GSO Unit Builder)🔄

PD Users(Professional Development)🔄

School Administrator(Professional Development)🔄

School User(Student Profile)🔄

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 "-" beside the 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.

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.
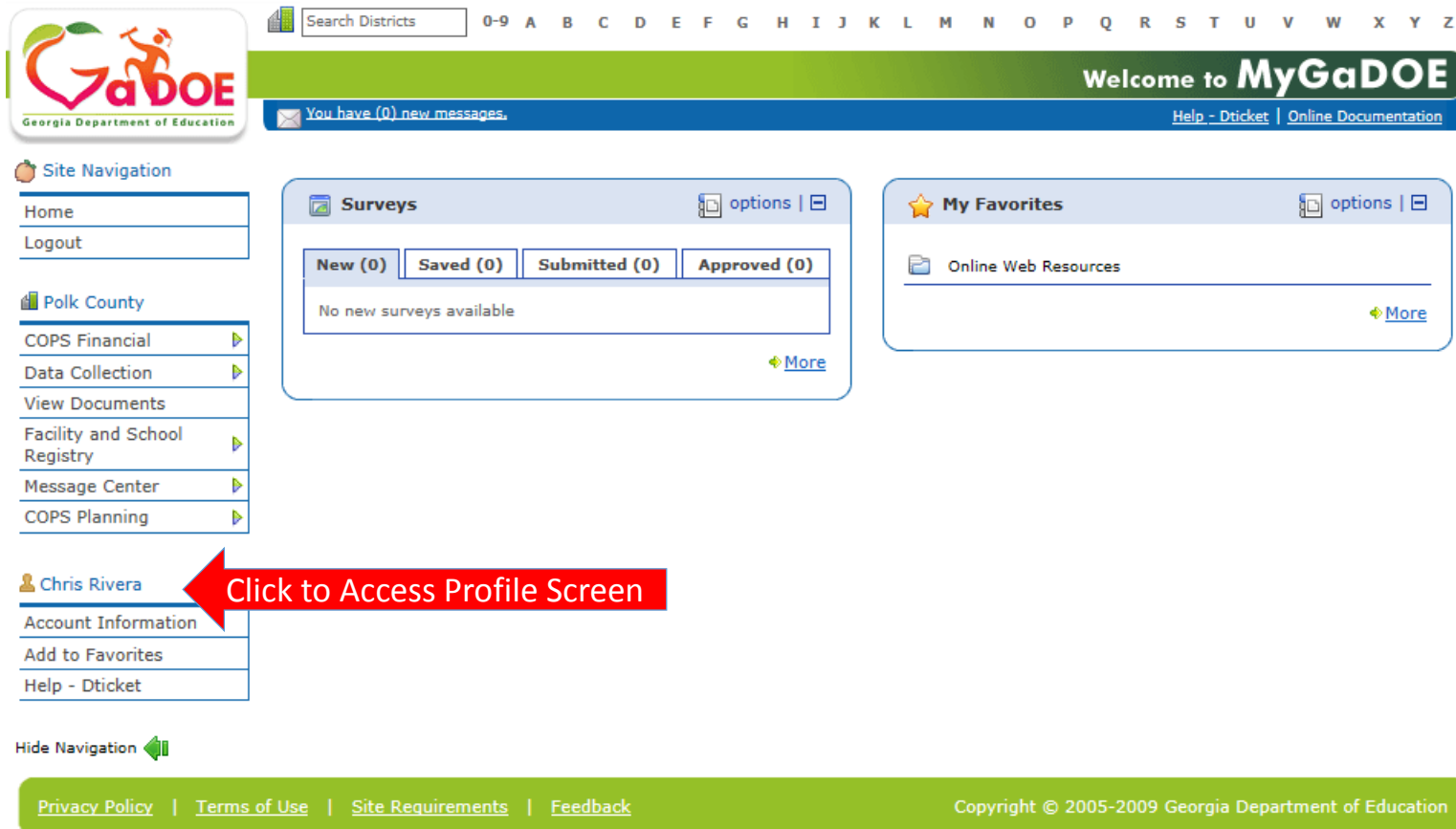
User Certification E-mail

	To	<crivera@doe.k12.ga.us>
Chris Rivera/TS/DOE/GADOE	cc	
08/27/2010 07:54 AM	bcc	
	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: Appling County
Add Requested Org Role: CPI Coordinator
Requested Application Roles:
1) Georgia Testing Identifier: dist Add
2) GSO Unit Builder: Unit Builder Add
3) Portal: Security Officer Add
4) Security Administration: Coordinator Add
5) Teacher Retirement System: School System User Add

Please click to the following link to certify the request. Processing will begin immediately after clicking the link:
Certify this request ← User must click here

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

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

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: Chris

Last Name: Rivera

Email Address: criveratest2@doe.k12.ga.us

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:

For a list of District Organizational Role Descriptions, click here.
To view Organization/Application Role Mapping, click here.

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   ▾
              ▾

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 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 "-" beside the role.

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 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.

⊟ Georgia Testing Identifier

🔁 bldg – The building role should be assigned to those users who are to be restricted to only acting within the context of a single school within the system. The BLDG role is a further restriction of the DIST role. Users with this role, in addition to the restrictions of the DIST role, will not be able to change schools within the district.

⊞ GSO Unit Builder

⊞ Longitudinal Data System

⊞ Professional Development

⊞ Student Profile

Current Application Role Assignments (per Application):

Click on a 🔁 to Remove that role.

Unit Builder(GSO Unit Builder) 🔁

<< 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 "-" beside the 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.

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)

Field	Value	
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

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.

Even 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

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? ⌄	helpdesk
What was the last name of your child ⌄	helpdesk
What was the lastname of your first E⌄	helpdesk

Save   Skip

Profile Screen – Change Passphrase

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

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:

Save 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

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 show in Inbox. New messages appear in "Bold". To view a message Click on message and information will appear in Preview box below.

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.

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.

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 Screen

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

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: Joe

Last Name: Doe

Email Address: jdoe@doe.k12.ga.us

Confirm Email: jdoe@doe.k12.ga.us

Next >>

Enter name and e-mail address.

E-mail address is also Portal Login ID.

Teacher ID allows for automatic account creation should information match from previous CPI collection.

Add Person – Step 2, Districts 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 2

Select an Organization:

For a list of District Organizational Role Descriptions, click here.
To view Organization/Application Role Mapping, click here.

To select a School, first choose a District
- ○ District — Commission Charter Schools ▾
- ⦿ School — Atlanta Heights Charter Comm ▾

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:
- 🔷 GTID Coordinator - GTID Coordinator
- 🔷 Special Ed Staff - Special Ed Staff
- 🔷 Counselor
- 🔷 School User - School User
- 🔷 Charter School Administrator - Charter School Administrator
- 🔷 Charter School Superintendent - Charter School Superintendent
- 🔷 Charter School Title I LEA Coordinator - Charter School Title I LEA Coordinator

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

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.

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.

⊞ GSO Unit Builder

⊟ Longitudinal Data System
🗗 LDS Teacher - LDS Teacher

⊞ Professional Development

⊟ Student Profile
🗗 Teacher - Teacher

Current Application Role Assignments (per Application):
Click on a 🗗 to Remove that role.
Unit Builder(GSO Unit Builder)🗗
PD Users(Professional Development)🗗
Student(Professional Development)🗗
Teacher(Student Profile)🗗

<< Back   Next >>

Based on Organizational role selected, a default set of application roles will automatically be added to profile.

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 "-" beside the 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] ◄ Click to Complete

Review all the information entered into account setup wizard.

If all is as required, click on the "Submit" button to submit request for approval.

Add Person – Request Submitted

Account has been created and user has been sent an e-mail with temporary login information.

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)

By performing a People Search in the portal and editing a user's account, within your assigned organizations, a Security Officer has the ability to 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.

Profile Edit Screen

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

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

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.

Profile Edit Screen

Edit Profile

Joe Doe (jdoe@doe.com)

Salutation:	
First Name:	Joe * Required
Middle Name:	
Last Name:	Doe * Required
Display Name:	Joe Doe
Email Address:	jdoe@doe.com * Required
Last 4-digits of SSN:	* Required
Birth Date:	
Gender:	○Male ○Female
Phone Number:	
Fax Number:	
NT Login:	
URL:	

Reset Passphrase ← **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.

Reset Passphrase

**A new Passphrase is generated and displayed on the screen.
Provide new passphrase to user, <u>they will not receive via e-mail</u>.**

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

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 3

Provision Matrix →

To view Organization/Application Role Mapping, click her[e]

Select an Application Role:

Click on a ⊞ to see list of roles for that application.
Click on a 🔷 to select that role.

⊟ Georgia Testing Identifier

🔷 bldg – The building role should be assigned to those users who are to be restricted to only acting within the context of a single school within the system. The BLDG role is a further restriction of the DIST role. Users with this role, in addition to the restrictions of the DIST role, will not be able to change schools within the district.

⊞ GSO Unit Builder

⊞ Longitudinal Data System

⊞ Professional Development

⊞ Student Profile

Current Application Role Assignments (per Application):

Click on a 🔷 to Remove that role.

Unit Builder(GSO Unit Builder) 🔷

<< Back   Next >>

The Provision Matrix can be access 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

Dropdown list:
- CPI Legacy
- CPI_Codes
- Data Collection Applications
- Data Warehouse
- Data Wizard Survey
- Displaced Students
- Document Management
- Eden Reporting
- Error Admin
- Exceptional Students
- Facilities
- Facility and School 2008
- FIN_ERROR
- Finance
- Finance Applications
- Financial Codes
- Free & Reduced Lunch
- Full Time Equivalent
- GASIS: Data Verification
- GASIS: Reporting
- GDOE Admin
- Georgia Testing Identifier
- Graduation Coach Program
- Grants Accounting
- Grants Net
- GSEG
- GSO Unit Builder
- IE2.org Content
- Interactive Reports
- Invoice Application

Organization Role: Select an Organization Role

...cation : CPI Legacy

Application Roles

Organization	HelpDesk	Program Manager	School System User	Superintendent
Administrator(Dep				
Administrator(Div				
Administrator(GLR	X			
Charter School Ad			X	
Charter School Su				X
Content Manager		X		
Content Manager		X		
Content Manager		X		
CPI Coordinator(			X	
CPI Coordinator(F			X	
Help Desk(Depart	X			
Help Desk(Divisio	X			
Program Administ	X			
Staff(GLRS)	X			
Superintendent(D				X
Superintendent(R				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

⦿ Application: [CPI Legacy ▾]   ○ Organization Role: [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

⦿ Application: [Full Time Equivalent ▾]   ◯ 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

Organization/Application Role Mapping

○ Application: Select an Application ▾   ● Organization Role: CPI Coordinator (District) ▾

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

Dropdown 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)

Select the Organizational 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.

CPI Coordinator District – App Role Mapping

Organization/Application Role Mapping

○ Application: [Select an Application ▾]   ⦿ Organization Role: [CPI Coordinator (District) ▾]

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: [Select an Application ▼]   ⦿ Organization Role: [FTE Coordinator (District) ▼]

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: [Select an Application ▼]   ● Organization Role: [Principal (School) ▼]

Application/Application Roles mapped for Organization Role: Principal (School)

⊟ AYP/NCLB
    ▸ Principal - AYP/NCLB Principal
⊞ CAR
⊞ Central Directory
⊞ Exceptional Students
⊟ Full Time Equivalent
    ▸ School Level User - User at a School who is principal and the user can see the FTE Error Report for the School where the user is belonging to.
⊞ GASIS: Reporting
⊞ Georgia Testing Identifier
⊞ Graduation Coach Program
⊞ GSO Unit Builder
⊞ Portal
⊞ Professional Development
⊞ Student Course Profile
⊞ Student Profile
⊞ Student Record

Teacher (School) – App Role Mapping

Organization/Application Role Mapping

○ Application: [Select an Application ▼]   ● Organization Role: [Teacher (School) ▼]

Application/Application Roles mapped for Organization Role: Teacher (School)

⊟ GSO Unit Builder
  ▸ Unit Builder - Gives access to Unit Builder
⊞ Portal
⊞ Professional Development
⊟ Student Profile
  ▸ Teacher - Teacher

Security Officer (District) – App Role Mapping

Organization/Application Role Mapping

○ Application: [Select an Application ▾]   ⦿ Organization Role: [Security Officer (District) ▾]

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: [Select an Application] ⊙ Organization Role: [Superintendent (District)]

Application/Application Roles mapped for Organization Role: Superintendent (District)

⊞ AYP/NCLB	⊞ Portal
⊞ Central Directory	⊞ Pre Identify for Testing
⊞ Consolidated Application	⊞ Private School Collection
⊞ COPS - Financial	⊞ Professional Development
⊞ CPI Legacy	⊞ Pupil Transportation
⊞ Data Warehouse	⊞ QBE
⊞ Exceptional Students	⊞ Secondary Indicator
⊞ Facility and School 2008	⊞ Special Education Annual Reports
⊞ FIN_ERROR	⊞ Student Course Profile
⊞ Finance	⊞ Student Profile
⊞ Free & Reduced Lunch	⊞ Student Record
⊞ Full Time Equivalent	⊞ Teacher Retirement System
⊞ GASIS: Data Verification	⊞ TitleI LEA
⊞ GASIS: Reporting	⊞ Usage Log
⊞ Georgia Testing Identifier	
⊞ GSO Unit Builder	
⊞ Interactive Reports	
⊞ Legacy Facilities	

SR Coordinator (District) – App Role Mapping

Organization/Application Role Mapping

○ Application: [Select an Application ▼]   ● Organization Role: [Student Record Coordinator (District) ▼]

Application/Application Roles mapped for Organization Role: Student Record Coordinator (District)

⊟ AYP/NCLB
    ▸ District User - AYP/NCLB District User
⊟ Data Warehouse
    ▸ District Coordinator - District Coordinator
⊞ Displaced Students
⊞ GASIS: Data Verification
⊞ Georgia Testing Identifier
⊞ GSO Unit Builder
⊞ Interactive Reports
⊞ Portal
⊟ Pre Identify for Testing
    ▸ School System User - Application functionality for their specific system/district
⊞ Student Course Profile
⊞ Student Profile
⊞ Student Record

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!

Over Provisioning - Cause for a Multitude of Issues

- Application Errors

- Unable to Sign-Off on Collections

- District Role Identification Issues

- District Notification Issues

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
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

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

Questions?

How to Get Additional Assistance:

You may contact the Technology Management Customer Support Team by using the **Help-dticket link** on the left side of the MyGaDOE portal menu.

You may also request assistance by emailing **dticket@doe.k12.ga.us** or 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: Carl Ogletree, Charles Lang, Eula Braxton, Chris Smith, Irish Saxton, Patty Miller, & Vidrine Jones

Presentation Survey

- Please take the time to let us know your thoughts regarding this presentation and any suggestions for improvement. Survey can be accessed at the link below:

http://gadoe.org/surveys/Tech-GCPNTFK

Thank You!