

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**

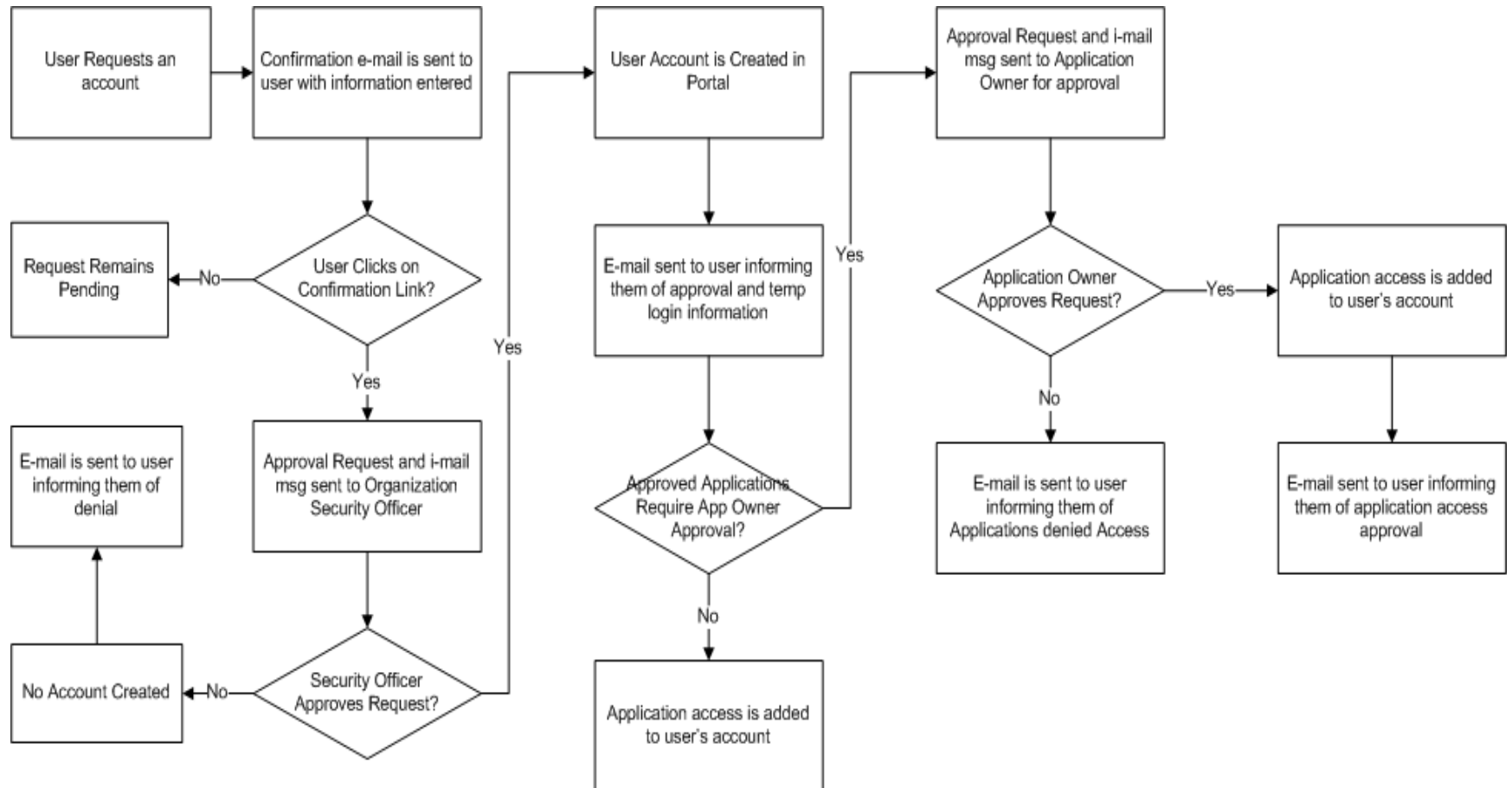
Organization Security Officer

- 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



Georgia Department of Education

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

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.

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 >>

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:

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


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

For a list of District Organizational Role Descriptions, click [here](#).
To view Organization/Application Role Mapping, click [here](#).

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.

-  AYP/NCLB
-  CAR
-  Central Directory
-  Exceptional Students
-  Full Time Equivalent
-  GASIS: Reporting
-  Georgia Testing Identifier
-  Graduation Coach Program
-  GSO Unit Builder
-  Professional Development
-  Student Course Profile
-  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)

<< 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.

-  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.

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

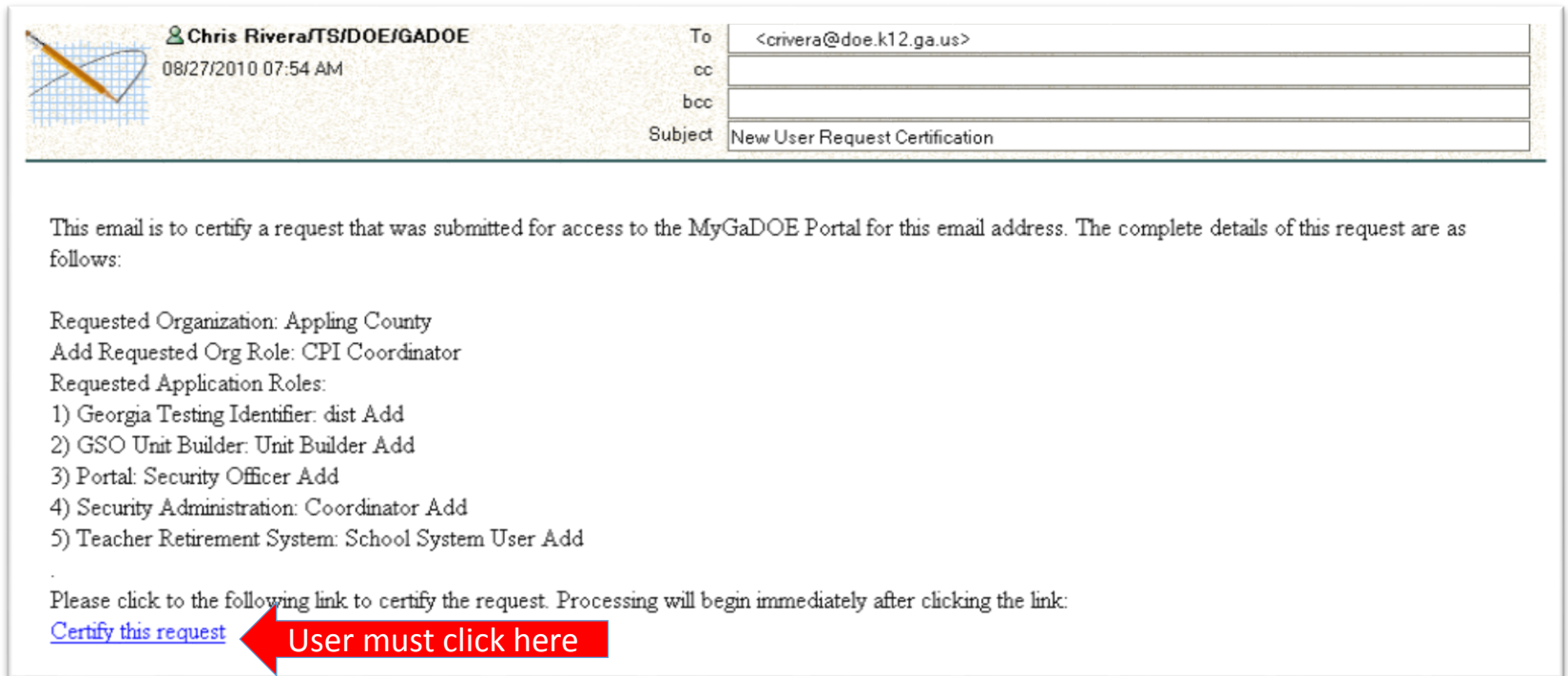
Submit

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.

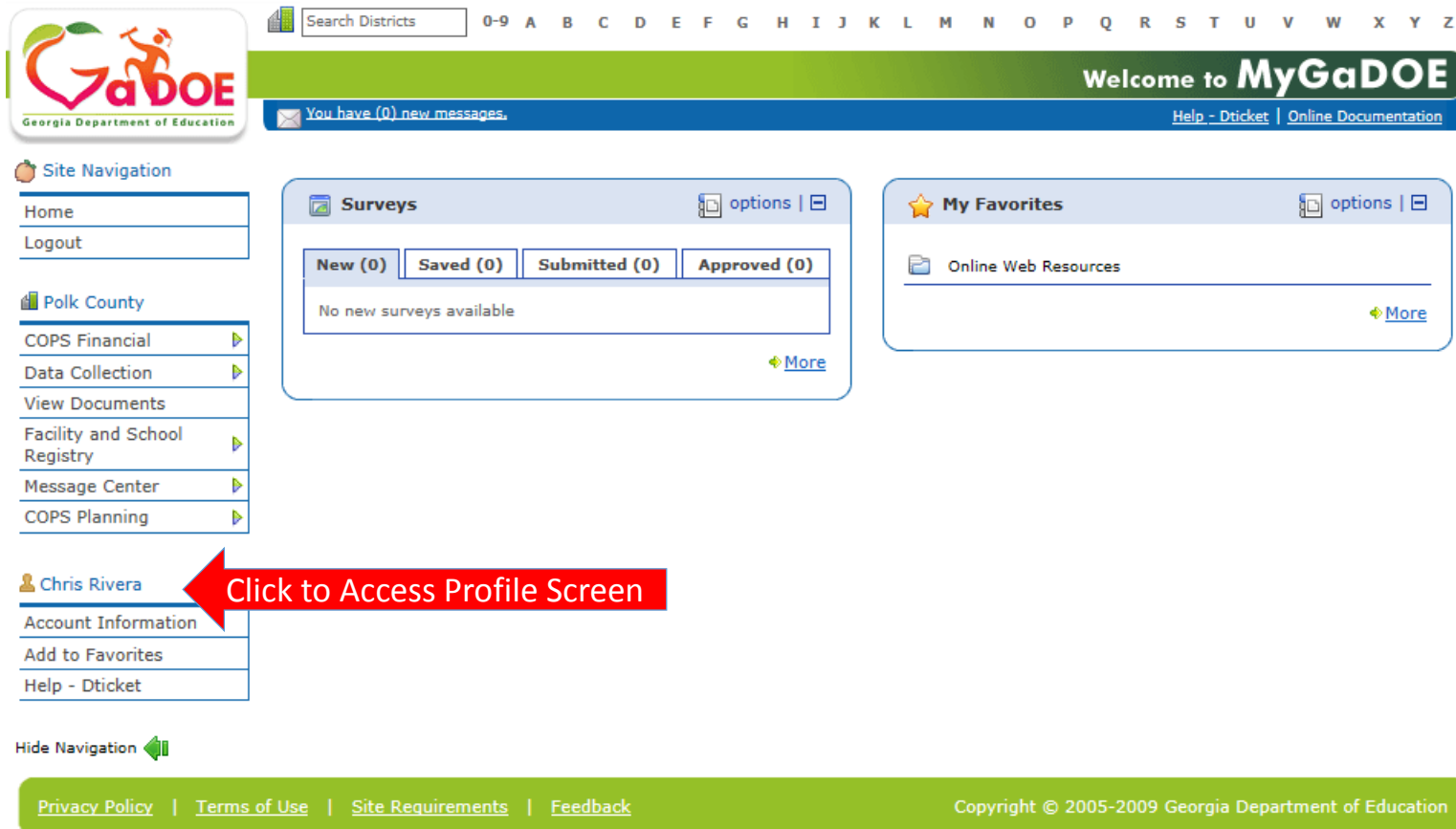
User Certification E-mail



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 Georgia Department of Education logo. To its right is a search bar labeled "Search Districts" and a navigation bar with letters A through Z. A green banner at the top right says "Welcome to MyGaDOE". Below this is a blue bar with a message icon and the text "You have (0) new messages." and links for "Help - Dticket" and "Online Documentation".

On the left side, there is a "Site Navigation" menu with links for "Home" and "Logout". Below that is a "Polk County" section with links for "COPS Financial", "Data Collection", "View Documents", "Facility and School Registry", "Message Center", and "COPS Planning".

At the bottom left, there is a user profile section for "Chris Rivera" with links for "Account Information", "Add to Favorites", and "Help - Dticket". A red arrow points to the "Chris Rivera" link with the text "Click to Access Profile Screen".


The main content area features two panels. The "Surveys" panel has tabs for "New (0)", "Saved (0)", "Submitted (0)", and "Approved (0)". It displays "No new surveys available" and a "More" link. The "My Favorites" panel shows "Online Web Resources" and a "More" link.

At the bottom, there is a green footer bar with links for "Privacy Policy", "Terms of Use", "Site Requirements", and "Feedback". On the right side of the footer, it says "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:

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 Here

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:

☒ 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

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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: * 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(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:

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

Edit Profile
Chris Rivera (crivertest2@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:

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

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

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

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 - Dticket Online Documentation

You have (0) new messages. **Click to Access iMail**

Site Navigation

- Home
- Logout

Polk County

- COPS Financial
- Data Collection
- View Documents
- Facility and School Registry
- Message Center
- COPS Planning

Chris Rivera

- Account Information
- Add to Favorites
- Help - Dticket

Surveys

New (0)	Saved (0)	Submitted (0)	Approved (0)
No new surveys available			

My Favorites

- Online Web Resources

Hide Navigation

Privacy Policy | Terms of Use | Site Requirements | Feedback

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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.

The screenshot displays the MyGaDOE iMail Message Inbox interface. At the top, there is a search bar labeled "Search Districts" with a dropdown menu showing letters A through Z. Below this is a green banner with the text "Welcome to MyGaDOE" and links for "Help - Dticket" and "Online Documentation". A blue notification bar states "You have (11) new messages." The left sidebar contains a "Site Navigation" menu with links for Home, Logout, Information Technology, Documents, and a user profile for Chris Rivera. The main content area shows a list of folders: main (4/4), Sent (0/1), and Trash (37/37). Below the folders is a table of messages. The table has columns for checkboxes, From, Subject, and Date. The messages are from the Support Portal with subjects like "Application Request Notification" and "Portal Application Access Status Update". At the bottom of the message list is a "Preview:" section. The footer contains links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with a copyright notice for 2005-2009 Georgia Department of Education.

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 - Dticket](#) | [Online Documentation](#)

You have (11) new messages.

[Inbox](#) [Compose](#) [Folders](#) [Contacts](#) [Empty Trash](#) Actions [--Choose Action--](#) [Apply](#)

[main](#) (4/4)
[Sent](#) (0/1)
[Trash](#) (37/37)

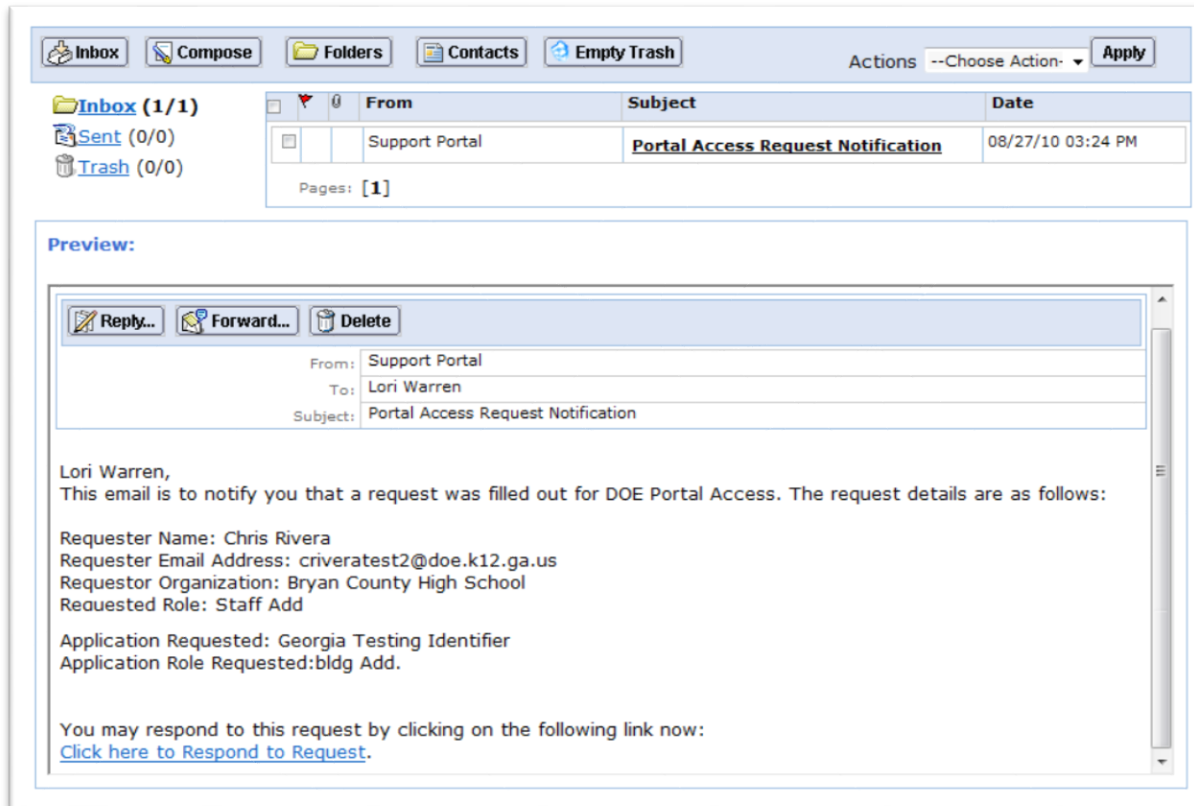
	From	Subject	Date
<input type="checkbox"/>	Support Portal	Application Request Notification	08/01/16 03:07 PM
<input type="checkbox"/>	Support Portal	Portal Application Access Status Update	08/01/16 12:21 PM
<input type="checkbox"/>	Support Portal	Application Request Notification	08/01/16 11:54 AM
<input type="checkbox"/>	Support Portal	Application Request Notification	08/01/16 11:42 AM

Pages: [1]

Preview:

[Privacy Policy](#) | [Terms of Use](#) | [Site Requirements](#) | [Feedback](#) Copyright © 2005-2009 Georgia Department of Education

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

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

Submit

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

☐ Approve ☐ Reject

Add Application Role - Georgia Testing Identifier - bldg

☐ Approve ☐ Reject

Submit

Request Approvals Screen

The screenshot displays the MyGaDOE website interface. At the top, there is a search bar for districts and a welcome message. The left navigation menu includes links for Home, Logout, Polk County, COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. The Security Administration menu is expanded, showing 'Request Approval' and 'Add Person'. A red arrow points to the 'Request Approval' link with the text 'Click to Access'. The main content area shows a 'Surveys' section with tabs for New, Saved, Submitted, and Approved, and a 'My Favorites' section with a link to Online Web Resources. The footer contains links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with a copyright notice for 2005-2009 Georgia Department of Education.

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 welcome message. The left sidebar contains a 'Site Navigation' menu with links for Home, Logout, and various Polk County services. The 'Security Administration' link is highlighted, and a sub-menu is visible with 'Request Approval' and 'Add Person' options. A red arrow points to the 'Add Person' link with the text 'Click to Access'. Other sections include 'Surveys' and 'My Favorites'.

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**

You have (0) new messages. [Help - Dticket](#) [Online Documentation](#)

Site Navigation

- Home
- Logout

Polk County

- COPS Financial
- Data Collection
- View Documents
- Facility and School Registry
- Message Center
- Security Administration
 - Request Approval
 - Add Person**
- COPS Planning

Chris Rivera

- Account Information
- Add to Favorites
- Help - Dticket

Surveys options | [icon]

New (0) Saved (0) Submitted (0) Approved (0)

No new surveys available [More](#)

My Favorites options | [icon]

Online Web Resources [More](#)

Click to Access

Hide Navigation [icon]

Privacy Policy | Terms of Use | Site Requirements | Feedback

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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:

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:

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

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.



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.

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 web application interface. At the top left is the Georgia Department of Education logo. To its right is a search bar labeled 'Search Districts' and a navigation menu with letters A through Z. A green banner across the top reads 'Welcome to MyGaDOE'. Below this banner, a blue notification bar states 'You have (43) new messages.' and provides links for 'Help - Dticket' and 'Online Documentation'. On the left side, there is a 'Site Navigation' menu with links for 'Home' and 'Logout', followed by an 'Information Technology' section with a link for 'Add Person'. Below that is a user profile section for 'Chris Rivera' with links for 'Account Information', 'Add to Favorites', and 'Help - Dticket'. A 'Hide Navigation' button is located below the user profile. The main content area features a blue box titled 'Request Submittal' with the message: 'Account has been created, and a notification email has been sent to Joe Doe (jdoe@doe.com)'. At the bottom, a green footer 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'.

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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

You have (43) new messages. Help - Dticket | Online Documentation

Site Navigation

- Home
- Logout

Information Technology

- Add Person

Chris Rivera

- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

Request Submittal

Account has been created, and a notification email has been sent to Joe Doe (jdoe@doe.com).

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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: **jdoo@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. Below it is a 'Site Navigation' menu with links for Home, Logout, and Polk County. The Polk County section includes links for COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, and COPS Planning. On the right side of the page, there is a 'Welcome to MyGaDOE' banner with links for Help - Dticket and Online Documentation. Below the banner is a 'My Favorites' section with a link for Online Web Resources. The main content area features a search bar for districts, a list of categories (Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, All Organizations), and a table with columns for Submitted (0) and Approved (0). A 'Chris Rivera' user profile is visible on the left, with links for Account Information, Add to Favorites, and Help - Dticket. A 'Hide Navigation' button is located at the bottom left.

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.

MyGaDOE Welcome to MyGaDOE

You have (0) new messages. [Help - Dricket](#) | [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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Profile Edit Screen

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

Solution:

First Name: William * Required

Middle Name:

Last Name: Mc[REDACTED] * Required

Display Name: Will[REDACTED]

Email Address: W[REDACTED]@[REDACTED].[REDACTED] * 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

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

The screenshot displays the MyGaDOE portal interface. At the top, there is a search bar for districts with a dropdown menu showing letters A through Z. Below this, a green banner reads "Welcome to MyGaDOE" with links for "Help - Dticket" and "Online Documentation". The left sidebar contains a "Site Navigation" menu with links like Home, Logout, and various county-specific links for Polk County. Below this is a user profile for "Chris Rivera" with links for Account Information, Add to Favorites, and Help - Dticket. The main content area features a "People" search dropdown menu that is open, showing a list of search criteria: Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. The "People" option is highlighted. To the right of the dropdown, there are buttons for "(0)", "Submitted (0)", and "Approved (0)". Below these buttons, there is a "More" link. On the far right, there is a "My Favorites" section with a link for "Online Web Resources" and a "More" link.

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.

Georgia Department of Education

Welcome to MyGaDOE

You have (0) new messages.

Help - Dtticket | Online Documentation

Site Navigation

Polk County

Chris Rivera

Hide Navigation

Advance Search

Search By:

Last Name: rivera

Search

☒ 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	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, Chris	Polk County	Yes	chris.x46flyer@gmail.com	[Edit]	[View]
Rivera, Chris	Information Technology	Yes	crivera@doe.k12.ga.us	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]
Rivera, [REDACTED]	Terminated User	No	rivera@[REDACTED]	[Edit]	[View]
RIVERA, [REDACTED]	Suspended User	No	RIVERA@[REDACTED]	[Edit]	[View]
Rivera-[REDACTED]	Terminated User	No	[REDACTED]	[Edit]	[View]

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Click to Edit

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.

The screenshot displays the MyGaDOE web application interface. At the top, there is a search bar labeled 'Search Districts' and a navigation menu with letters A through Z. Below this, a green banner reads 'Welcome to MyGaDOE' with links for 'Help - Dticket' and 'Online Documentation'. A blue notification bar states 'You have (43) new messages.' The main content area shows the text 'Reset passphrase for user Joe Doe (jdoe@doe.com)' and a green button labeled 'Reset Passphrase'. A red arrow points to this button with the text 'Click Here'. On the left side, there is a 'Site Navigation' menu with links for 'Home' and 'Logout', and an 'Information Technology' section. Below that, a user profile for 'Chris Rivera' is shown with links for 'Account Information', 'Add to Favorites', and 'Help - Dticket'. At the bottom, a green footer 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'.

Georgia Department of Education

Welcome to MyGaDOE

You have (43) new messages.

Reset passphrase for user Joe Doe (jdoe@doe.com)

Reset Passphrase

Click Here

Site Navigation

Home

Logout

Information Technology

Chris Rivera

Account Information

Add to Favorites

Help - Dticket

Hide Navigation

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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 for Help, Dticket, and Online Documentation. A blue notification bar states "You have (43) new messages." The main content area shows the "Reset passphrase for user Joe Doe (jdoe@doe.com)" with a green "Reset Passphrase" button. Below this, a red message confirms: "Passphrase has been changed to Good5\$ActiveFriends". The left sidebar contains a "Site Navigation" menu with Home and Logout, an "Information Technology" link, and a user profile for Chris Rivera with links for Account Information, Add to Favorites, and Help - Dticket. A "Hide Navigation" button is at the bottom left. 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".

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 [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 >>

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 ☐ Organization Role:

Organization Role:

Organization	Application Roles			
	HelpDesk	Program Manager	School System User	Superintendent
Administrator(Des)				
Administrator(Div)				
Administrator(GLR)	X			
Charter School Ad			X	
Charter School Su				X
Content Manager		X		
Content Manager		X		
Content Manager		X		
CPI Coordinator(f			X	
CPI Coordinator(f			X	
Help Desk(Depar	X			
Help Desk(Divisi	X			
Program Adminis	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: ☒ Organization Role:

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

<input checked="" type="checkbox"/> CPI Legacy	CPI Coordinator (District)
<input checked="" type="checkbox"/> Georgia Testing Identifier	CPI Coordinator (Other)
<input checked="" type="checkbox"/> GSO Unit Builder	CPI Coordinator (RESA)
<input checked="" type="checkbox"/> Interactive Reports	Curriculum Director (District)
<input checked="" type="checkbox"/> Portal	Curriculum Director (Other)
<input checked="" type="checkbox"/> Security Administration	Curriculum Director (RESA)
<input checked="" type="checkbox"/> Teacher Retirement System	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)

[Close](#)

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:

☒ 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)

- [-] 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:


☒ Organization Role:


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:

☒ 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)

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

SR Coordinator (District) – App Role Mapping

Organization/Application Role Mapping

☐ Application:

☒ Organization Role:

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!

Edit Profile

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:

[Reset Password](#) [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
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

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-GCPNTEFK>

Thank You!
