

MyGaDOE Portal Provisioning for Charter School Security Officers

Presented by
Chris Rivera
GaDOE Service Desk Manager

MyGaDOE Portal Provisioning for Charter School Security Officers

45 minutes

Any MyGaDOE Portal Security Officer



This session will provide basic instruction on MyGaDOE Portal security for portal users. It will also provide instruction for Portal Security Officers on how to manage users within the portal under their assigned organization as well as outline their responsibilities as a Portal Security Officer.

Learning Objectives

- [Understand basic user provisioning and how it works within the MyGaDOE Portal and how a user can request their own portal account.](#)
- [Outline the capabilities and responsibilities a MyGaDOE Portal user has in managing their own account.](#)
- [Identify the responsibilities a MyGaDOE Portal Security Officer has in managing the users associated with their assigned organization and understand the tools the Portal Security Officer has for managing user accounts.](#)
- [Learn how to access the Portal Provision Matrix and its function on determining proper Organization and Application roles available for user provisioning.](#)
- [Understand the use for and requirements in updating and maintaining the Primary Role Management application.](#)



Introduction

Presented by

Chris Rivera

GaDOE Service Desk Manager

Technology Services – Knowledge and Resource Management

eMail: crivera@doe.k12.ga.us

Understand basic user provisioning and how it works within the MyGaDOE Portal and the capabilities a user has in requesting and managing their own account.

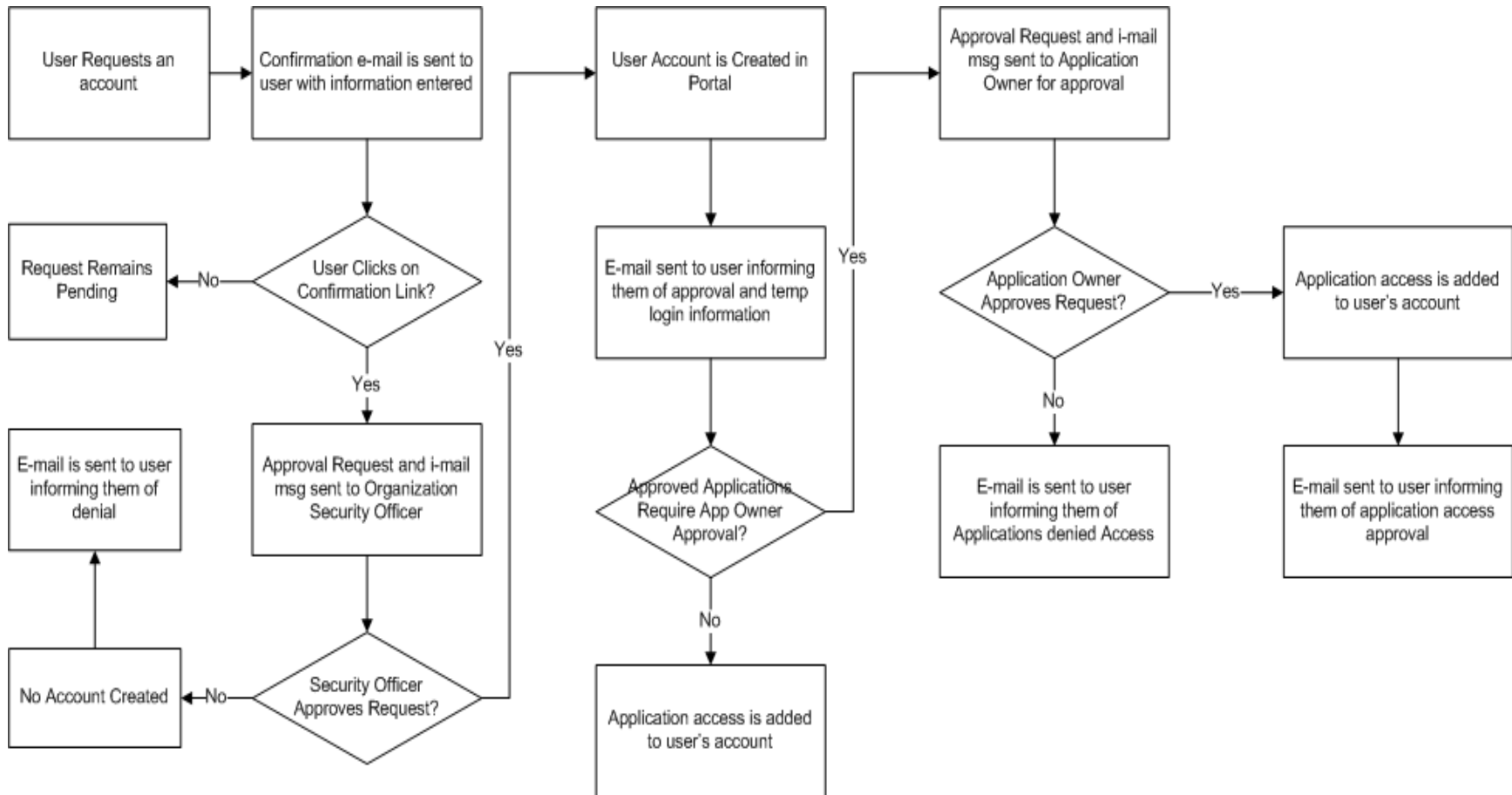
- **Portal Provisioning Basics.**
- **Portal Provisioning Workflow.**
- **Signing up for a Portal Account and New Account Setup Wizard.**
- **Organizational Security Officer Approvals.**
- **Application Security Officer Approvals.**



MyGaDOE Portal Provisioning Basics

- **Based on User Self-Provisioning**
- **Organization Security Officer Approvals**
- **Application Security Officer Approvals**

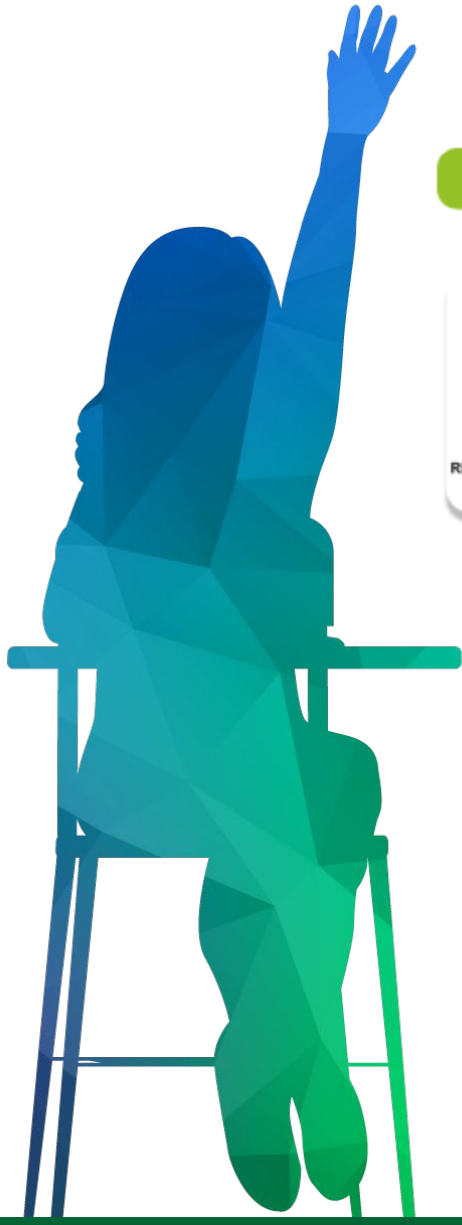
Provisioning Workflow



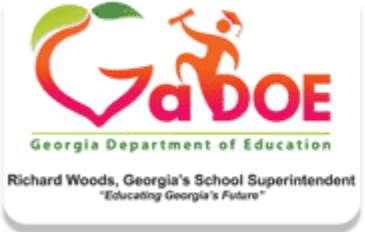
Signing Up for a Portal Account

New User Registration Wizard

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



MyGaDOE



Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Login](#)

[Or sign up for an account](#)

Helpful links

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

This website requires Cookies be enabled in your browser.





[GaDOE Public Website](#)

[Back to Login](#)

Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 1

Enter information about yourself:

First Name:

Last Name:

Email Address:

Confirm Email:

Next >>

Enter Name and e-mail Address.

E-mail address is also Portal Login ID.

Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 2

Select an Organization: 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: State Charter Schools II

School: **Academy For Classical Education**

To select a Dept. / To select a Division


Agency: Atlanta Heights Charter School

Department: Baconton Community Charter School

Division: Brookhaven Innovation Academy

To see additional

Other Type: Cirrus Charter Academy

Click on a  to see Roles for Selection

- Principal
- Teacher
- Security Officer
- Administrator - School Admin
- Staff
- GTID Coordinator - GTID Coordinator
- Special Ed Staff - Special Ed Staff
- Counselor
- School User - School User

Assignments (per Organization):
move 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.

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



Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 3


To view Organization/Application Role Mapping, click [here](#).

Select an Application Role:

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

- CCRPI
- EOPA
- Exceptional Students
- Full Time Equivalent
- GUIDE
- Student Class Application
- Student Record
- Technology Inventory

Current Application Role Assignments (per Application):

Click on a  to Remove that role.

<< Back

Next >>



Apply for a GaDOE Account












STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 3

To view Organization/Application Role Mapping, click [here](#).

Select an Application Role:

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

-  CCRPI
-  Principal - Principal
-  EOPA
-  Exceptional Students
-  Full Time Equivalent
-  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
-  GUIDE
-  School User (Read Only) - School level user for read only
-  Student Class Application
-  Student Record
-  Technology Inventory

[<< Back](#) [Next >>](#)

To add additional Application roles, click on “+” sign next to application and then the **green** “+” sign beside the appropriate role.

To remove Application roles from list of those assigned, click on **red** “-” sign beside the application role.

Review all the information entered into account setup wizard.

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

Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 4

Summary of Request

First Name: Joe
Last Name: Doe
Email Address: jdoe@doe.k12.ga.us
Organization: Berrien High School

Summary of Organizations Roles Applied For

Principal

Summary of Applications Applied For

Application: Student Profile
Application Role: School User
Application: Georgia Testing Identifier
Application Role: bldg

[<< Back](#) [Click to Submit Request](#) [Submit](#)

Request Submittal Confirmation

Request Submittal

Your request has been submitted. You will soon receive an email that will give you instructions on how to certify your request so that it may be processed.



User Certification E-mail

From: PortalSupport@doe.k12.ga.us [mailto:PortalSupport@doe.k12.ga.us]

Sent: Monday, May 15, 2017 9:50 AM

To:

Subject: **New User Request Certification**

This email is to certify a request that was submitted for access to the MyGaDOE Portal for this email address. The complete details of this request are as follows:

Requested Organization: Lovinggood Middle School

Add Requested Org Role: Teacher

Requested Application Roles:

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

[Certify this request](#)

Organization Security Officer – Approval Responsibility



Review/Approve requests for user access under assigned organization.

Application Security Officer – Approval Responsibility

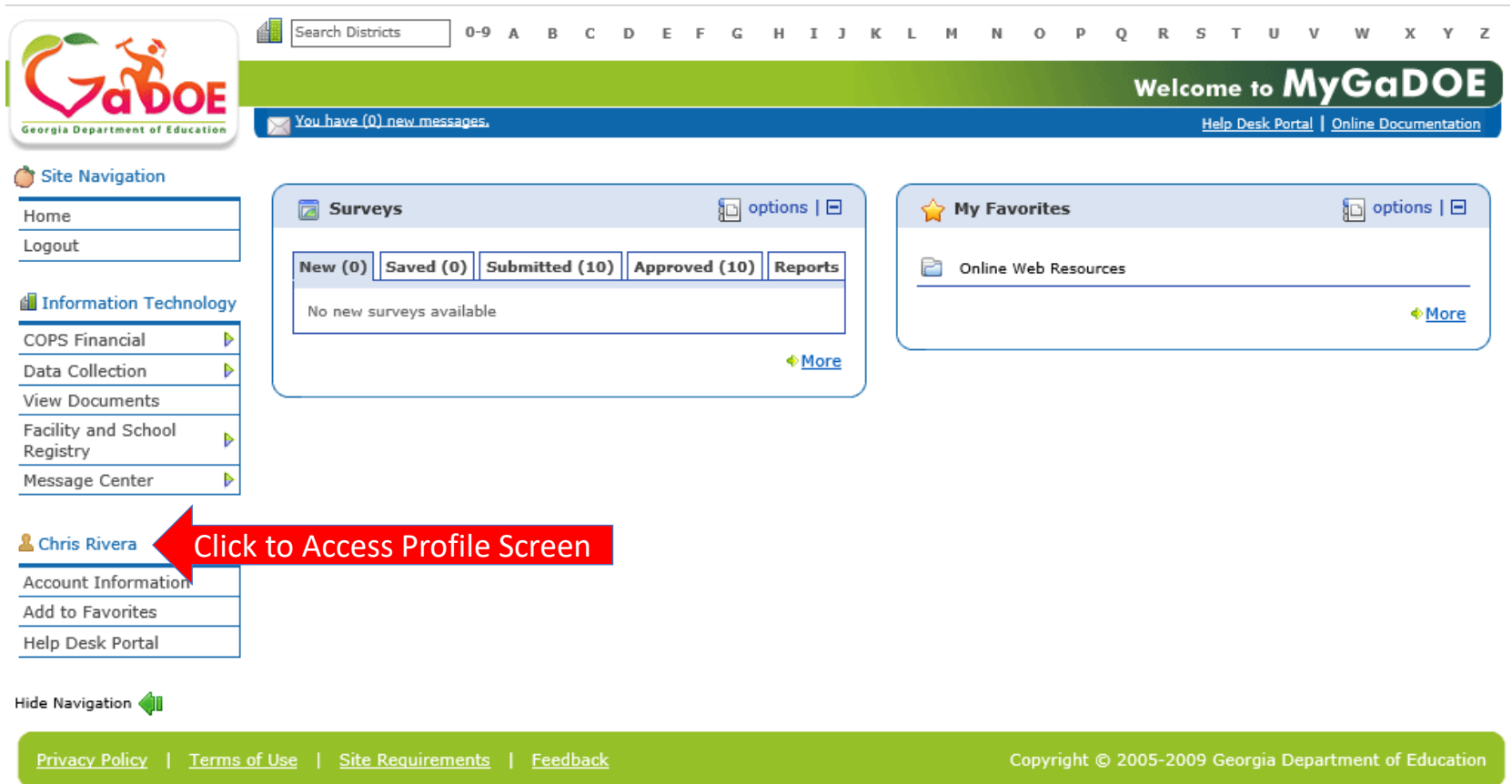
Review/Approve requests for user access to their assigned application regardless of user's assigned organization.



Outline the capabilities and responsibilities a MyGaDOE Portal user has in managing their own account.

- **Request Provisioning, Add or Remove Organizational Roles and/or Application roles.**
- **Change/Update Account Profile Information.**
- **Add or Change Challenge Questions and Answers.**
- **Change Passphrase.**

Log into MyGaDOE Portal – Portal Home Page



The screenshot shows the MyGaDOE Portal Home Page. At the top left is the GaDOE logo with the text "Georgia Department of Education". To its right is a search bar labeled "Search Districts" and a navigation menu with letters 0-9 and A-Z. A green banner at the top right says "Welcome to MyGaDOE" with links for "Help Desk Portal" and "Online Documentation". Below the banner, a message says "You have (0) new messages." The main content area is divided into three sections: "Site Navigation" on the left with links for Home, Logout, Information Technology, COPS Financial, Data Collection, View Documents, Facility and School Registry, and Message Center; "Surveys" in the center with tabs for New (0), Saved (0), Submitted (10), Approved (10), and Reports, and a message "No new surveys available"; and "My Favorites" on the right with a link for "Online Web Resources". At the bottom left, a user profile for "Chris Rivera" is shown with a red arrow pointing to the name and the text "Click to Access Profile Screen". The footer contains links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with the copyright notice "Copyright © 2005-2009 Georgia Department of Education".

Request Provisioning, 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 (chris.x 6 y @)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date: (MM/DD/YYYY)

Gender: Male Female

Phone Number:

Mobile Number: Will be used by GADOE to send alerts/communication

Fax Number:

NT Login:

URL:

Application Role(s): Portal - User
School Calendar - School User

Organization Role(s): M.L.K. Elementary School - Administrator
M.L.K. Elementary School - Counselor
M.L.K. Elementary School - Principal
M.L.K. Elementary School - Staff
M.L.K. Elementary School - Teacher

Address: To add a New Address click on the button **Add New** :

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary

Request Roles: ← 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 >>](#)

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
-  GTID Coordinator - GTID Coordinator
-  Special Ed Staff - Special Ed Staff
-  Counselor
-  School User - School User

Current Role Assignments (per Organization):

Click on a  to Remove that role.

Teacher(Academy For Classical Education) 

<< Back Next >>

To add Organizational roles, select the proper organization from drop down lists and then the **green** “+” sign beside the appropriate organizational role.



To remove Organizational roles from list of those assigned, click on **red** “-” beside the organizational role you would like to remove.












Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 3

To view Organization/Application Role Mapping, click [here](#).

Select an Application Role:
Click on a  to see list of roles for that application.
Click on a  to select that role.

-  CCRPI
 -  Principal - Principal
-  EOPA
-  Exceptional Students
-  Full Time Equivalent
 -  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
-  GUIDE
 -  School User (Read Only) - School level user for read only
-  Student Class Application
-  Student Record
-  Technology Inventory

<< Back **Next >>**

To add additional Application roles, click on “+” sign next to application and then the **green** “+” sign beside the appropriate application role.

To remove Application roles from list of those assigned, click on **red** “-” beside the application role you would like to remove.

Review all the information entered into account setup wizard.

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

Request Provisioning

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 4

Summary of Request

First Name: Chris
Last Name: Rivera
Email Address: chris.x 6 y @
Organization: M.L.K. Elementary School

Summary of Organizations Roles Applied For

GTID Coordinator

Summary of Applications Applied For

Application: Read Only
Application Role: School User
Application: Full Time Equivalent
Application Role: School Level User

[<< 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 Profile Information

- **Name information**
- **Login/e-mail information**
- **Phone/Mobile Number**
- **Address Information**
- **Challenge Questions and Answers**

Correct/Update Profile Information

Edit Profile

Chris Rivera (chris.x 6 y @)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date: (MM/DD/YYYY)

Gender: Male Female

Phone Number:

Mobile Number: Will be used by GADOE to send alerts/communication

Fax Number:

NT Login:

URL:

Application Role(s): Portal - User
School Calendar - School User

Organization Role(s): M.L.K. Elementary School - Administrator
M.L.K. Elementary School - Counselor
M.L.K. Elementary School - Principal
M.L.K. Elementary School - Staff
M.L.K. Elementary School - Teacher

Address: To add a New Address click on the button **Add New** :

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
--------	--------	------	-------	-----	---------	--------	------------

Request Roles:

Click to Save Changes

On the User Profile screen, information can be added or modified as desired.

E-mail address (login) can be modified.

Once appropriate changes have been made to profile, click on **“Update Person”** to save changes.

Change Challenge Questions and/or Answers

Edit Profile
Chris Rivera (chris.x 6 y @)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date: (MM/DD/YYYY)

Gender: Male Female

Phone Number:

Mobile Number: Will be used by GADOE to send alerts/communication

Fax Number:

NT Login:

URL:

Application Role(s): Portal - User
School Calendar - School User

Organization Role(s): M.L.K. Elementary School - Administrator
M.L.K. Elementary School - Counselor
M.L.K. Elementary School - Principal
M.L.K. Elementary School - Staff
M.L.K. Elementary School - Teacher

Address: To add a New Address click on the button **Add New** :

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary

Request Roles:

To review and/or modify challenge questions and answers, a user can click on **“Change Challenge Questions”** button

Correct/Update Challenge Questions and Answers

Step 1	Step 2	Step 3
Security Agreement	Change Passphrase	Change Challenge Questions
Challenge Questions		
What was your High School mascot? ▾	he	
What was the last name of your child ▾	he	
What was the lastname of your first E ▾	he	
<input type="button" value="Save"/>	<input type="button" value="Skip"/>	

Profile Screen – Change Passphrase

Edit Profile

Chris Rivera (chris.x 6 y @)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date: (MM/DD/YYYY)

Gender: Male Female

Phone Number:

Mobile Number: Will be used by GADOE to send alerts/communication

Fax Number:

NT Login:

URL:

Click Here

Application Role(s): Portal - User
School Calendar - School User

Organization Role(s): M.L.K. Elementary School - Administrator
M.L.K. Elementary School - Counselor
M.L.K. Elementary School - Principal
M.L.K. Elementary School - Staff
M.L.K. Elementary School - Teacher

Address: To add a New Address click on the button **Add New** :

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary

Request Roles:

A user may reset their passphrase by clicking on the **“Change Passphrase”** button.

Terms of Use Agreement – User Must Accept

Step 1	Step 2	Step 3
Security Agreement	Change Passphrase	Change Challenge Questions

Terms of Use

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS RELATING TO YOUR USE OF THIS SITE (the "Site") CAREFULLY. By using this Site, you are deemed to have agreed to these terms and conditions of use. We reserve the right to modify these terms and conditions at any time. You should check these terms and conditions periodically for changes. By using this Site after we post any changes to these terms and conditions, you agree to accept those changes, whether or not you have reviewed them. If at any time you choose not to accept these terms and conditions of use, please do not access or otherwise use this Site or any information contained on this Site.

BY CLICKING ON THE "ACCEPT" BUTTON AND COMPLETING THE REGISTRATION OR PROFILE PROCESS, YOU ARE STATING THAT YOU AGREE TO BE BOUND BY ALL OF THE TERMS OF SERVICE AND CONDITIONS OF USE CONTAINED HEREIN AND/OR MODIFIED FROM TIME TO TIME. REJECTION OF THIS AGREEMENT WILL RESULT IN DENIAL OF COMPLETION OF YOUR REGISTRATION FOR THIS SITE OR PROFILE PROCESS.

Scope of Terms and Conditions

I recognize that I am legally responsible for my activities pursuant to Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated. I recognize that I may have access to personal and private information the disclosure of which may be protected against under Federal or State law and that the failure to comply with these strict confidentiality requirements may violate Federal or State law and individual privacy rights. Therefore, I hereby certify that I will not release, disclose, discuss, reproduce, sell, use or otherwise disclose any information that may be protected under Federal or State laws to any individual or entity without the express consent or direction of the Georgia Department of Education (GaDOE). In the event that I inadvertently or incorrectly release any protected information, I agree to advise the GaDOE immediately and identify the business organization, entity, or individual person to whom the information was divulged and the content substance of the information. All information created, transmitted, and stored on State information technology resources is the sole property of the state and is subject to monitoring, review, and seizure. Logging on to any State information system is an acknowledgement of this standard and an agreement to abide by it and all other governance regarding its use.

Do Not Accept

Accept

Click Here to Accept

1. Enter Current Passphrase
2. Enter New Passphrase
3. Re-enter New Passphrase
4. Select Save Passphrase

Step 1	Step 2	Step 3
Security Agreement	Change Passphrase	Change Challenge Questions

Change Passphrase for Chris Rivera :

Enter Current Passphrase:

Enter New Passphrase:

No reused passphrase
Length of passphrase between 8 and 25 chars
Must contain at least one of the characters !@\$%^&*()-_~.?
Must not contain the words password,test,train

Reenter New Passphrase:

Identify the responsibilities a MyGaDOE Portal Security Officer has in managing the users associated with their assigned organization and understand the tools the Portal Security Officer has for managing user accounts.

- 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.
- Maintain Primary Role Management application assignments.

Security Officer - Review/Approve User Requests

Accessing Request Approvals

- **iMail Inbox**
- **Security Admin Menu**

Review Requests and Take Action

Access and Review Requests

Search Districts 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Welcome to **MyGaDOE**
[Help Desk Portal](#) | [Online Documentation](#)

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

Site Navigation

- Home
- Logout

Information Technology

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

Chris Rivera

- Account Information
- Add to Favorites
- Help Desk Portal

Surveys options | []

New (0)	Saved (0)	Submitted (10)	Approved (10)	Reports
No new surveys available				

[More](#)

My Favorites options | []

- Online Web Resources

[More](#)

Hide Navigation []

Privacy Policy | Terms of Use | Site Requirements | Feedback

Copyright © 2005-2009 Georgia Department of Education

Portal access requests are delivered via the MyGaDOE Portal iMail system.

Security Officers can view the request information and then take appropriate action.

Portal iMail is access from Portal Home page message link at top of page.

iMail Message Inbox

New and existing iMail messages are shown in Inbox. New messages appear in “Bold”. Portal access request notifications will appear in **Notifications Box**. To view a message, Double-Click on message and message will open.

The screenshot displays the iMail Notification inbox interface. The interface includes a navigation pane on the left with folders: Compose, Inbox (0), Sent (13), Drafts (0), Trash (16), Notifications (5), Archive (8), and Folders. The main area shows a table of messages from 'Support Portal' with subjects like 'Portal Application Access Status Update' and 'Portal Access Request Notification'. The interface also includes a search bar and a 'Help' link.

<input type="checkbox"/>	! Flag	🔗	From	Subject	Sent Date
<input type="checkbox"/>	★		Support Portal	Portal Application Access Status Update	06 Jun 22 09:26 AM
<input type="checkbox"/>	★		Support Portal	Portal Application Access Status Update	06 Jun 22 07:05 AM
<input type="checkbox"/>	★		Support Portal	Portal Access Request Notification	03 Jun 22 10:18 AM
<input type="checkbox"/>	★		Support Portal	Application Request Notification	03 Jun 22 06:34 AM
<input type="checkbox"/>	★		Support Portal	Application Request Notification	03 Jun 22 06:31 AM

iMail Message Preview

Information from request can be viewed.

Request will show who requested, e-mail address of user, requested Organization roles and any requested Application Roles.

To take action, click on the link at bottom of message.

The screenshot shows an email interface with a teal header bar. The header contains the 'SecureXchange' logo and the subject 'Application Request Notification'. Below the header is a navigation bar with buttons for '+ Close', 'Reply', 'Reply All', and 'Forward'. The left sidebar shows a list of folders: 'Compose', 'Inbox', 'Sent', 'Drafts', 'Trash', 'Notifications', 'Archive', and 'Folders'. The main content area displays the email details:

Sent By: Support Portal
Date and Time: 12 Jul 17 04:55 PM
Reply To: PortalSupport@doe.k12.ga.us
To: Chris Rivera;
CC:
Subject: Application Request Notification

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

Requester Name: Jan NeSmith
Requester Email Address: jne @jcss.us
Requestor Organization: Jackson County
Requested Role: Special Education Director Add
Requestor Organization: Jackson County
Requested Role: Portal User Add
Requestor Organization: Jackson County
Requested Role: District User Add
Application Requested: MessageCenter
Application Role Requested: User Add.

You may respond to this request by clicking on the following link now:
[Click here to Respond to Request.](#)

Security Admin - Request Approval

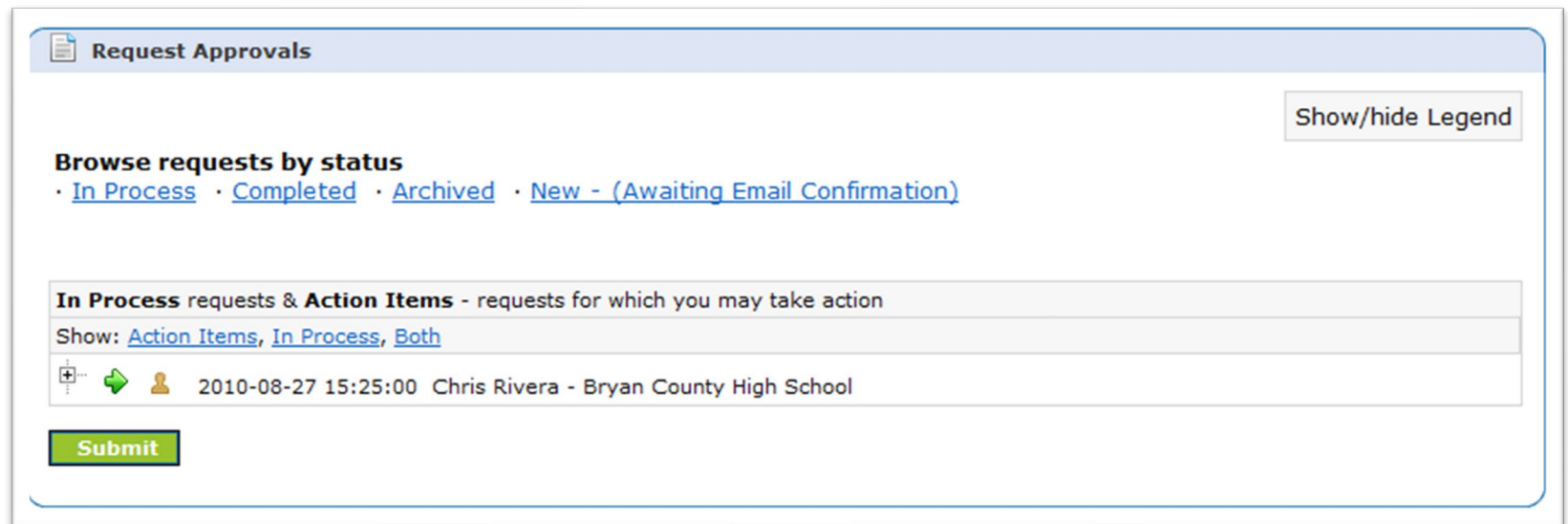
The screenshot displays the MyGaDOE website interface. At the top, there is a search bar for districts and a navigation menu with letters A-Z. A green banner reads "Welcome to MyGaDOE" with links to "Help Desk Portal" and "Online Documentation". Below this, a message states "You have (0) new messages." The left-hand navigation menu includes "Site Navigation" (Home, Logout), "Polk County" (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center, Security Administration, COPS Planning), and "Chris Rivera" (Account Information, Add to Favorites, Help Desk Portal). The "Security Administration" menu is expanded, showing "Request Approval", "Add Person", and "Certify Users". A red arrow points to the "Request Approval" item with the text "Click to Access". The main content area shows a "Surveys" section with tabs for "New (0)", "Saved (0)", "Submitted (0)", "Approved (0)", and "Reports", and a "My Favorites" section with "Online Web Resources". A "Hide Navigation" button is at the bottom left. The footer contains "Privacy Policy | Terms of Use | Site Requirements | Feedback" and "Copyright © 2005-2009 Georgia Department of Education".

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.

Request Approvals Screen

New and Pending requests can be viewed on this screen. Requests requiring action have a **green arrow** beside them. To view entire request click on “+” sign beside the request.



The screenshot shows a web interface titled "Request Approvals". At the top right, there is a button labeled "Show/hide Legend". Below this, the text "Browse requests by status" is followed by a list of links: "In Process", "Completed", "Archived", and "New - (Awaiting Email Confirmation)". A section titled "In Process requests & Action Items - requests for which you may take action" contains a sub-section "Show: Action Items, In Process, Both". Below this, a list of requests is displayed. The first request is dated "2010-08-27 15:25:00" and is from "Chris Rivera - Bryan County High School". To the left of the date and name are three icons: a plus sign in a square, a green arrow pointing right, and a person icon. At the bottom left of the screen, there is a green "Submit" button.

Request Approval - Actions

Security Officer will approve or reject each line item and then submit. Once complete, account will be created (New Account) and/or additional roles will be added to user account.

Request Approvals




Show/hide Legend

Browse requests by status

· [In Process](#) · [Completed](#) · [Archived](#) · [New - \(Awaiting Email Confirmation\)](#)

In Process requests & Action Items - requests for which you may take action

Show: [Action Items](#), [In Process](#), [Both](#)

   2010-08-27 15:25:00 Chris Rivera - Bryan County High School

Add Organization Role - Bryan County High School - Staff	<input type="radio"/> Approve <input type="radio"/> Reject
Add Application Role - Georgia Testing Identifier - bldg	<input type="radio"/> Approve <input type="radio"/> Reject

Submit

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**

Adding New Users

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

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

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

Add Person – Step 1, User Information

Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 1

Enter information about the user:

First Name:

Last Name:

Email Address:

Confirm Email:

[Next >>](#)

**Enter name
and e-mail
address.**

**E-mail
address is
also Portal
Login ID.**

Add Person – Step 2, Districts And Roles

Select appropriate Organization: District, DOE Agency, or Other. Available Organizations appear in appropriate drop-down boxes.

Next select appropriate Organization Role from provided list. List is dependent on Organization selected.

To add a role assignment click on green “+” sign to the left of role.

Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 2

Select an Organization:

To select a School, first choose a District

District: 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:

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

Click on a  to select that role.

Roles for Selected Organization:

-  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.

Add Person – Step 3, Applications And Roles



Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 3


To view Organization/Application Role Mapping, click [here](#).




Select an Application Role:

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

- CCRPI
 - Principal - Principal
- EOPA
- Exceptional Students
- Full Time Equivalent
 - School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
- GUIDE
 - School User (Read Only) - School level user for read only
- Student Class Application
- Student Record
- Technology Inventory

Current Application Role Assignments (per Application):

Click on a  to Remove that role.

- Principal(CCRPI) 
- School Level User(Full Time Equivalent) 
- School User (Read Only)(GUIDE) 

<< Back

Next >>

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



Apply for a GaDOE Account




STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary



Step 3




To view Organization/Application Role Mapping, click [here](#).

Select an Application Role:

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

- CCRPI
 -  Principal - Principal
- EOPA
- Exceptional Students
- Full Time Equivalent
 -  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
- GUIDE
 -  School User (Read Only) - School level user for read only
- Student Class Application
- Student Record
- Technology Inventory

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

- Principal(CCRPI)
- School Level User(Full Time Equivalent)
- School User (Read Only)(GUIDE)

[<< Back](#) [Next >>](#)

To add additional Application roles, click on “+” sign next to application and then the **green** “+” sign beside the appropriate application role.

To remove Application roles from list of those assigned, click on **red** “-” sign beside the application role.

Add Person – Step 4, Submission Summary

Apply for a GaDOE Account

STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary

Step 4

Summary of Request

First Name: Joe

Last Name: Doe

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

Organization: M.L.K. Elementary School

Summary of Organizations Roles Applied For

Principal

Staff

Summary of Applications Applied For

Application: School Calendar

Application Role: School User

Application: SIP Framework

Application Role: School Admin

Application: Exceptional Students

Application Role: PSA Principal

Application: EOPA

Application Role: School Level User

<< 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.

The screenshot displays the MyGaDOE user interface. At the top left is the GaDOE logo. A search bar labeled 'Search Districts' is followed by a navigation menu with letters A through Z. A green banner reads 'Welcome to MyGaDOE' with links for 'Help Desk Portal' and 'Online Documentation'. A blue notification bar states 'You have (0) new messages.' The main content area features a blue-bordered box with the heading 'Request Submittal' and the message: 'Account has been created, and a notification email has been sent to Joe Doe (jdoe@doe.k12.ga.us)'. The left sidebar contains sections for 'Site Navigation' (Home, Logout), 'Information Technology' (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and user profile 'Chris Rivera' (Account Information, Add to Favorites, Help Desk Portal). A 'Hide Navigation' button is at the bottom of the sidebar. The footer includes links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', along with the copyright notice 'Copyright © 2005–2009 Georgia Department of Education'.

Notification e-Mail to User

User receives an e-mail notifying them their account has been created with temporary login information.

Joe Doe,

This message has been sent to inform you of the status of your request. Please see the details below to review the status of each request item. If you have questions about the contents of this message, please contact your Security Officer.

Request Details:

Requester Name: Joe Doe

Organization: Bryan County High School

Org Role: Teacher Add Status=Approved

Application: School Calendar Role: School User Add Status=Approved

Application: Exceptional Students Role: PSA Principal Add Status=Approved

Application: EOPA Role: School Level User Add Status=Approved

To login, use your email address and your password:

Username: **jd**[doe@doe.k12.ga.us](mailto:jd@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

Security Officer – Modify Account Status

- **Suspend User**
- **Unsuspend User**
- **Terminate User**

Modify Account Status (Suspend, Un-Suspend, Terminate)

The screenshot displays the MyGaDOE portal interface. At the top left is the GaDOE logo. A search bar labeled 'Search Districts' is followed by a navigation menu with letters A-Z. Below this is a 'Welcome to MyGaDOE' banner with links for 'Help Desk Portal' and 'Online Documentation'. On the left, there are two main navigation sections: 'Site Navigation' with links for 'Home' and 'Logout', and 'Information Technology' with links for 'COPS Financial', 'Data Collection', 'View Documents', 'Facility and School Registry', and 'Message Center'. Below these is a user profile for 'Chris Rivera' with links for 'Account Information', 'Add to Favorites', and 'Help Desk Portal'. A central menu lists various categories: 'Districts', 'People', 'Schools', 'Agencies', 'Departments', 'Divisions', 'Other', 'RESA', 'GLRS', 'ETC', 'Vendors', and 'All Organizations'. The 'People' menu item is highlighted, and a sub-menu is visible with tabs for 'Submitted (10)', 'Approved (10)', and 'Reports'. On the right, there is a 'My Favorites' section with a link for 'Online Web Resources' and a 'More' link. At the bottom left, there is a 'Hide Navigation' button with a left-pointing arrow.

By performing a People Search in the portal and editing a user's account, within your assigned organization(s), a Security Officer can Suspend, Un-Suspend, or Terminate a user's account in the system.

People Search Results

By selecting Show Suspended or Show Terminated users, Security Officers can see all users in system matching criteria.

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, blanca	Terminated User	No	bl @ .k12.ga.us		
Rivera, Leticia	Terminated User	No	LR @ ga.us		
Rivera, Anna	Terminated User	No	an @ .org		
Rivera, Cara	Terminated User	No	crivera@ ga.us		
Rivera, Chris	M.L.K. Elementary School	Yes	chris.x 6 y @ .com		
Rivera, Chris	Information Technology	Yes	cr @ ga.us		
Rivera, Chris	Information Technology	Yes	ch @ ga.us		
RIVERA, GRANT	Suspended User	No	RI @ .ORG		
Rivera-Garrison, Maricela	Terminated User	No	ma @ .com		

Click to Edit (arrow pointing to the edit icon of the active user)

Important: Terminated users cannot be re-activated by Security Officers, Submit a Help Desk request through the MyGaDOE Portal or call Service Desk for Assistance in re-activating terminated accounts.



Profile Edit Screen

Edit Profile
Chris Rivera (chris.x46fiyer@gmail.com)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date: (MM/DD/YYYY)

Gender: Male Female

Phone Number:

Mobile Number: Will be used by GADOE to send alerts/communication

Fax Number:

NT Login:

URL:

Application Role(s): Portal - User
SIP Framework - School Admin
School Calendar - School User

Organization Role(s): M.L.K. Elementary School - Administrator
M.L.K. Elementary School - Counselor
M.L.K. Elementary School - Principal
M.L.K. Elementary School - Staff
M.L.K. Elementary School - Teacher

Address: To add a New Address click on the button **Add New** :

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
--------	--------	------	-------	-----	---------	--------	------------

Administrative Fields:

SSOID: 6A86288C-E7D6-4BDF-B201-A92BE59579CF

BOSSID: 7FC06788-78BB-4C79-965E-BAE6D55AC8C1

Password Change Required:

Current Status: Active **New Status:**

Assign Roles:

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

Application Role(s): Portal - User
SIP Framework - School Admin
School Calendar - School User

Organization Role(s): M.L.K. Elementary School - Administrator
M.L.K. Elementary School - Counselor
M.L.K. Elementary School - Principal
M.L.K. Elementary School - Staff
M.L.K. Elementary School - Teacher

Address: To add a New Address click on the button **Add New** :

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
--------	--------	------	-------	-----	---------	--------	------------

Administrative Fields:

SSOID: 6A86288C-E7D6-4BDF-B201-A92BE59579CF
BOSSID: 7FC06788-78BB-4C79-965E-BAE6D55AC8C1

Password Change Required:

Current Status: Active **New Status:**

Assign Roles:



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

Modified Status – Terminated User

Edit Profile
Cara Rivera (crivera@atlanta.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: (MM/DD/YYYY)

Gender: Male Female

Phone Number:

Mobile Number: Will be used by GADOE to send alerts/communication

Fax Number:

NT Login:

URL:

[Reset Passphrase](#) [View Secure Data](#)

Application Role(s):

Organization Role(s):

Address: To add a New Address click on the button **Add New** : [Add New](#)

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
--------	--------	------	-------	-----	---------	--------	------------

Administrative Fields:

SSOID: 41CE7FDD-FFE1-4E76-A521-8BB671B36E01

BOSSID: 6072718F-184F-41DD-9BCC-7A05D6CB29AF

Password Change Required:

Current Status: New Status:

[Update Person](#)

When a user is terminated, all Organizational and Application Roles are removed from the user's account. Users are assigned to the Terminated User Organization

Important: Terminated users cannot be re-activated by Security Officers, Submit a Help Desk request through the MyGaDOE Portal or call Service Desk for Assistance in re-activating terminated accounts.

Security Officer – User Passphrase Reset

Resetting passphrases for users under assigned organization.

Reset User Passphrase

The screenshot displays the MyGaDOE portal interface. At the top left is the GaDOE logo. A search bar labeled 'Search Districts' is followed by a navigation menu with letters A through Z. Below this is a 'Welcome to MyGaDOE' banner with links for 'Help Desk Portal' and 'Online Documentation'. On the left, there are three main navigation sections: 'Site Navigation' (Home, Logout), 'Information Technology' (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and a user profile for 'Chris Rivera' (Account Information, Add to Favorites, Help Desk Portal). A central menu lists various categories: Districts, People, Schools, Agencies, Departments, Divisions, Other, RESA, GLRS, ETC, Vendors, and All Organizations. The 'People' category is highlighted, showing a search result for 'Chris Rivera' with buttons for 'Submitted (10)', 'Approved (10)', and 'Reports'. A 'My Favorites' section on the right contains 'Online Web Resources' and a 'More' link. At the bottom, there is a footer with links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', along with the copyright notice 'Copyright © 2005-2009 Georgia Department of Education'.

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

People Search Results

By selecting Show Suspended or Show Terminated users, Security Officers can see all users in system matching criteria.

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, blanca	Terminated User	No	bl @ .k12.ga.us		
Rivera, Leticia	Terminated User	No	LR @ ga.us		
Rivera, Anna	Terminated User	No	an @ .org		
Rivera, Cara	Terminated User	No	crivera@ ga.us		
Rivera, Chris	M.L.K. Elementary School	Yes	chris.x 6 y @ .com		
Rivera, Chris	Information Technology	Yes	cr @ ga.us		
Rivera, Chris	Information Technology	Yes	ch @ ga.us		
RIVERA, GRANT	Suspended User	No	RI @ .ORG		
Rivera-Garrison, Maricela	Terminated User	No	ma @ .com		

Click to Edit (arrow pointing to the edit icon of the 'Rivera, Chris' row)

Profile Edit Screen

**Edit Profile**
Joe Doe (jdoe@doe.com)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date:


Gender: Male Female

Phone Number:

Fax Number:

NT Login:

URL:

[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 shows the MyGaDOE user interface. At the top left is the GaDOE logo. To its right is a search bar labeled 'Search Districts' and a navigation menu with letters A-Z. A green banner at the top right says 'Welcome to MyGaDOE' with links for 'Help Desk Portal' and 'Online Documentation'. Below the banner, a message notification says 'You have (0) new messages.' The main content area displays 'Reset passphrase for user J. Doe (jdoe@doe.com)' with a green 'Reset Passphrase' button. A red arrow points to this button with the text 'Click Here'. The left sidebar contains 'Site Navigation' (Home, Logout), 'Information Technology' (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and user information for 'Chris Rivera' (Account Information, Add to Favorites, Help Desk Portal). At the bottom, there is a footer with links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', and a copyright notice for 2005-2009 Georgia Department of Education.

Reset Passphrase

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

The screenshot displays the MyGaDOE user interface. At the top, there is a search bar for districts and a navigation menu with letters A-Z. A green banner reads "Welcome to MyGaDOE" with links for "Help Desk Portal" and "Online Documentation". A notification bar indicates "You have (0) new messages".

The main content area shows a confirmation message: "Reset passphrase for user Joe Doe (jdoe@doe.com)". Below this is a green button labeled "Reset Passphrase" and a red confirmation message: "Passphrase has been changed to Good5\$ActiveFriends".

The left sidebar contains navigation sections: "Site Navigation" with links for Home and Logout; "Information Technology" with links for COPS Financial, Data Collection, View Documents, Facility and School Registry, and Message Center; and user information for "Chris Rivera" with links for Account Information, Add to Favorites, and Help Desk Portal.

At the bottom, there is a "Hide Navigation" button and a footer with links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with the copyright notice: "Copyright © 2005-2009 Georgia Department of Education".

Learn how to access the Portal Provision Matrix and its function on determining proper Organization and Application roles available for user provisioning.

- **Application Role Mapping selection.**
- **Organization Role Mapping Selection.**
- **Common Provisioning Problems.**

Provision Matrix – Security Officer Guide to User Provisioning

- **Provides listing of available application roles for each application within the MyGaDOE Portal.**
- **Provides listing of default application roles provided for each organization role within the MyGaDOE Portal.**



Provision Matrix – Role Mapping Access












Apply for a GaDOE Account


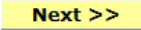
STEP 1	STEP 2	STEP 3	STEP 4
Enter User Information	Select Districts And Roles	Select Applications And Roles	Request Submission Summary


Step 3




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.

-  CCRPI
 -  Principal - Principal
-  EOPA
-  Exceptional Students
-  Full Time Equivalent
 -  School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.
-  GUIDE
 -  School User (Read Only) - School level user for read only
-  Student Class Application
-  Student Record
-  Technology Inventory

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

- Principal(CCRPI)
- School Level User(Full Time Equivalent)
- School User (Read Only)(GUIDE)

The Provision Matrix can be accessed through a link on the Request Provisioning wizard, steps 2 & 3.

The link is located near the top, shown here.

Provision Matrix – Application Mapping

Organization/Application Role Mapping

Application: CPI Legacy
 Organization Role: Select an Organization Role

Organization Role: CPI Legacy

Organization Role	Application Roles			
	HelpDesk	Program Manager	School System User	Superintendent
Administrator(Department)				
Administrator(Division)				
Charter School Administrator			X	
Charter School Superintendent				X
Content Manager(Department)		X		
Content Manager(Division)		X		
Content Manager(Professional)		X		
CPI Coordinator(District)			X	
CPI Coordinator(RESA)			X	
Help Desk(Department)	X			
Help Desk(Division)	X			
State School Administrator(School)			X	
State School Superintendent(School)				X
Superintendent(District)				X
Superintendent(RESA)				X

[Close](#)

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:
 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				
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			
State School Administrator(School)				X	
State School Superintendent(School)					X
Superintendent(District)					X
Superintendent(RESA)					X

[Close](#)

FTE – Role Mapping

Organization/Application Role Mapping

Application:
 Organization Role:

Organization Roles mapped to Application Roles for Application : Full Time Equivalent

Organization Roles	Application Roles						
	Administrator	Helpdesk	Other School Staff	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						
FTE Coordinator(District)						X	
FTE Coordinator(RESA)						X	
Help Desk(Department)		X					
Help Desk(Division)		X					
Instructional Staff(ETC)		X					
Principal(School)					X		
School User(School)			X				
State School Administrator(School)						X	
State School Superintendent(School)							X
Superintendent(District)							X
Superintendent(RESA)							X

[Close](#)

Student Record – Role Mapping

Organization/Application Role Mapping

Application:
 Organization Role:

Organization Roles mapped to Application Roles for Application : Student Record

Organization Roles	Application Roles						
	Administrator	Helpdesk	Other School staff	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						
Help Desk(Department)		X					
Help Desk(Division)		X					
Portal User(District)						X	
Portal User(RESA)						X	
Principal(School)					X		
School User(School)			X				
State School Administrator(School)						X	
State School Superintendent(School)							X
Student Record Coordinator(District)						X	
Student Record Coordinator(RESA)						X	
Superintendent(District)							X
Superintendent(RESA)							X

[Close](#)

Primary Role Management – Role Mapping

Organization/Application Role Mapping

Application: Organization Role:

Organization Roles mapped to Application Roles for Application : Primary Role Management

Organization Roles	Application Roles		
	District Editor	State Admin	State Viewer
Help Desk(Division)		X	
Program Administrator(Division)			X
Security Officer(Agency)			X
Security Officer(District)	X		
Security Officer(Department)			X
Security Officer(School)	X		
Security Officer(Division)			X

[Close](#)

Provision Matrix – Org Role Mapping

Organization/Application Role Mapping

Application: Organization Role:

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

- CPI Legacy
- Interactive Reports
- Portal

[Close](#)

- Counselor (School)
- CPI Coordinator (District)**
- CPI Coordinator (Other)
- CPI Coordinator (RESA)
- CTAE District User (District)
- CTAE School User (School)
- CTAE State Director (Division)
- 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)
- EIP State User (Division)

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.

Charter School Administrator (School) – App Role Mapping

Organization/Application Role Mapping

Application: Organization Role:

Application/Application Roles mapped for Organization Role: Charter School Administrator (School)

- Assessment Rescore Request
- BRIDGE Data
- CCRPI
 - › District User - District User
- Consolidated Application
- COPS Planning
- CPI Legacy
 - › School System User - CPI School System User
- Document Management
- ELP Assessment Participation
- EOPA
- EOPA Reports
- Facility and School 2008
- Finance
- Financial Review
- Free & Reduced Lunch
- FTE SURVEY DATA
- Full Time Equivalent
 - › School System User - Application functionality for their specific system/district, and run reports
- Grants Accounting
- Grants Net
- GSHS Reports
- GUIDE

Charter School Superintendent (School) – App Role Mapping

Organization/Application Role Mapping

Application: Organization Role:

Application/Application Roles mapped for Organization Role: Charter School Superintendent (School)

- ☐ CCRPI
 - ▶ Superintendent - CCRPI Superintendent
- ☐ Consolidated Application
 - ▶ Superintendent - Application functionality for their specific system/district
- ☐ COPS Planning
- ☐ CPI Legacy
- ☐ Document Management
- ☐ EIP Innovative Model Assurances Form
- ☐ EOPA
- ☐ EOPA Reports
- ☐ Facility and School 2008
- ☐ Finance
- ☐ Financial Review
- ☐ Free & Reduced Lunch
- ☐ FTE SURVEY DATA
- ☐ Full Time Equivalent
- ☐ Grants Accounting
- ☐ Grants Net
- ☐ Invoice Application
- ☐ Portal

Principal (School) – App Role Mapping

Organization/Application Role Mapping

Application: Organization Role:

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

☰ CCRPI

☰ EOPA

☰ Exceptional Students

☰ Full Time Equivalent

› School Level User - User at a School who is principal and the user can see the FTE school level reports for their assigned school.

☰ GUIDE

› School User (Read Only) - School level user for read only

☰ Portal

☰ School Calendar

☰ Student Class Application

☰ Student Record

☰ Technology Inventory

[Close](#)

Security Officer (School) – App Role Mapping

Organization/Application Role Mapping

Application:

Organization Role:

Application/Application Roles mapped for Organization Role: Security Officer (School)

Portal

Primary Role Management

▶ District Editor - (Assign, Edit) User can assign, change, and remove primary and secondary user for that district organization role.

Security Administration

[Close](#)

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
Chris Rivera (chris.x46flyer@gmail.com)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date: (MM/DD/YYYY)

Gender: Male Female

Phone Number:

Mobile Number: Will be used by GADOE to send alerts/communication

Fax Number:

NT Login:

URL:

[Reset Passphrase](#) [View Secure Data](#)

Application Role(s): Portal - User
Student Record - Superintendent
Student Record - School System User
Consolidated Application - Superintendent
Consolidated Application - School System User
CPI Legacy - Superintendent
CPI Legacy - School System User
Facility and School 2008 - District Consumer
Facility and School 2008 - District Contributor
SIP Framework - School Admin
School Calendar - School User

Organization Role(s): Dundee County - Consolidated Application Coordinator
Dundee County - CPI Coordinator
Dundee County - Facilities Coordinator
Dundee County - FTE Coordinator
Dundee County - Grants Management Preparer
Dundee County - Grants Management Submitter
Dundee County - Portal User
Dundee County - Security Officer
Dundee County - Student Record Coordinator
Dundee County - Superintendent
Dundee County - Technology Coordinator

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
Student Record - Superintendent
Student Record - School System User
Consolidated Application - Superintendent
Consolidated Application - School System User
CPI Legacy - Superintendent
CPI Legacy - School System User
Facility and School 2008 - District Consumer
Facility and School 2008 - District Contributor
SIP Framework - School Admin
School Calendar - School User

Organization Role(s): Dundee County - Consolidated Application Coordinator
Dundee County - CPI Coordinator
Dundee County - Facilities Coordinator
Dundee County - FTE Coordinator
Dundee County - Grants Management Preparer
Dundee County - Grants Management Submitter
Dundee County - Portal User
Dundee County - Security Officer
Dundee County - Student Record Coordinator
Dundee County - Superintendent
Dundee County - Technology Coordinator

Understand the use for and requirements in updating and maintaining the Primary Role Management application.

- **Associated with RAVE Communication Alert system.**
- **Accessing Primary Role Management Application.**
- **Five primary roles assigned in the Primary Role Management application.**
- **Primary and Secondary contacts for each role.**

Primary Role Management – RAVE Alert Platform Association

The Rave Alert platform also allows the GaDOE to communicate with key district personnel outside of emergency events, where routine communications still need to travel quickly across the organization to ensure business operations continue.

Rave Alert offers:

- Outbound communication in seconds via text, email, and voice calling.
- Automatic polling for quick responses in real time.
- Two-way communication enabling employees to communicate back to the Georgia Department of Education via text and email.

In order to receive Rave notifications as soon as they are available, updated mobile phone and email contact information within the MyGaDOE Portal is required.

Security Officer – Primary Role Management

Responsibility for maintaining assigned users to identified roles in Primary Role Management application.

- Assessment Director
- Security Officer
- Special Education Director
- Superintendent
- Technology Coordinator

Tied to RAVE Communication System Alerts.

Accessing Primary Role Management Application

The screenshot displays a web application interface. On the left is a 'Site Navigation' menu with the following items: Home, Logout, Dundee County (with a sub-menu), Security Administration (with a sub-menu), SIP Framework, School Calendar, and Chris Rivera (with a sub-menu). The Dundee County sub-menu includes Consolidated Application, Data Collection, View Documents, Registration, Facility and School Registry, and Message Center. The Security Administration sub-menu includes Request Approval, Add Person, Certify Users, and Primary Role Management. The Chris Rivera sub-menu includes Account Information, Add to Favorites, and Help Desk. In the center, a 'Surveys' window is open, showing tabs for New (0), Saved (0), Submitted (0), Approved (0), and Reports. The main content area of the Surveys window displays 'No new surveys available' and a 'More' link.

The Primary Role Management application can be accessed through the Security Administration fly-out menu

Five Primary Roles Assigned in Primary Role Management

A Primary Contact must be selected for the following Organization Roles; Superintendent, Security Officer, Assessment Director, Special Education Director, and Technology Coordinator.


Primary Role Management [User Reports](#)

Districts: Organization Roles:

* User in **Blue color** denotes "Suspended User"

District Name	Organization Role	Primary Contact	Secondary Contact
Dundee County	Assessment Director	- Select User -	- Select User -
Dundee County	Security Officer	- Select User -	- Select User -
Dundee County	Special Education Director	- Select User -	- Select User -
Dundee County	Superintendent	- Select User -	- Select User -
Dundee County	Technology Coordinator	- Select User -	- Select User -

Mobile Phone Numbers Required for RAVE Communication

District Name	Organization Role	Primary Contact	Secondary Contact
Dundee County	Assessment Director	- Select User -	- Select User -
Dundee County	Security Officer	<input type="text"/>	- Select User -
Dundee County	Special Education Director	- Select User - Dundee, SecOfficer 	- Select User -
Dundee County	Superintendent	Editor, TIF	- Select User -
Dundee County	Technology Coordinator	techcoordinator, techinventory	- Select User -

Users who are set up with the appropriate Organization Role will appear in the Select User drop down, also users who have a Mobile Phone number listed in their Portal Account profile will be indicated by the Phone Icon beside their name.

Primary Contacts Required for Each of the Five Roles

A Primary Contact must be selected for each of the primary organization roles. A Secondary Contact is encouraged but not required. If one of the Primary Contact roles remains empty, Security Officers will receive notification emails requesting that information be updated.

Primary Role Management [User Reports](#)

Districts: Organization Roles:

* User in **Blue color** denotes "Suspended User"

District Name	Organization Role	Primary Contact	Secondary Contact
Dundee County	Assessment Director	- Select User -	- Select User -
Dundee County	Security Officer	- Select User -	- Select User -
Dundee County	Special Education Director	- Select User -	- Select User -
Dundee County	Superintendent	- Select User -	- Select User -
Dundee County	Technology Coordinator	- Select User -	- Select User -

Summary Zoom



Introduction


Presented by
Chris Rivera
GaDOE Service Desk Manager
Chris.Rivera@doe.ga.gov | 404.656.4222



Richard Woods, Georgia's School Superintendent | Georgia Department of Education | Educating Georgia's Future

Understand basic user provisioning and how it works within the MyGaDOE Portal and the capabilities a user has in requesting and managing their own account.


- Portal Provisioning Basics.
- Portal Provisioning Workflow.
- Signing up for a Portal Account and New Account Setup Wizard.
- Organizational Security Officer Approvals.
- Application Security Officer Approvals.



Richard Woods, Georgia's School Superintendent | Georgia Department of Education | Educating Georgia's Future

Outline the capabilities and responsibilities a MyGaDOE Portal user has in managing their own account.


- Request Provisioning, Add or Remove Organizational Roles and/or Application roles.
- Change/Update Account Profile Information.
- Add or Change Challenge Questions and Answers.
- Change Passphrase.



Richard Woods, Georgia's School Superintendent | Georgia Department of Education | Educating Georgia's Future

Identify the responsibilities a MyGaDOE Portal Security Officer has in managing the users associated with their assigned organization and understand the tools the Portal Security Officer has for managing user accounts.

- 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.
- Maintain Primary Role Management application assignments.



Richard Woods, Georgia's School Superintendent | Georgia Department of Education | Educating Georgia's Future

Learn how to access the Portal Provision Matrix and its function on determining proper Organization and Application roles available for user provisioning.


- Application Role Mapping selection.
- Organization Role Mapping Selection.
- Common Provisioning Problems.



Richard Woods, Georgia's School Superintendent | Georgia Department of Education | Educating Georgia's Future

Understand the use for and requirements in updating and maintaining the Primary Role Management application.

- Associated with RAVE Communication Alert system.
- Accessing Primary Role Management Application.
- Five primary roles assigned in the Primary Role Management application.
- Primary and Secondary contacts for each role.



Richard Woods, Georgia's School Superintendent | Georgia Department of Education | Educating Georgia's Future

Questions?

How to Get Additional Assistance:

The preferred manner to request assistance from the Technology Services Service Desk Team is by using the **Help Desk Portal** link on both the left side of the MyGaDOE Portal menu and on the top blue Information bar.

To Login to the MyGaDOE portal please follow this link:

<https://portal.doe.k12.ga.us/Login.aspx>

You may also request assistance by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.

Technology Services - Service Desk
Georgia Department of Education

www.gadoe.org

   @georgiadeptofed

 youtube.com/georgiadeptofed



**EDUCATING
GEORGIA'S FUTURE**

