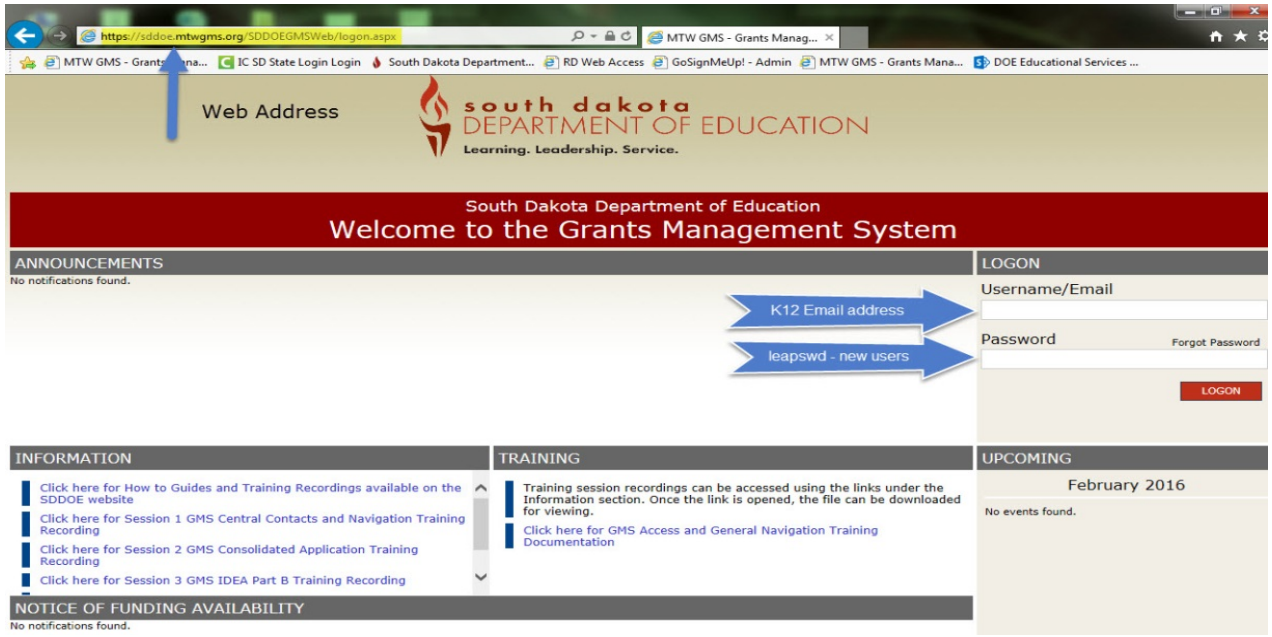
STEP 1: LOG IN



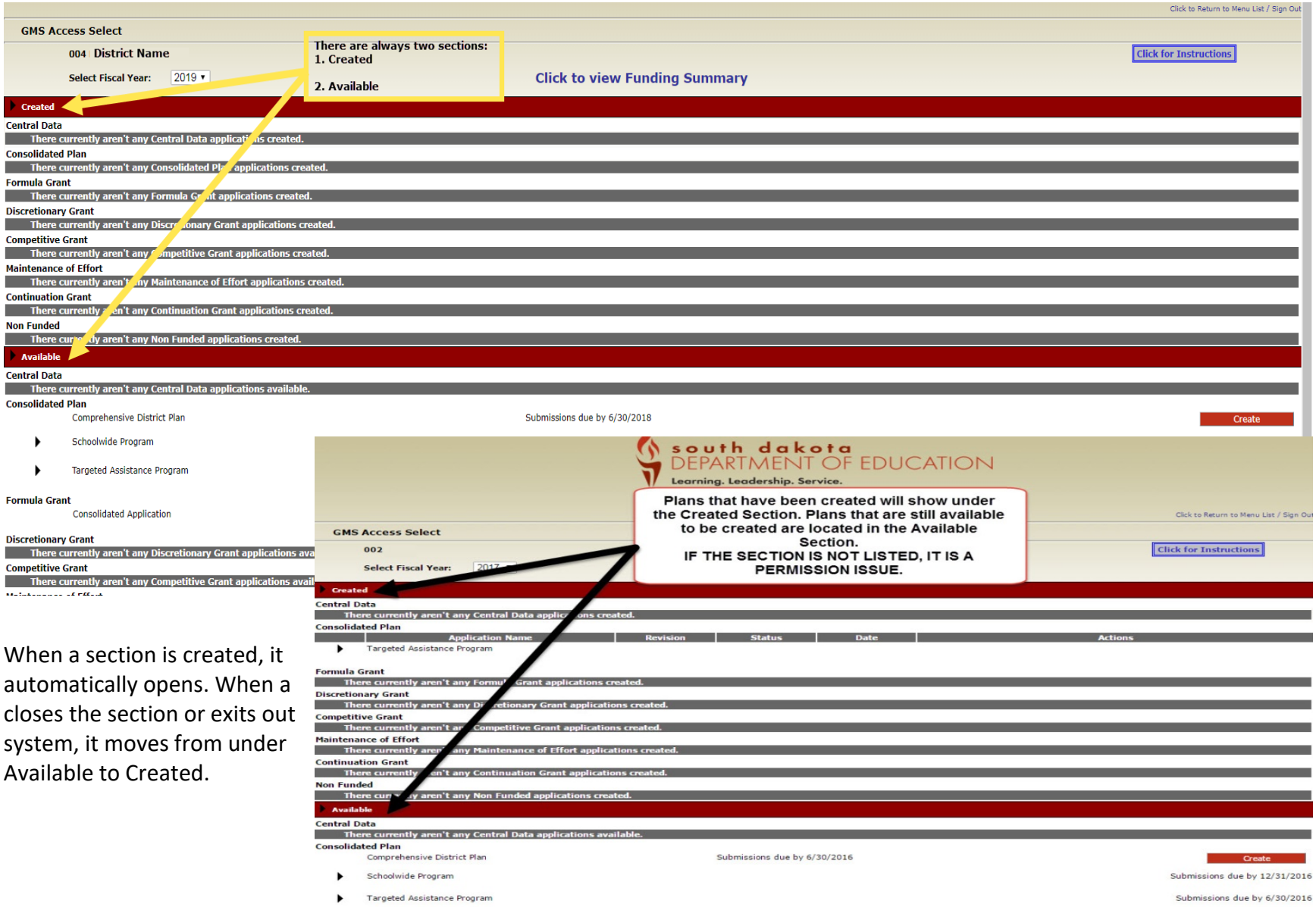
Only Building Principals have initial access to create the school sections unless someone else has been given access by the Superintendent or Business Manager using the User Maintenance feature to setup up access within the district.

STEP 2: GO TO GMS ACCESS/SELECT PAGE

STEP 3: GMS/ACCESS SELECT

1. The first time the system is accessed each day, it may default to the 2020 screen. Be sure to check and to change to 2021 if necessary.

2. If nothing has been created for the 2020-2021 school year, the screen will look like this.

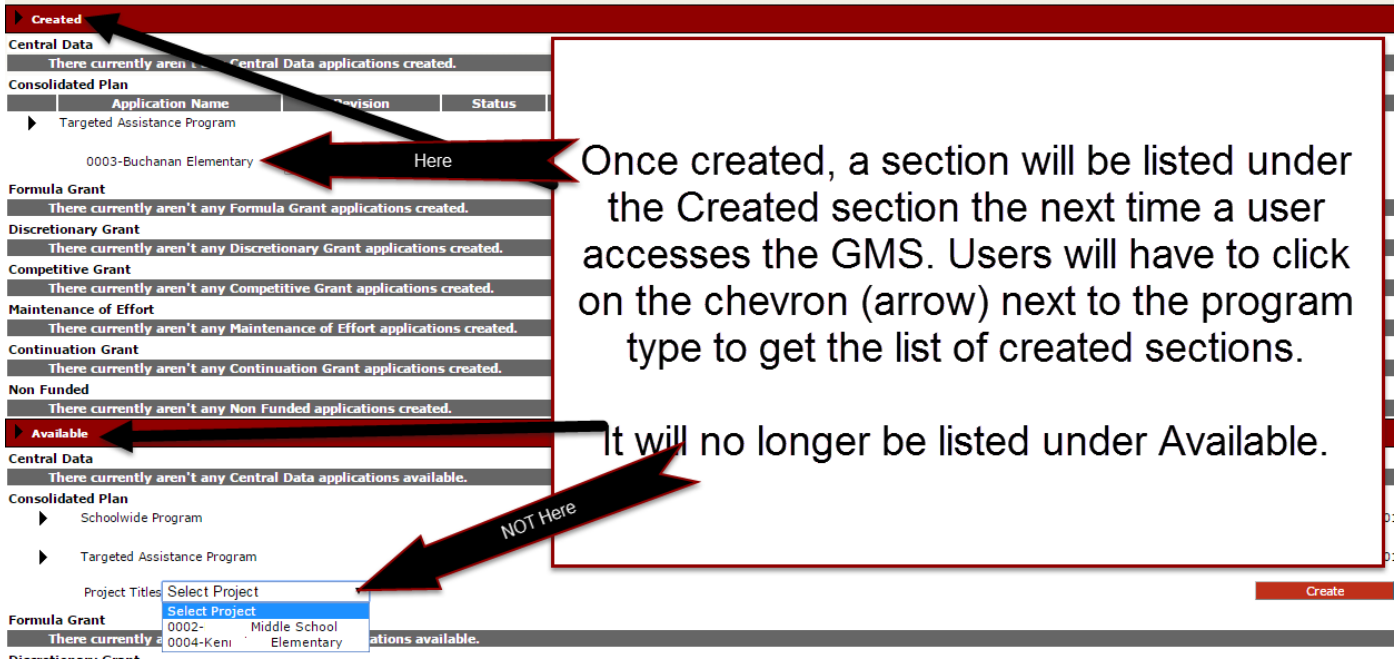


3. When a section is created, it automatically opens. When a user closes the section or exits out of the system, it moves from under Available to Created.

REMINDERS:

a. Only Building Principals have access to create the school sections unless someone else has been given access by the Superintendent or Business Manager using the User Maintenance feature to setup up access within the district.

   If this is not how the district/school want this to be handled, please contact Cody Stoeser: cody.stoeser@state.sd.us.

b. Users MUST select the correct type of Title I program. The system will list ALL available schools under both types of programs. Please see this list if unsure: https://doe.sd.gov/title/documents/20-TitleIs.pdf.

ONCE A SECTION IS CREATED IT WILL NO LONGER BE LISTED UNDER AVAILABLE. IT WILL BE UNDER CREATED