

GMS User Maintenance Guide

Table of Contents

Introduction	2
Quick Tips & FAQs.	2
Forgot Password	3
New User Set-Up and Modifying Existing Account	4
Removing a User	6
Definition of Roles	7

Introduction

The GMS User Logon Page gives access to the Federal Grants awarded to an LEA through users entering their email address and assigned password.

Forgot Password: The Forgot Password link allows a user to request a password if they no longer can logon because of a forgotten password. When requested, the user will receive an email with a one-time temporary password. Upon entering the temporary password, the user will be requested to change their password. There are no minimum requirements for passwords.

Quick Tips & FAQs

> I have a question about GMS User Maintenance. Who do I contact?

Before contacting SDDOE directly, please review this entire document. We have tried to list clear step-by-step instructions so that users do not need to rely on our specialists' availability to receive answers to their questions.

In the event that your question is not answered within this document, please contact the Grants Management Office.

> I need a GMS User account. What now?

Please skip ahead to the <u>New User Set-Up</u> section.

> Why is my password not working?

If you receive an error message stating that your password has expired or not working, please follow the <u>Forgot</u> <u>Password</u> instructions on page 3.

> I have an GMS User account but I'm switching districts. How do I change my security access to the new district?

Please see the section Modify Existing Users.

> I requested a new account for my superintendent. How do I know if their account was created?

If you have submitted a **New User Request** on behalf of a coworker or supervisor, you will not receive a notification email once that process has been completed. Only the email address listed on the New User account will receive a notification. Please have the requested new user themselves check their email for the GMS User notification.

> My organization has two District Admins or LEA Business Managers listed, but one of them isn't with our district anymore. How do we remove them?

Please have the current District Admin or Business Official remove any outdated Users using the instructions listed in the section <u>Removing a User.</u>

Forgot Password

Step 1. If a user has either forgotten their password – OR – has an expired password, enter the user's email address and click the **Forgot Password** link.

bepartment of Education Leerning. Leedership. Service.					
South Dakota Department of Education Welcome to the Grants Management System					
ANNOUNCEMENTS	LOGON				
The FY 2018 Consolidated Application is now available on the Department of Education's Grants Management System, or GMS. You may access the application, links to how-to guides, and training videos here	Username/Email				
Due to the late availability of the Consolidated Application, DOE will approve pre-award costs starting July 1, 2017, for applications submitted in a substantially approvable form by Sept. 30, 2017 – provided that the costs are allowable and necessary for the					
encient and uningy periormance of the grant accuracy.	Password Forgot Password				
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The deadline is consistent for Consolitation deallosities in Consolitation and Conso	LOGON				
The dealine to complete the consoniated application is Sept. 30, 2017.	Public Access				
INFORMATION TRAINING	UPCOMING				
If you have forgotten your password or want to reset it, click on Forgot Password above the Logon button. You will receive a temporary password by email. Once you longon you will be promoted to chance the password.	August 2017				
Use of Funds Overview for the ESSA Consolidated Application Programs	No events found.				

Step 2.

NOTICE OF FUNDING AVAILABILI

A **one-time temporary password** will then be emailed to the email address that was entered.

When the user enters this password, he or she will be prompted to change the password. Note: It is best to copy and

paste the temporary email rather than typing it in.

PASSWORD EXPIRED - PLEASE CHAN	IGE
Old Password	
New Password	
Confirm New Password	
CHANGE CANC	EL

Helpful Hint!

Once the user has entered their email address and temporary password, this box (to the left) will appear. The user must enter the temporary password in the Old Password box in order to create a new password. Do not attempt to input previous password once the Forgot Password process has been initiated. <u>Do not</u> <u>click on Forgot Password multiple times.</u>

A bete: Only District Admin and LEABusinessMgr Roles have the ability to add/modify users for their district/agency. If you currently do NOT have this ability, contact SD DOE Grants Management Office a 605-773-3248 A ther logging in, select the User Maintenance link from the Menu List.		
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		If the form you need is not listed, contact your Security Coordinator :
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Step 4. To modify an existing user, click on a username. The User Request Box will pop up and you will be able to unassign or reassign roles. If you need to remove a user from your District, follow the instructions under "Remove a User" on the next page.

GMS LEA User Maintenance				
		Organization: Rapid City Area		NEW USER
	User	name/Email	SEARCH	
DISTRICT USERS				
Name	Email Address	User Role		
Jr Bettelyoun	jr.bettelyoun@k12.sd.us	leaViewOnly		
Dustin Blaha	dustin.blaha@k12.sd.us	leaDataEntry , BookKeeper		
Todd Christensen	todd.christensen@k12.sd.us	leaPrincipals		
Daniel Conrad	daniel.conrad@k12.sd.us	leaPrincipals		
Cher Daniel	cher.daniel@k12.sd.us	leaPrincipals		
Cary Davis	cary.davis@k12.sd.us	leaPrincipals , leaPrincipalDataEntry		
Mike Deming	mike.deming@k12.sd.us	leaPrincipals , leaDataEntry , BookKeeper , leaPrincipalDataEntry		
Anita Deranleau	anita.deranleau@k12.sd.us	leaDataEntry , BookKeeper		
Mary Duncan	mary.duncan@k12.sd.us	leaDataEntry , BookKeeper , leaBusiness Mgr , leaPrincipals , leaPrincipalDataEntry		

NEW USER REQUEST

Rapid City	Area			
First Name:	Todd			
Last Name:	Christensen			
Email:	todd.christensen@k12.sd.u	s		
Role:	leaPrincipals			
AVAILABLE BU	JSINESS ROLES		BUSINESS ROLES TO ASSIGN	
BookKeeper BookKeeper	assign	^	leaPrincipals Principals for SW-TAS Plans	unassign

Removing a User Z Note: Only remove users who have already left the District. If you remove someone currently working in the District, they will no longer have access to your District information. Step 1. After logging in, select the User Maintenance link from the Menu List. Menu List You have been granted access to the forms below by your Security Administrator Administrative ccess / Select LEA Central Data Funded Applications Non-Funded Data Collections If the form you need is not listed, contact your Security Coordinator : Your email address is: mary.duncan@k12.sd.us If this is not correct, please contact your Security Coordinator to provide correct address. Step 2. Locate username from the list you wish to remove. GMS LEA User Maintena ization: Rapid City Area Orga Username/Email ARCH DISTRICT U Email Address User Role Jr Bettelyoun jr.bettelyoun@k12.sd.us leaViewOnly Dustin Blaha dustin.blaha@k12.sd.us leaDataEntry , BookKeeper Todd Christense todd.christensen@k12.sd.us leaPrincipals Daniel Conrad daniel.conrad@k12.sd.us leaPrincipals Cher Daniel cher.daniel@k12.sd.us leaPrincipals Cary Davis cary.davis@k12.sd.us leaPrincipals , leaPrincipalDataEntry Mike Deming mike.deming@k12.sd.us leaPrincipals , leaDataEntry , BookKeeper , leaPrincipalDataEntry Anita Deranleau anita.deranleau@k12.sd.us leaDataEntry , BookKeeper Mary Duncan marv.duncan@k12.sd.us leaDataEntry , BookKeeper , leaBusiness Mgr , leaPrincipals , leaPrincipalDataEntry Step 3. Select User Step 4. On the bottom of the user panel, select "Remove" REMOVE CLOSE UPDATE 6

Definition of User Roles

Bookkeeper – Can edit & save grant applications and reimbursements. Cannot submit grant applications or reimbursements to SDDOE.

Bookkeeper21st Cent – This role can access and edit the 21st Century applications only. Cannot submit applications.

LEADataEntry- Can only access and edit the Central Data Application. This role should be assigned with anyone who has Bookkeeper rights.

LeaPrincipals - Can only access and edit the School Wide, Targeted and Comprehensive District plans. This role needs to be assigned with the correct attendance centers. Can submit plans to District Admin/Superintendent. Districts will need to assign the correct attendance with this role.

LeaPrincipalDataEntry- This role gives access to the 1003a applications for Principals. Only schools that receive this grant should assign users this roll.

DistrictAdmin - Can submit applications and Reimbursements to SDDOE. Can sign assurances on behalf of the District/Agency. This role is assigned to Superintendents or users that are authorized to submit applications.

DistrictAdmin21stCentury – This role is used for Agencies that only receive the 21st Century Grant. Can access, edit and submit applications.

LEABusinessMgr - Can submit applications and Reimbursements to SDDOE. Can sign assurances on behalf of the District/Agency. This role is assigned to the District/Agency main fiscal officer or users that are authorized to submit applications and reimbursements.

LEABusinessMgr21stCent - This role is used for Agencies that only receive the 21st Century Grant. Can access, edit and submit applications.

LeaViewOnly – Users have View only access.