

Menu List

To add new users to your district you will want to click "User Maintenance."

You have been granted access to the forms below by your Security Administrator

Administrative

[User Maintenance](#)

GMS Access / 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: [kelly.glodt@k12.sd.us](mailto:kelly.glodt@k12.sd.us)

If this is not correct, please contact your Security Coordinator to provide correct address.

You can search for users using the search option.

GMS LEA User Maintenance  
Organization: Pierre

NEW USER

Username/Email test.testerson@k12.sd.us

SEARCH

DISTRICT USERS

To add a new user, click on "New User."

Name	Email Address	User Role
Rob Coverdale	rob.coverdale@k12.sd.us	leaPrincipals
Kyley Cumbow	kyley.cumbow@k12.sd.us	leaPrincipals
Kelly J. Glodt Ph.D.	kelly.glodt@k12.sd.us	DistrictAdmin
Kelly Hansen	kelly.hansen@k12.sd.us	leaPrincipals
Bill Kaiser	bill.kaiser@k12.sd.us	leaPrincipals
Brandon Lowery	brandon.lowery@k12.sd.us	leaPrincipals
Darla Mayer	darla.mayer@k12.sd.us	leaBusiness Mgr
Kevin Mutchelknaus	kevin.mutchelknaus@k12.sd.us	leaDataEntry , leaPrincipals , BookKeeper , DistrictAdmin
Ryan Noyes	ryan.noyes@k12.sd.us	leaPrincipals
District Rep	distrep	leaBusiness Mgr , DistrictAdmin
ViewOnly Representative	ViewOnly	seaViewOnly
James Stubkjaer	james.stubkjaer@k12.sd.us	leaPrincipals
MTW Tester	MTW_Test	DistrictAdmin
Troy Wiebe	troy.wiebe@k12.sd.us	DistrictAdmin , leaPrincipalDataEntry , leaPrincipals

You will fill out the individuals first and last name, and email, you will assign business roles, and attendance centers. Once you have assigned the individual, click "update." The new user will receive an email with their temporary password to sign in to the system. They will be prompted to change their password the first time they sign in.

**DISTRICT USERS**

Name	Email Address
Rob Coverdale	rob.coverdale@k12.sd.us
Kyley Cumbow	kyley.cumbow@k12.sd.us
Kelly J. Glodt Ph.D.	kelly.glodt@k12.sd.us
Kelly Hansen	kelly.hansen@k12.sd.us
Bill Kaiser	bill.kaiser@k12.sd.us
Brandon Lowery	brandon.lowery@k12.sd.us
Darla Mayer	darla.mayer@k12.sd.us
Kevin Mutchelknaus	kevin.mutchelknaus@k12.sd.us
Ryan Noyes	ryan.noyes@k12.sd.us
District Rep	distrep
ViewOnly Representative	ViewOnly
James Stubkjaer	james.stubkjaer@k12.sd.us
MTW Tester	MTW_Test
Troy Wiebe	troy.wiebe@k12.sd.us

**NEW USER REQUEST**

**Pierre**

First Name:

Last Name:  x

Email:

Role: No role requested

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**AVAILABLE BUSINESS ROLES**

BookKeeper  
 BookKeeper assign

DistrictAdmin  
 District Superintendent assign

leaBusiness Mgr  
 LEA Business Manager Budget Review assign

**BUSINESS ROLES TO ASSIGN**

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**AVAILABLE ATTENDANCE CENTERS**

0001 assign

Georgia Morse Middle School  
 0002 assign

Buchanan Elementary  
 0003 assign

Jefferson Elementary

**ASSIGNED ATTENDANCE CENTERS**

UPDATE
REMOVE
CLOSE

NEW USER REQUEST

Pierre

First Name: Test

Last Name: Testerson

Email: test.testerson@k12.sd.us

Role: leaDataEntry, leaPrincipals, BookKeeper, DistrictAdmin

AVAILABLE BUSINESS ROLES

BookKeeper  
BookKeeper  
assign

DistrictAdmin  
District Superintendent  
assign

leaBusiness Mgr  
LEA Business Manager Budget Review  
assign

BUSINESS ROLES TO ASSIGN

BookKeeper  
BookKeeper  
unassign

DistrictAdmin  
District Superintendent  
unassign

leaDataEntry  
District Data Entry  
unassign

AVAILABLE ATTENDANCE CENTERS

T.F. Riggs High School  
0001  
assign

Georgia Morse Middle School  
0002  
assign

Buchanan Elementary  
0003  
assign

ASSIGNED ATTENDANCE CENTERS

T.F. Riggs High School  
0001  
unassign

UPDATE REMOVE CLOSE

After you have assigned roles you may click on the individuals name and see what is assigned to that individual.

DISTRICT USERS

Name	Email Address
Rob Coverdale	rob.coverdale@k12.sd.us
Kyley Cumbow	kyley.cumbow@k12.sd.us
Kelly J. Glodt Ph.D.	kelly.glodt@k12.sd.us
Kelly Hansen	kelly.hansen@k12.sd.us
Bill Kaiser	bill.kaiser@k12.sd.us
Brandon Lowery	brandon.lowery@k12.sd.us
Darla Mayer	darla.mayer@k12.sd.us
Kevin Mutchelknaus	kevin.mutchelknaus@k12.sd.us
Ryan Noyes	ryan.noyes@k12.sd.us
District Rep	distrep
ViewOnly Representative	ViewOnly
James Stubkjaer	james.stubkjaer@k12.sd.us
MTW Tester	MTW_Test

Test Testerson test.testerson@k12.sd.us

Trnv Wiehe

trnv.wiehe@k12.sd.us

DistrictAdmin . leaPrincipalDataFntv .