New User to GMS
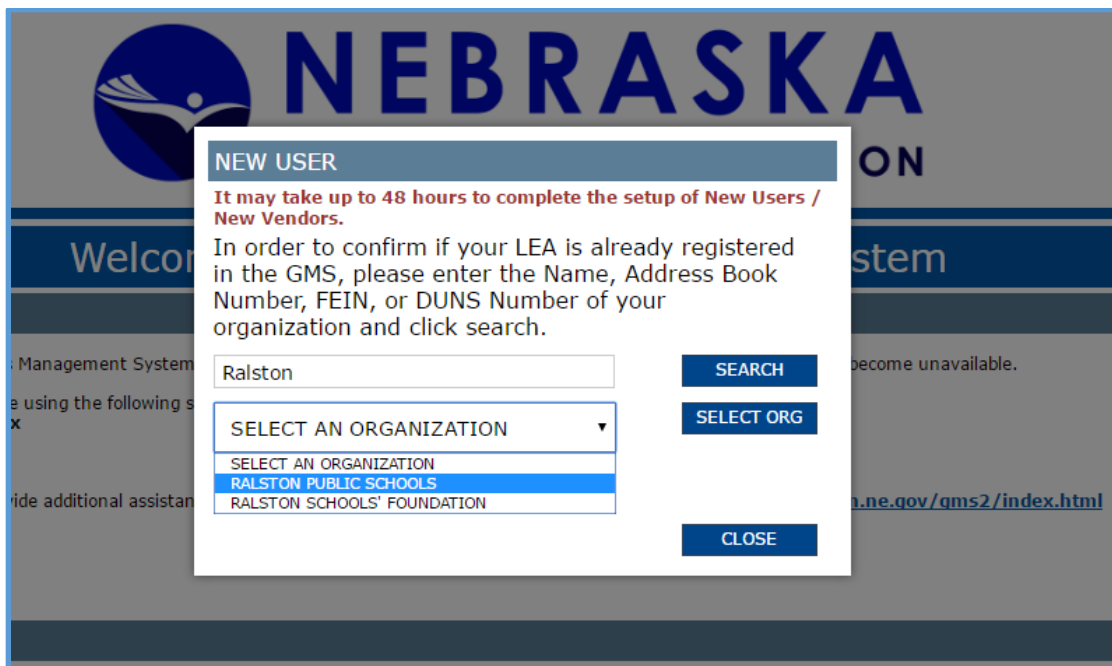
If a user has NEVER accessed GMS before, the user needs to register in Grants Management System by clicking on the "New User" link found in the login box.

A New User box will appear. The user will need to identify the LEA they wish to be associated and click the SEARCH button.

After clicking the SEARCH button, a drop-down box will appear. Select the LEA from the drop-down list.
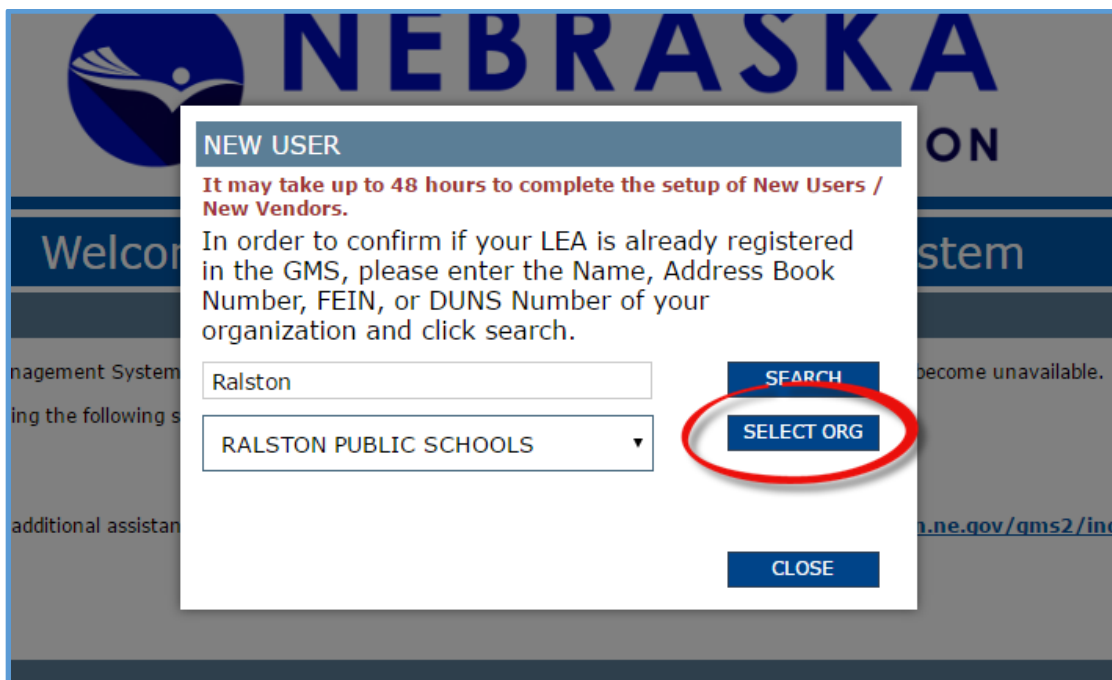
Once the selected organization is selected, click on the SELECT ORG button.

After clicking the SELECT ORG button, the user will be provided with the credentials for the users authorized to add users for the organization. More importantly, the user needs to proceed by clicking the REQUEST button to provide the user credentials to organization.

The New User Request form consists of four pieces of information: First Name, Last Name, Email, and Role. The role is the business role* the user is requesting.

Click the SUBMIT button to send an email of your request to the authorized user for the organization.

*Business Role Definition of Duties:
- View only—Can only view information on both application and payment sides. Cannot create, save, or submit anything.
- Data Entry—All View only rights. Can create and save on application and payments sides. Can only submit applications, amendments, and reimbursement requests to the District Administrator.
- Bookkeeper—All View only and Data Entry rights. Can submit reimbursement requests directly to NDE. Can only submit applications and amendments to the District Administrator.
- District Administrator—All View only, Data Entry, and Bookkeeper rights. Can submit applications, amendments, and reimbursement requests directly to NDE.

District Administrators who need access or change positions, will be required to submit a request to the NDE Security Administrator, Michelle Michl, in order to assign them to the appropriate district/agency.