



NDE GMS Team

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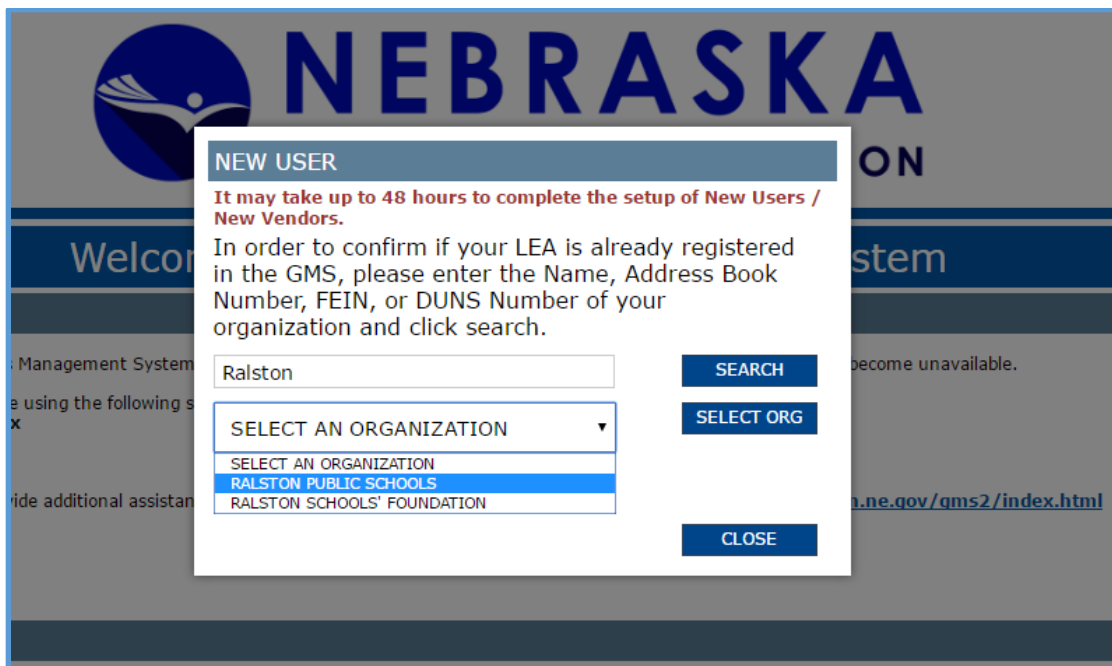
NDE.GMSData@nebraska.gov

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.



NEBRASKA

NEW USER

It may take up to 48 hours to complete the setup of New Users / New Vendors.

In order to confirm if your LEA is already registered in the GMS, please enter the Name, Address Book Number, FEIN, or DUNS Number of your organization and click search.

Ralston

SEARCH

SELECT AN ORGANIZATION

SELECT AN ORGANIZATION

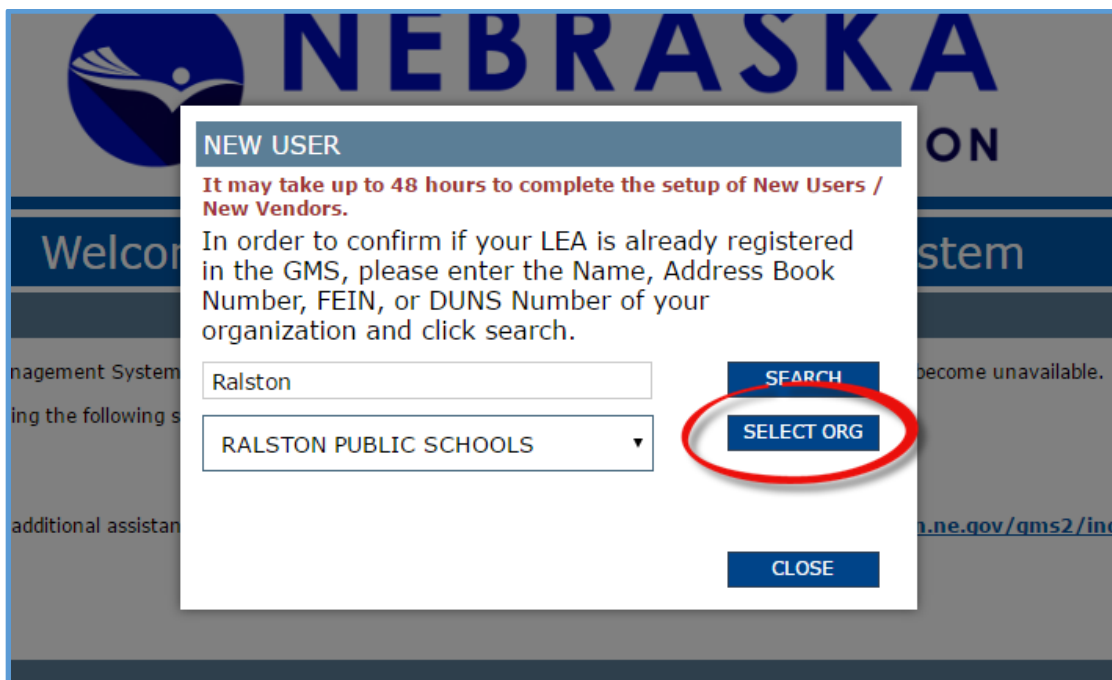
RALSTON PUBLIC SCHOOLS

RALSTON SCHOOLS' FOUNDATION

SELECT ORG

CLOSE

Once the selected organization is selected, click on the SELECT ORG button.



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Ralston

SEARCH

SELECT AN ORGANIZATION

SELECT AN ORGANIZATION

RALSTON PUBLIC SCHOOLS

RALSTON SCHOOLS' FOUNDATION

SELECT ORG

CLOSE

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.

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Ralston

SEARCH

RALSTON PUBLIC SCHOOLS

SELECT ORG

RALSTON PUBLIC SCHOOLS

The following individual(s) is authorized to add new users for your organization. Your request for credentials will be routed to these individuals.

Jason Buckingham
jason_buckingham@ralstonschools.org

Mark Adler
madler@ralstonschools.org

REQUEST **CLOSE**

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.

NEW USER REQUEST

RALSTON PUBLIC SCHOOLS

First Name
Michelle

Last Name
Michl

Email
michelle.michl@nebraska.gov

Role
Data Entry

SUBMIT **CANCEL**

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.