

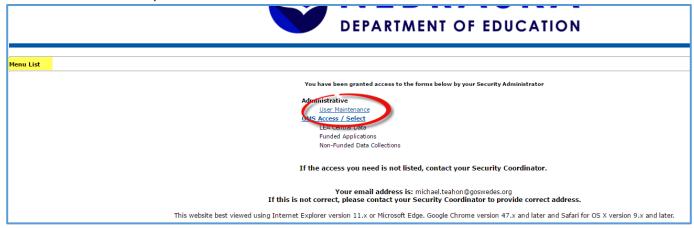
NDE GMS Team

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New GMS Front Door - District Admin User Guide

As the GMS district admin, you have special power to determine the access a user can have within your district or agency. You also have the ability to remove powers previously assigned as well as any user who is no longer a part of your district or agency.

As the GMS district admin, your menu list after login will look different than other district level users. You will have an administrative option called User Maintenance.



Within User Maintenance, you will find any new user requests as well as the list of current district users and their assigned user role.

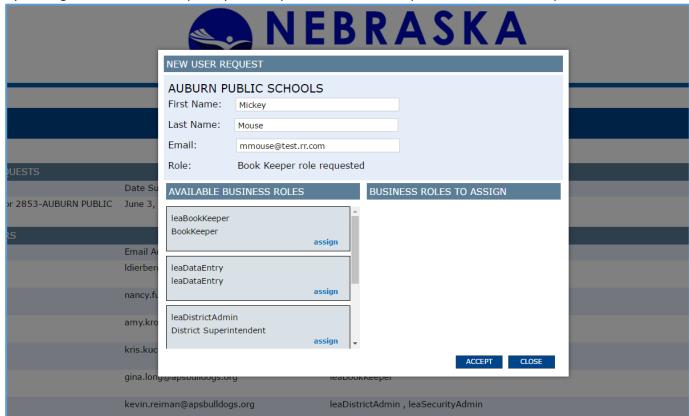


If you have any New User Requests, you will see a line of information including date submitted.



****** So, who is a "New User"? A new user is someone who has NEVER been in GMS. If a user has used GMS, there is a way to get them access and we will go over it later in this document.

By clicking on the new user request, you will open the New User Request form the user completed.



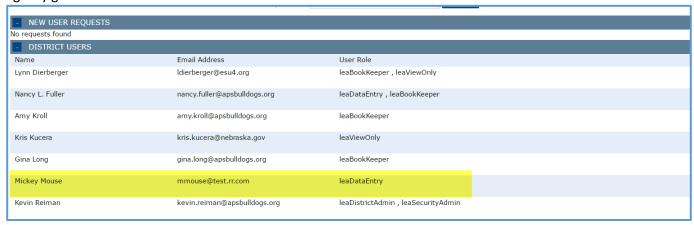
You will see the new user's first and last name, email, and the requested user role. The requested user role is the user's request, and does not have to be what ultimately is assigned to the user. (YOU are the only one who can make the user role determination.) On the left side, you are provided with a list of user role options. You must select at least one, by clicking "assign", from the list of available business role on the left.

	NEBRASKA	
	NEW USER REQUEST	
=	AUBURN PUBLIC SCHOOLS First Name: Mickey Last Name: Mouse Email: mmouse@test.rr.com Role: Book Keeper role requested	
Date Su C June 3, Email A	leaBookKeeper BookKeeper BookKeeper assign	
ldierberg	leaDataEntry leaDataEntry assign	
amy.kro kris.kuc gina.lon	District Superintendent assign	
	eiman@apsbulldogs.org leaDistrictAdmin , leaSecurityAdmin	

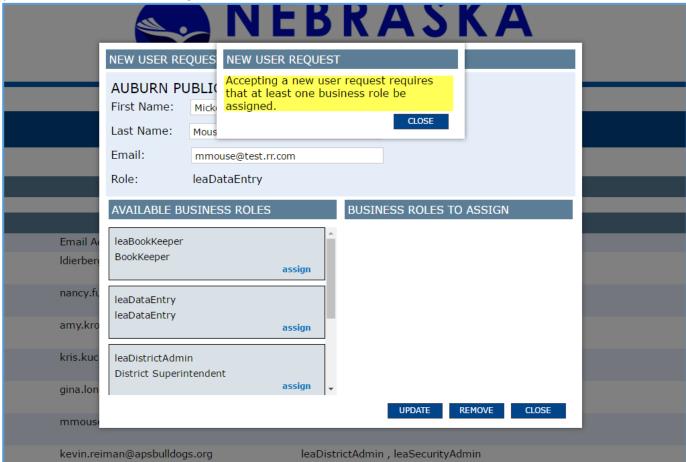
Once there is an assigned user role, click accept, and a message will display the request as accepted and successful.



The new users should now be displayed in the district user list and have the appropriate access to the district or agency grants.



Once a district user is assigned a user role, it is the responsibility of the district admin/security admin to update users and/or to remove users as positions change. Updating users requires selection of a district user; and assigning a business role or removing the assignment of business role. Please note, when updating district users, you are not allowed to not assign a user role.



District users will remain in their current assignment unless you reassign a user role OR you remove them entirely from the list.

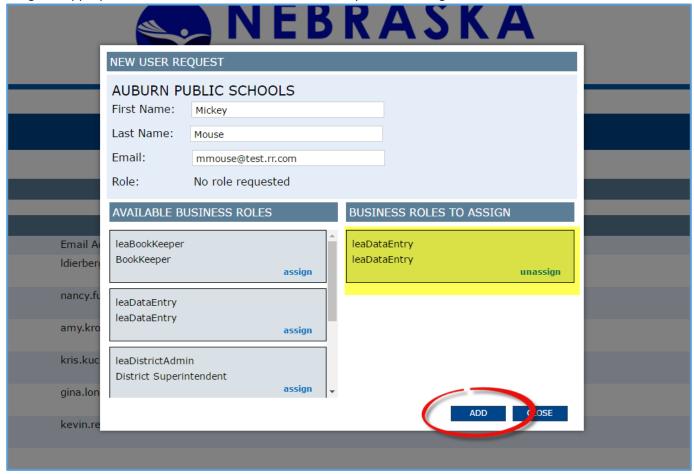


***** Mickey Mouse is no longer listed as a district user after selecting the REMOVE button from the new user request.

If you have a new employee who has access to GMS, but not for your district, you will be able to use the search box at the top center of the User Maintenance page. Simply type in the user's email address and click the SEARCH button.



The new user request box will open with the user's first and last name and email. The only thing you need to do is assign an appropriate business role so the user can access your district's grants, and click the ADD button.



This will also work if you need to provide access to ESU folks who may be assisting you in completing grants applications, amendments, and reimbursement requests.

It is important you play a part in the grant process in your district and we hope this user maintenance will help you to facilitate with providing access to those who need it. But, as Ben Parker told a young Peter Parker, "With great power, comes great responsibility." There should be one and only one DistrictAdmin-SecurityAdmin and it should be YOU! We need you to make sure user roles are assigned, but the most important one is your role. Please use it wisely.

Additional Notes:

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 Admin who change positions, will be required to <u>submit a request</u> to the NDE Security Administrator, Michelle Michl, in order to assign them to the appropriate district/agency.