



Grants Management Connection

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GME Help is Just a Click (Or Two) Away

For most of us, multi-tasking is a standard practice rather than an optional way of moving through our work days. Our time is a precious commodity and when we need information or assistance, we usually need it RIGHT.THIS.VERY.MOMENT.

The good news is there is a first line of assistance available to all GME users that doesn't require a phone call or email. Help is just a few clicks away in the Grants Management system **Document Library**, accessed from the GME main menu, where you will find numerous GME User Reference Guides.

The GME **Document Library** also houses past webinars and previous issues of Grants Management Connection, enabling you to stay up to date on all resources provided through the year.

For moments when direct assistance is needed, the Grants Management team is available to you by phone at **(602) 542-3901** or via email at Grants@azed.gov. Our email address is a great resource when something appears in GME that doesn't make sense to you, such as an unclear error message or the dreaded "Unexpected Results..." message. Take a screen shot of what you see and send it directly to us at Grants@azed.gov, so we can get to work resolving any issue you may be having.

Please don't hesitate to let us know how we can better help you, as we continue to develop better tools for all GME users for the purpose of improving educational support for Arizona's communities.

Last Call for On-Site Training

In addition to providing assistance over the phone and online, Grants Management has face-to-face support opportunities. In earlier issues of Grants Management Connection, we announced Grants would be scheduling on-site technical support and training sessions in collaboration with the County Superintendents' Offices throughout six Arizona counties during the 2016-2017 school year. If your organization is interested in on-site training, it is not too late to reserve a spot on our tour!

For this opportunity to personally connect with your Grants Team, you can contact us at Grants@azed.gov with County Training Request as the subject line. Please also include the following information: County name, contact information, preferred training dates and desired technical support topics.



*"You cannot hope to
build a better world
without improving
the individuals."
~ Marie Curie*



GME News You Can Use

Are either of these scenarios applicable to you?

- Your district/organization has changed or will be changing your email domain, resulting in a change of email addresses for all users.
- You have had a name change, which resulted in a change of email address.

If so, it is important to remember there is a relationship between your email address/User ID in ADEConnect and GME. When changes occur, keep the following in mind:

- Email address(es) must be identical in both ADEConnect and GME, requiring updates to both systems in the event of changes.
- If ADEConnect is updated first, rather than GME, users will not be able to access the Grants Management system.
- Email address updates in ADEConnect may need to have the "Grants Management" relationship (permission) added back by your Entity Administrator for that system. Contact ADESupport at (602) 542-7378 if assistance is needed.
- ADEConnect changes require up to 24 hours to sync with GME. Please plan accordingly so you are prepared for a small amount of time without access to GME.

Stay tuned for future information on this topic! The Grants Management and ADESupport teams are working on user guidance to facilitate a seamless email change process. In the meantime, should your email address change, please contact the Grants Management team at (602) 542-3901 or Grants@azed.gov, so we can assist you in taking the correct first steps in the process.



Upcoming Trainings

Title: GME Navigation Basics

Date & Time: December 21, 2016, 11:00 AM - 12:00 PM

Location: Webinar

Title: Funding Application Overview

Date & Time: December 22, 2016, 11:00 AM - 12:00 PM

Location: Webinar

Title: User Roles and User Access Administration in GME

Date & Time: January 11, 2017, 11:00 AM - 12:00 PM

Location: Webinar

Title: GME Navigation Basics

Date & Time: January 12, 2017, 11:00 AM - 12:00 PM

Location: Webinar

Title: Funding Application Overview

Date & Time: January 18, 2017, 11:00 AM - 12:00 PM

Location: Webinar

For more session details and to register for GMU Training, visit ADE's Event Management Calendar at <https://ems.azed.gov/Home/Calendar>