

User Roles and User Access Administration

LEA/External Users



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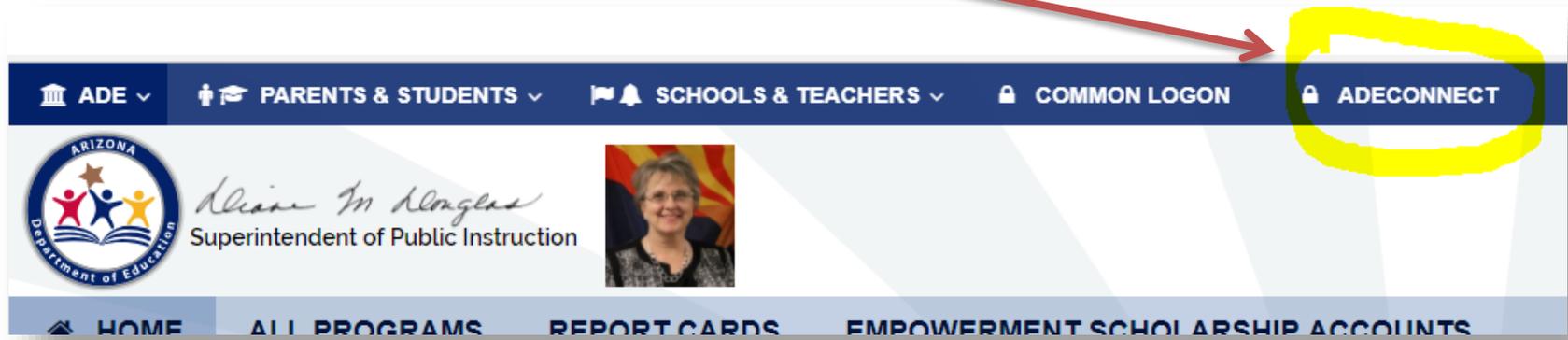
LEA User Access Administrator



- This role only pertains to GME
- The **LEA User Access Administrator** role is given to those in GME who will be **granting and editing user rights** for their assigned organization
- Each organization is required to keep their users' access updated, so that the appropriate people have the correct access (quarterly audit is recommended)
- For this **critical GME role** it is recommended that **at least two users** within the organization have this role

ADEConnect

To access the Grants Management System users must first log into the [ADEConnect](http://www.azed.gov/) portal found at <http://www.azed.gov/>



If unable to access [ADEConnect](#), contact your organization's [Entity Administrator](#) or [ADESupport](#) at 602.542.7378

LEA User Access Administrator versus Entity Administrator

ADE Connect Entity Administrators Can:

Add new users

Add Entity Access

GME LEA User Access Administrators Can:

Edit User Access



- Organizations are encouraged to have at least two individuals with these roles in each system

It all starts in ADEConnect....

ADEConnect

- **Not sure who your organization's ADEConnect Entity Administrator is?**
 - Contact ADESupport at 602-542-7378
 - Use "Find Entity Administrator" tool on the ADEConnect portal (<http://www.azed.gov/>) or select the blue person icon next to the Entity ID #.

ADEConnect

- **ADEConnect Entity Administrator creates new user in ADEConnect**
 - Provide "Grants Management" role
 - New user then needs to click on the "Grants Management" role

ADEConnect

- **ADEConnect Entity Administrator needs to update existing user information**
 - If only adding "Grants Management" role to existing user with no other changes, proceed
 - If updating user name and/or email – **STOP!** Reach out to ADESupport and Grants Management to coordinate the changes

....and is completed in GME

GME

- **Not sure who your organization's GME LEA User Access Administrator is?**
 - Contact Grants Management team at 602-542-3901
 - Access GME at <https://gme.azed.gov>; Search > Organizations; click on Address Book in main menu, then [View All District Contacts](#)

GME

- User clicks on the Grants Management link in ADEConnect
- **LEA Association** role is generated for GME to recognize the user
- **LEA User Access Administrator** can then add GME role(s) for the user

GME

- **LEA User Access Administrator needs to update roles and/or user profile for existing user**
 - If only updating roles for existing user with no other changes, proceed
 - If updating user name and/or email - these changes **MUST** be coordinated with ADESupport and Grants Management

What Roles Can be Assigned?

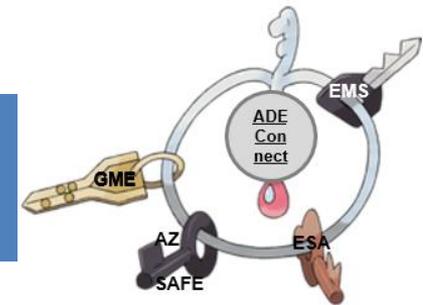
Role	Description
LEA User Access Administrator	<ul style="list-style-type: none"> • Add and remove roles in GME • Responsible for auditing GME roles
LEA Data View	<ul style="list-style-type: none"> • View unapproved items for his or her LEA; • Cannot add or edit data
LEA Update	<ul style="list-style-type: none"> • Edit specific funding application (including revision); for example, “LEA ESEA Consolidated Update” or “LEA CTE State Priority Update”
LEA Business Manager	<ul style="list-style-type: none"> • Initiate and edit funding application, revisions, reimbursement requests, and completion reports • The first level of approval for applications and revisions • Only role required for reimbursement requests and completion reports
LEA Authorized Representative	<ul style="list-style-type: none"> • Second and final level of approval for funding applications (including revisions) before submitting to ADE
LEA General Statement of Assurances Update	<ul style="list-style-type: none"> • Initiate and update the General Statement of Assurances
LEA Entity Authorized Signer	<ul style="list-style-type: none"> • Approve and submit the General Statement of Assurances to ADE - must be an authorized signer for the entity: <ul style="list-style-type: none"> ➤ Districts: Board President, Superintendent ➤ Charters: Charter Contract Signer ➤ Other Types of Entities: Comparable authorized official
LEA Indirect Cost Request Update	<ul style="list-style-type: none"> • Initiate and submit the Indirect Cost Request

What can the roles do?

Action	Role
Who can initiate funding application, reimbursement requests, and completion reports?	LEA Business Manager
Who can edit funding application?	LEA Business Manager
	LEA [Funding Application Name] Update
Who can edit reimbursement requests and completion reports?	LEA Business Manager
Who can view funding application, reimbursement requests, and completion reports?	All roles, except for the following:
	LEA User Access Administrator
	LEA General Statement of Assurance Update
	LEA Entity Authorized Signer
Who can submit funding application, reimbursement requests, and completion reports?	LEA Business Manager; though, for the funding application, this user is only the first level of approval
	LEA Authorized Representative; though, this user can only submit for the funding application, as it is the second and final level of approval
Who can assign roles in GME?	LEA User Access Administrator
Who can initiate the General Statement of Assurance (GSA)?	LEA General Statement of Assurance Update
Who can submit the General Statement of Assurance (GSA)?	LEA Entity Authorized Signer
Who can initiate and submit the Indirect Cost Request?	LEA Indirect Cost Request Update

Test your Knowledge - Answer

In what system are new users created first?



- New users created in ADEConnect are able to get their GME roles assigned the next business day
- Existing users requiring name and/or email updates should contact ADESupport and Grants Management in order to prevent losing their access and/or roles.

Test your Knowledge

Which role can initiate & submit Reimbursement Requests?



A

LEA Business Manager

B

LEA Data View

C

LEA User Access Administrator

Test your Knowledge - Answer

Which role can initiate and submit Reimbursement Requests?

A LEA Business Manager

LEA Business Managers can also initiate:

- Revisions
- Completion Reports
- Funding Applications

User Access Menu

The screenshot displays the GME Home interface. On the left is a vertical navigation menu with the following items: GME Home, Administer, Search, Inbox, Funding, Reimbursement Requests, LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The 'Administer' menu item is highlighted in blue, and a red box highlights the 'User Access' sub-menu item that appears to the right of it. The main content area shows the 'GME Home' header, followed by 'Academy Del Sol Inc. (108734000)', a section for 'Associated Organizations' with a table, and an 'Announcements' section with a welcome message.

Organization Number	Organization Name
108734000	Academy Del Sol Inc.

Announcements
Welcome to the new GME! (4/1/2013)
ADE is pleased to announce the release of the new - Arizona's Enterprise System

- Hover on Administer, then select User Access from the left hand menu

User Access Menu

User Access

[Create User](#)

Search Users	
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Role:	<input type="text"/>
Organization Name:	<input type="text" value="Begins With"/> <input type="text"/>
Organization Number:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

- Search for existing users using only one of the categories provided; do not complete all categories:
 - Last Name
 - Email
 - Role
 - Organization
- ❖ It is recommended that you enter only the Last Name of the user.

Existing User Access

Search Users

Last Name:

Email Address:

Role:

Organization Name:

Organization Number:

There are 2 matching record(s). Displaying 1 through 2.

Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles
jane.smith@azed.gov	Jane	Smith	Reset Password		
john.smith@azed.gov	John	Smith	Reset Password		

- Once you have found the user, select the yellow notepad icon under Administer Roles to assign roles for this user; this icon also allows you to identify all of the roles that have been assigned to this user;
- If you have a user that is no longer part of the organization, there is an option to Delete All Roles.

Administer Roles Page

- Lists all roles assigned to this user and the organizations those assignments apply to
- Can create additional roles or delete existing roles for this user

Administer Roles

[Return to User Access](#)

[Create Role](#)

Click Create Role to add additional roles to selected user

Roles			
Email Address	Organization	Role	Delete
jane.smith@azed.gov	Academy Del Sol Inc. (108734000)	LEA ESEA Consolidated Update	

Create a Role

- The organization will default to the one you are currently logged into and have selected.

Create Role

The screenshot shows a web form titled "Create Role". The form is divided into three main sections:

- Email Address:** A text input field.
- Organization:** A dropdown menu labeled "LEA:". Below the dropdown, it says "0 Option(s) selected." and provides a link "Select All / Deselect All".
- Role:** A list of roles with checkboxes. The roles listed are:
 - LEA 2014-2015 Head Start Collaboration Update
 - LEA 21st Century Community Learning Centers - Continuing Update
 - LEA 21st Century Community Learning Centers Cont-Yr2 Update
 - LEA 21st Century Community Learning Centers Cont-Yr3 Update
 - LEA 21st Century Community Learning Centers Cont-Yr4 Update
 - LEA 21st Century Community Learning Centers Cont-Yr5 Update
 - LEA 21st Century Community Learning Centers Cycle 15 – New Update
 - LEA 21st Century Community Learning Centers Renewal 2 Update
 - LEA 21st Century Community Learning Centers Renewal 3 Update
 - LEA 21st Century Community Learning Centers Renewal 4 Update
 - LEA 21st Century Community Learning Centers Renewal 5 Update

At the bottom of the form are two buttons: "Create" and "Cancel".

1. Select the correct organization (if it is not the default)
2. Check the box for the role(s) you want to assign; you can check more than one box at a time.
3. Click Create

Deleting a Role

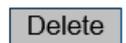
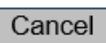
- Search for the User and click on the **Administer Roles** icon

Email Address	First Name	Last Name	Reset Password	Administer Roles	Delete All Roles
jane.smith@azed.gov	Jane	Smith	Reset Password		
john.smith@azed.gov	John	Smith	Reset Password		

- Click the **Delete** icon for the Role you wish to remove from that user

Roles			
Email Address	Organization	Role	Delete
john.smith@azed.gov	Academy Del Sol Inc. (108734000)	LEA ESEA Consolidated Update	

- Confirm deletion

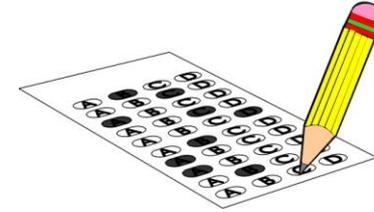
Delete Role	
Email Address:	john.smith@azed.gov
Organization:	Academy Del Sol Inc. (108734000)
Role:	LEA ESEA Consolidated Update
 	



Editing a User

- Please do not edit any users
- To request a name or email address change, this must be completed by Grants Management and ADE Support only
- Contact Grants Management at 602.542.3901 or grants@azed.gov to request a name or email address change

Test Your Knowledge!

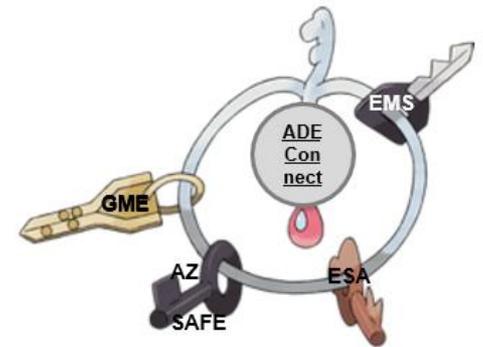


What system does ADE use to connect all their online sources?

- A** ADEConnect
- B** GME
- C** ADE Homepage
- D** SAIS

What system does ADE use to connect all their online sources?

A ADEConnect

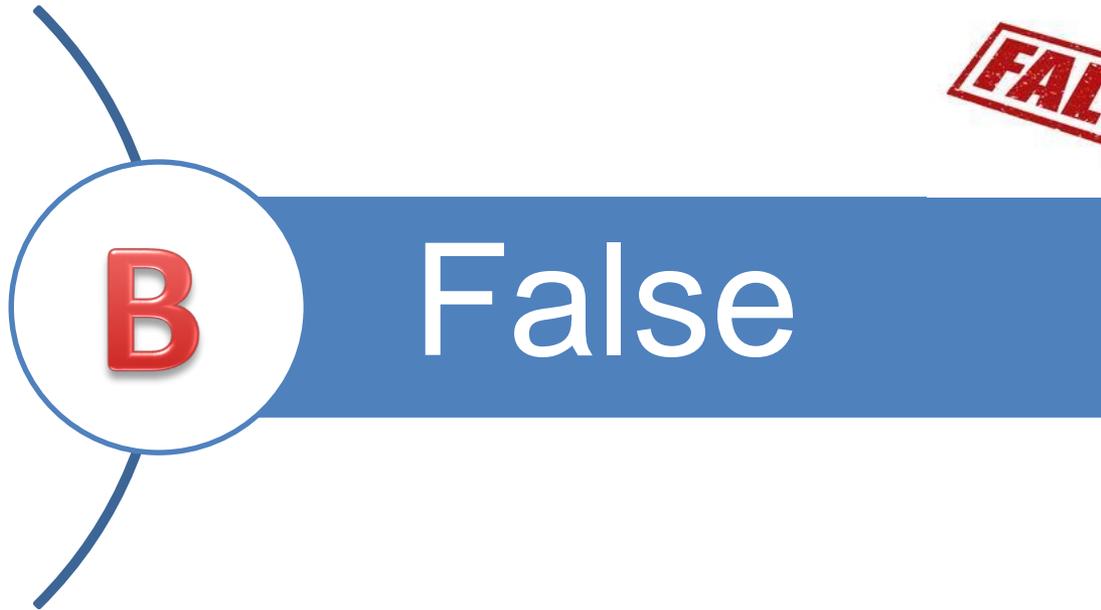


Entity Administrators can assign roles in GME.

FALSE
true

- A** True
- B** False

Entity Administrators can assign roles in GME.



- User Access Administrators can assign roles in GME. Entity Administrators can only assign roles in ADEConnect.

What role(s) in GME can edit/update an application or revision?

- A** LEA <funding application> Update
- B** LEA Data View
- C** LEA Business Manager
- D** LEA Authorized Representative
- E** A and C

What role(s) in GME can edit/update an application or revision?

A LEA <funding application> Update



C LEA Business Manager

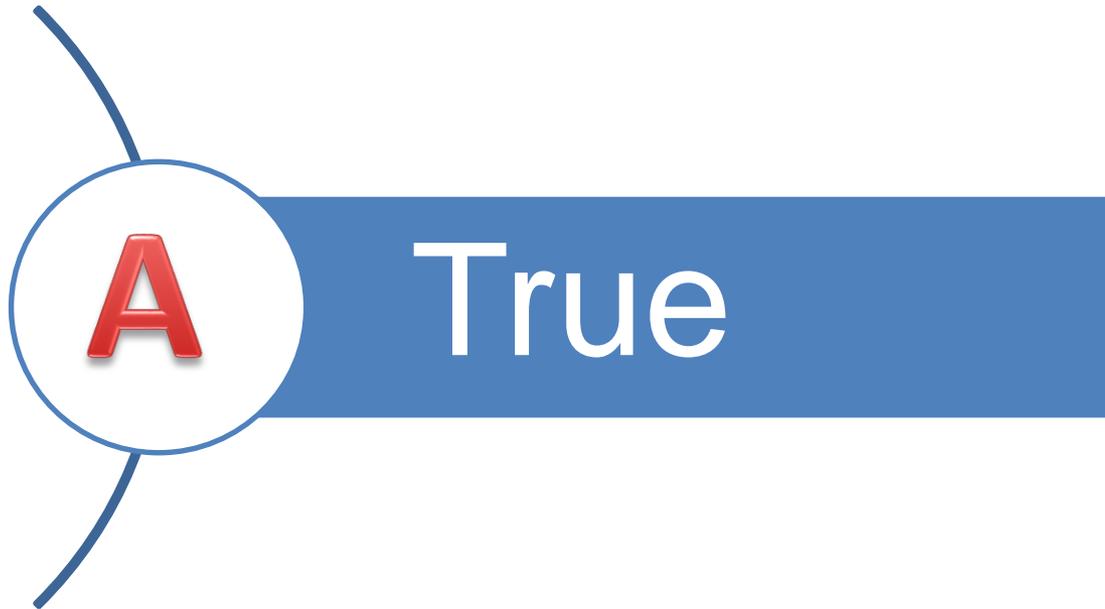


The LEA User Access Administrator has the ability to assign roles specifically for the organizations they are assigned to in GME.

FALSE
true

- A** True
- B** False

The LEA User Access Administrator has the ability to assign roles specifically for the organizations they are assigned to in GME



Survey

<https://www.surveymonkey.com/r/PMP9RZC>

FAQs



➤ How do I delete a user?



A ■
■

- The system does not allow for users to be deleted. You are encouraged to delete all the roles in order to ensure the user doesn't have access and doesn't receive emails from GME. The same is true for ADEConnect.

FAQs



➤ The LEA User Access Administrator for our organization retired and there is no one to make user changes in GME – what do we do?

A ■ ■

- Contact the Grants Management team at 602.542.3901 and select Option 1 for assistance. Once a new LEA User Access Administrator has been assigned, we recommend that they in turn, assign another user to this role for backup.

Need assistance?

Grants Management Resource Library

Program Area & Grant Information

User Guides

Grants Management Staff

Grants Management Hotline
602-542-3901

Grants Management Email
grants@azed.gov

ADEConnect

ADESupport Call Center
602-542-7378

ADESupport Email
adesupport@azed.gov