User Roles and User Access Administration

LEA/External Users

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Arizona Department of Education

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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 portal found at http://www.azed.gov/
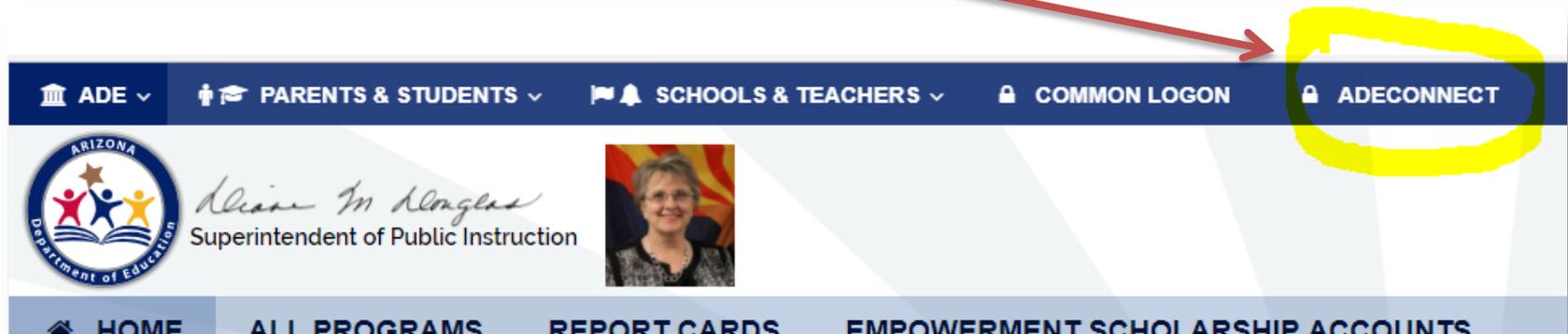
If unable to access ADEConnect, contact your organization's Entity Administrator or ADESupport at 602.542.7378

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

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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/link
  - New user then needs to click on the "Grants Management" link; this will automatically create an account in GME

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 Grants Management to coordinate the changes

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....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 create an account for the user in GME
- **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 - Reach out to Grants Management to coordinate the changes

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How do I add a new user?

As an LEA User Access Administrator, you cannot create a new user. If a new user needs to be added to GME, these steps must be followed:

1. The **Entity Administrator** adds the new user in **ADEConnect** and adds the Grants Management application under the parent organization.

2. The new user logs into **ADEConnect** and clicks on the Grants Management link under their parent organization. This will generate an LEA Association role in GME to grant access.

3. The **LEA User Access Administrator** logs into GME and add GME roles for the new user.

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What Roles Can be Assigned?

| Function	GME Roles	Description
Assigning/Removing Roles	LEA User Access Administrator	• Adds and removes GME roles • Responsible for auditing GME roles
Viewing Data	LEA Data View	• Views unapproved items for assigned LEA • Cannot edit
All Funding Application (including Revisions), Reimbursement Request, and Completion Reports	LEA Business Manager	• Initiates and edits Funding Applications, Revisions, Reimbursement Requests, and Completion Reports • The first level of approval for Funding Applications and Revisions • Only role required for Reimbursement Requests and Completion Reports
All Funding Application (including Revisions)	LEA Authorized Representative	• Second and final approval for Funding Applications and Revisions before submittal to ADE • Cannot initiate or edit
Specific Funding Application (including Revisions), Reimbursement Request, and Completion Reports	LEA [Funding Application] Update	• Edits Funding Applications, Revisions, Reimbursement Requests, and Completion Reports • It is Funding Application specific; therefore, this role can only access the specific Funding Application; for example, LEA CTE State Priority Update • Cannot initiate or approve

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What Roles Can be Assigned? Cont.

Function	GME Roles	Description
General Statement of Assurance	LEA General Statement of Assurances Update	• Initiates and edits General Statement of Assurances
	LEA Entity Authorized Signer	• Review the data entered in the General Statement of Assurance is accurate, including the appropriate initials are that of the LEA Entity Authorized Signed • Approves and submits General Statement of Assurances to ADE; must be an authorized signer for the entity • Districts: Board President or Superintendent Charters: Charter Contract Signer Other Types of Entities: Comparable Authorized Official • Cannot initiate or edit General Statement of Assurances
Indirect Cost	LEA Indirect Cost Request Update	• Initiates, edits, and submits the Indirect Cost Request
Self-Assessment	LEA Self-Assessment Update (or LEA Business Manager)	• Initiates, edits, and submits the Self-Assessment

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What Roles Can be Assigned? Cont.

Function	GME Roles	Description
Planning Tool	School Plan Update	• Allows a user to begin, edit, and submit a school plan
	School Plan Reviewer	• Allows a user to give school-level approval to a school plan • Also has School Plan Update role permissions
	LEA School Plan View	• Allows a user to view a school plan
	LEA School Plan Reviewer	• Allows a user to give district-level approval to a school plan • Also has School Plan Approver and LEA School Plan View role permissions
	LEA Plan Update	• Allows a user to begin, edit, and submit a district plan • Also has LEA School Plan View role permissions
	LEA Plan Reviewer	• Allows a user to give district-level approval to a district plan • Also has LEA School Plan View and LEA Plan Update role permissions.

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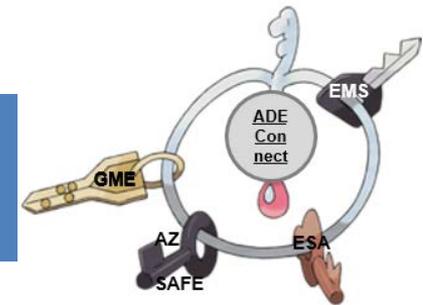Grants Management University

Test your Knowledge
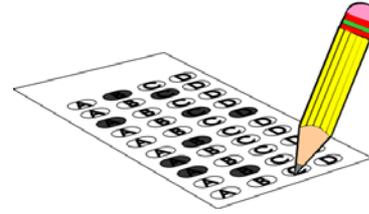
In what system are new users created first?

A GME

B ADESupport

C ADEConnect

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Test your Knowledge - Answer

In what system are new users created first?

ADEConnect

- ➤ New users created in ADEConnect should be associated with GME once they log into ADEConnect and select on the Grants Management link

- ➤ Existing users requiring name and/or email updates should contact 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

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User Access Menu

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

User Access Menu

User Access

Search Users	
Last Name:	
Email Address:	
Role:	▼
Organization Name:	Begins With ▼
Organization Number:	

Search   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.

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Existing User Access

Search Users

Last Name:	smith
Email Address:	
Role:	▾
Organization Name:	Begins With ▾
Organization Number:	

Search | Reset

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	🗑

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Create a Role

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

Create Role

	Create Role
Email Address:	
Organization:	LEA: [dropdown]
Role:	0 Option(s) selected. Select All / Deselect All

- 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

[Create] [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

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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
	Delete Cancel

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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

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Test Your Knowledge!
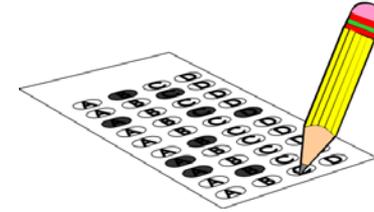
What system does ADE use to connect all their online sources?

A — ADEConnect

B — GME

C — ADE Homepage

D — SAIS

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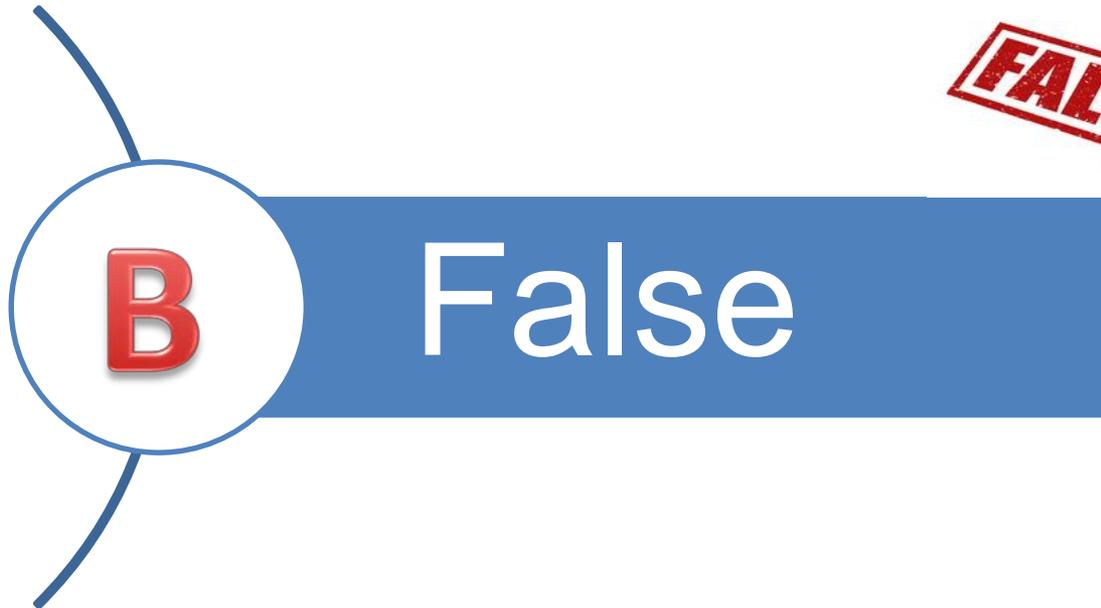

A ADEConnect

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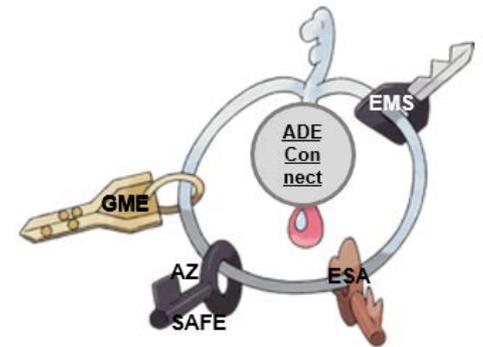
Entity Administrators can assign roles in GME.

A True

B False

Entity Administrators can assign roles in GME.

B False

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

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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?

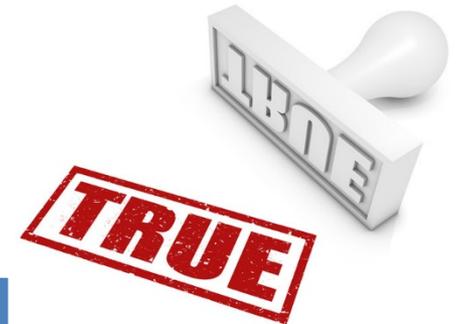**A** LEA <funding application> Update
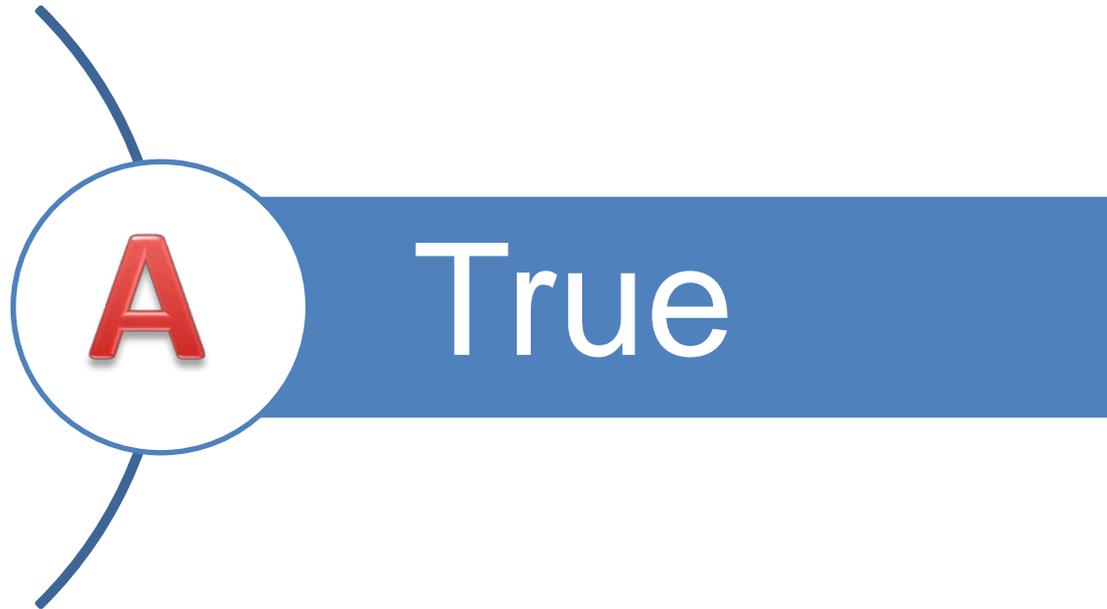
C LEA Business Manager

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

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

A True

FAQs

➢ How do I delete a user?

- 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.

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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.

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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

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