



Alaska Department of Education & Early Development (DEED)

Grants Management System (GMS)

User Access Administrator Guidelines

User Roles

- Each user has role(s) assigned that reflect the user's job functions and authority level.
- Workflow for approval includes these levels:
 1. Update (enter data into system).
 2. Grantee Fiscal Representative (approves at the finance level).
 3. Grantee Authorized Representative (final approval from grantee highest authority – for example: district superintendent or designee).
- Separate roles ensure internal controls. A minimum of two different users must submit the application and revisions for approval in order to maintain internal controls.

For example, if John Doe has the Update role and the Fiscal Representative role for a grantee, then a different individual must submit the application as the Grantee Authorized Representative.

District/Grantee Roles

DISTRICT/GRANTEE ROLES	
ROLE	DESCRIPTION
User Access Administrator Maintains the Users in the system	Allows a District/Grantee user to administer other users for the District/Grantee. Add new users, assign roles, delete roles, reset passwords. EED must add this user to the system
Grantee (Funding Application) Update Updates the Application, Budget Revisions and Reimbursement Requests for appropriate funding application	Allows a District/Grantee to enter and edit information in the appropriate funding application. More than one user can be assigned this role.
Grantee Data View Allows user to view without making any changes in the system	Allows a District/Grantee user to view unapproved items for the District/Grantee.
Grantee Planning Tool Data Entry Updates Planning Tool within Consolidated Application	Allows a District/Grantee to enter and edit the district plan. The district plan includes goals, strategies, and fiscal resources that can be used for any funding application.
Grantee Fiscal Representative Approves the application, budget revisions and reimbursement requests (most likely the Business Manager)	Allows a District/Grantee to take actions associated with the district business manager. This user must provide approval before submission to the district superintendent or designee.
Grantee Authorized Representative Final Approval of application and revisions (most likely the Superintendent or designee)	Allows a District/Grantee to take actions associated with the district superintendent or designee. This user provides the final approval step for the application or revision to be submitted to EED.
Grantee Superintendent	Allows superintendent or designee name to be printed on Grant Awards.

USER FORMS

User Access Administrator Agreement Form: This form is for the designated personnel who will be the User Access Administrator for your entity. This form is to be completed and sent to the Department.

User Agreement Form: This form is for all other users to complete. This form is kept by the User Access Administrator.

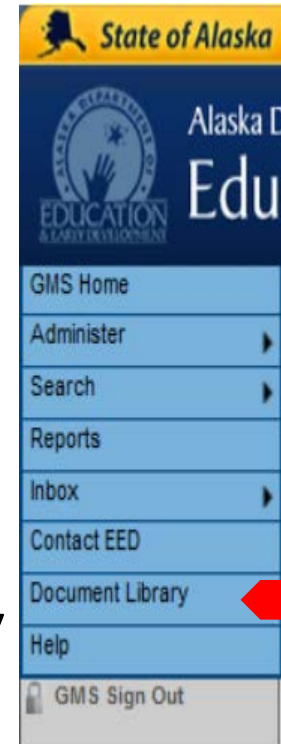
Each user will complete a User Agreement Form choosing the roles specific to their job. The User Access Administrator will complete two different forms, the User Access Administrator Agreement and the User Agreement.

Each grantee user's role will be defined by the user's job function and approval authority level in the organization.



Document Library

- The Document Library is where DEED places resources for you.
- All users can access the Document Library and have the ability to search for Documents based on keywords contained in those documents.
- The User forms are located:
All Users & Applications/User Access Policy and Forms.
- *GMS Application Approval Process is located:
All Users & Applications/System Instructions & Resources/EED GMS Workflow Process*



User Access Administrator

- The *User Access Administrator* administrative user role is set up by the Alaska Department of Education (DEED).
- Each user with this role must be approved by the Grantee's Authorized Representative and the form must be submitted to the DEED.
- The *User Access Administrator* will receive an automatic email with a link to GMS requiring the user to change the password upon receipt.

- The *User Access Administrator* has the ability to enter users in the system for the grantee and to add or delete roles for each grantee user with the approval of the Grantee Authorized Representative.
- *The User Access Administrator will ensure a review of the roles at least twice a year and will maintain documentation of the review.*
- *It is important that there is a clear segregation of duties to ensure internal controls are followed. One person may not be authorized to enter information, approve as a fiscal representative and submit as the authorized representative. **A minimum of two different individuals are required.***

Accessing the System

The screenshot shows the homepage of the Alaska Education Grants Management System (GMS). At the top is a yellow navigation bar with links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employee. Below this is a dark blue header with the Alaska Department of Education & Early Development logo and name. A left sidebar contains links: GMS Home, Search, Contact EED, Document Library, Help, and GMS Sign-In. A red arrow points to the GMS Sign-In link. The main content area is titled 'Alaska Education Grants Management System Home' and features an 'Announcements' section with a notice about the Special Education Discretionary Grant application period being open from April 1st to April 30th, 2015.

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employee

Alaska Department of
Education & Early Development

GMS Home
Search
Contact EED
Document Library
Help
GMS Sign-In

Public Access

Alaska Education Grants Management System Home

Announcements

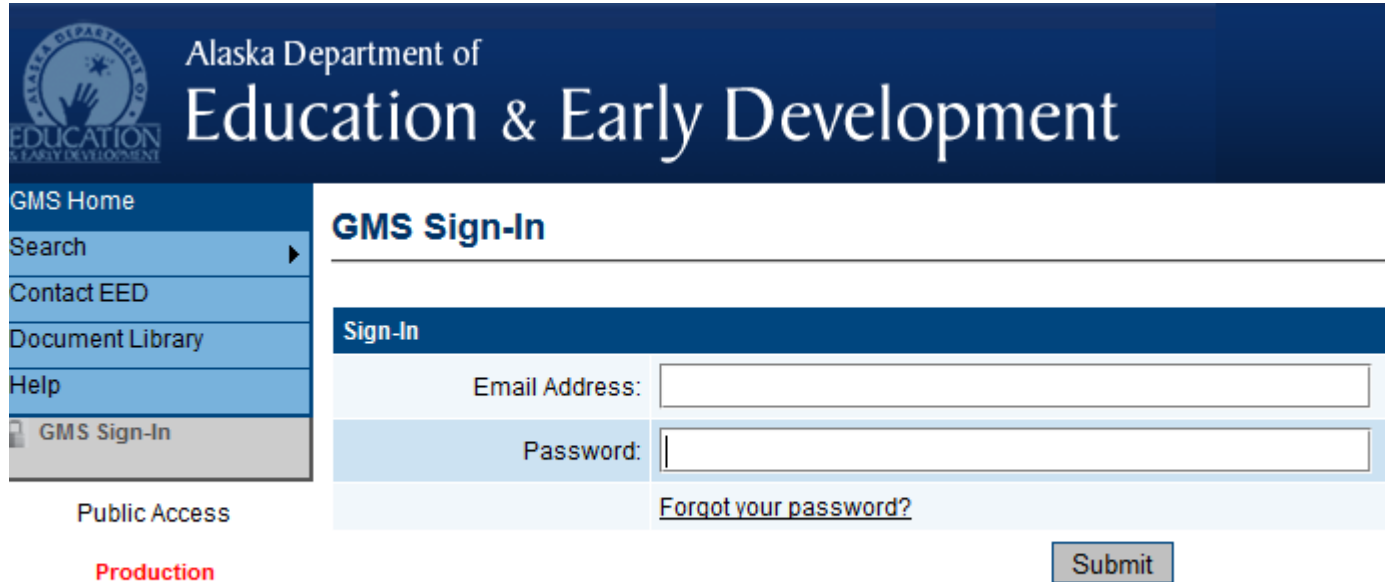
Special Education Discretionary Grant Application Notice (4/1/2015)

Special Education Discretionary Grant application period is now open.

The application window is from April 1st to April 30th. Existing grantees may enter the application information and budget requests directly into the Grants Management System (GMS).

<http://gms.education.alaska.gov/>

SIGN IN



The screenshot shows the GMS Sign-In interface. On the left is a navigation menu with links: GMS Home, Search, Contact EED, Document Library, Help, and GMS Sign-In (highlighted). Below the menu are links for Public Access and Production. The main content area is titled 'GMS Sign-In' and contains a 'Sign-In' section with input fields for Email Address and Password, a 'Forgot your password?' link, and a Submit button.

Alaska Department of
Education & Early Development

GMS Home
Search
Contact EED
Document Library
Help
GMS Sign-In

Public Access
Production

GMS Sign-In

Sign-In

Email Address:

Password:

[Forgot your password?](#)

Submit

Use your email address and password to sign in. Passwords are required to be changed every 90 days. The system will prompt you when it is needed to be changed.

Administering Users

User Access Administrators Only:

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

Alaska Education Grants Management System Home

Administer ▶ **User Access**

Associated Organizations

Number	Organization Name

Announcements

Welcome to GMS! (2/25/2013)
EED is pleased to release its new Grants Management System that will allow LEAs to apply for and manage funding for a number of their grants. Please keep an eye out for updates from EED regarding GMS access and functionality.

Reminders

Create User

- RECOMMENDATION: Search for name before creating a new user in case they are already in the system.
- Click “Create User” link
- Enter new user’s information
 - Phone Extension optional
 - Fax Number optional
- Click “Create”

User Access

Create User

Search Users

Last Name:	
Email Address:	
Role:	
Organization Name:	
Organization Number:	
Search Reset	

Create User	
Email Address:	john.smith@alaska.gov
First Name:	John
Last Name:	Smith
Phone Number:	907-465-6831
Phone Extension:	125
Fax Number:	907-465-6856
Create Cancel	

Assign Roles

- User has now been created but has no roles in the system

Administer Roles

[Return to User Access](#)

[Create Role](#)

Roles		
User ID	Organization	Role
Smith, John (john.smith@alaska.gov) has not been assigned to any roles or has been deactivated.		

Create Role

Create Role

User ID: john.smith@alaska.gov

Organization:

Role: Grantee Fiscal Representative

Create Cancel

- Click “Create Role”
- Select Organization and Role you wish to assign to user
- Same user login can tie to more than one grantee – DEED will need to add the roles for any additional grantees for this user.
 - For example, a contract business manager working with multiple districts/grantees
- Click “Create”

Administer Existing User

Search for existing user by Last Name, Email, Role, and/or Organization

User Access

[Create User](#)

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@alaska.gov	Jane	Smith	Reset Password		
john.smith@alaska.gov	John	Smith	Reset Password		

Administer Roles

- Lists all roles assigned to this user and the organizations those assignments apply to
- Can add new or delete existing roles for this user
- User may have roles at SEA level or LEA level but not both

Administer Roles

[Return to User Access](#)

[Create Role](#)

Roles			
User ID	Organization	Role	Delete
john.smith@alaska.gov		Grantee Funding Application Update	
john.smith@alaska.gov		Grantee Fiscal Representative	

Removing Specific Roles

Click the Administer Roles icon for the desired user

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

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

User ID	Organization	Role	Delete
john.smith@alaska.gov	[REDACTED]	Grantee Funding Application Update	
john.smith@alaska.gov	[REDACTED]	Grantee Fiscal Representative	

Confirm Deletion

Delete Role	
User ID:	john.smith@alaska.gov
Organization:	Alaska Gateway School District (3)
Role:	Grantee Fiscal Representative

Delete Cancel

Only the roles can be deleted for users as the history remains.

NOW WHAT?



- 1. You will receive an email from “noreply@egrantsmanagement.com” with a link to the system directing you to follow the link to change your password.

2. When you click on the link you will be taken to a screen like this:

Change Password

You are required to change your password at this time

Passwords must contain at least eight characters including one uppercase character, one lowercase character, one number, and one special character.

Change Password	
Email:	karla.stephens@alaska.gov
Old Password:	
New Password:	
Confirm Password:	
Save Cancel	



3. Enter your new password in both fields and click “save”. (Passwords are required to be changed every 90 days)

4. You are now ready to add your users!!

FOR ASSISTANCE WITH ADDING USERS

Karla Stephens 907-465-2860 or karla.stephens@alaska.gov

Sheila Box 907-465-8704 or sheila.box@alaska.gov

If you have program questions or general GMS questions, please contact your Program Manager and/or your Grant Administrator.