Grants Management System (GMS)
User Agreement Policy & Procedures

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 – district superintendent).
- 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.

Accessing the Grants Management System (GMS):

- Go to http://gms.education.alaska.gov
- Input user ID & password

Managing Users/Managing Roles:

- In order to have access to GMS every individual must sign a user agreement form
- There are two types of user agreement forms
    1. Agreement for *LEA User Access Administrator* Role
        - The *LEA User Access Administrator* administrative user role is set up by the Alaska Department of Education. Each user with this role must be approved by the Grantee's Authorized Representative and the form must be submitted to the DEED.
        - The *LEA User Access Administrator* will receive an automatic email requiring the user to change the password upon receipt.
        - The *LEA 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 (typically the superintendent in a district.)
        - Each grantee user's role will be defined by the user's job function and approval authority level in the organization. Use the chart titled "District/Grantee Roles" below to determine the role needed for a specific user.
        - *The LEA 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.**

2. *User Agreement* –for all other users except the LEA User Access Administrator
   - The user access roles are set up by the LEA User Access Administrator of the district/grantee.
   - Each user needs to complete and sign the User Agreement form to become an authorized user.
   - The form must be submitted and kept on file with the LEA User Access Administrator in the district/organization.

For ALL users:
- The user will be required to change passwords every 90 days starting July 2014.
- The user's password must not be shared.
- DEED will review users and roles on an annual basis and will notify district /grantees of any questions relating to a user such as incorrect spellings, email addresses, employees that have left the district, etc. DEED reserves the right to rescind a user's access if deemed necessary at any time without prior notification.

DISTRICT/GRANTEE ROLES

ROLE	DESCRIPTION
LEA 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 Date 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 App	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.
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. This user provides the final approval step for the application or revision to be submitted to EED.
Grantee Superintendent	Allows Superintendent name to be printed on Grant Awards.