



Grants Management System (GMS)

USER AGREEMENT

*For all district/grantee user roles except the User Access Administrator
Original copy to be kept on file in district/grantee office for each authorized user*

District/Grantee: _____ Date of request: _____

User First & Last Name: _____ User Title: _____

User Telephone Number: _____ User Email : _____

Purpose of access – Roles Assigned: Please check all that apply.

Grantee (Funding Application) Update:

Allows user to enter data in application, budget revisions and reimbursement requests

- ☐ 21st CCLC Update
- ☐ AK Literacy Update
- ☐ Alaska Reads Update
- ☐ Broadband Assistance Update
- ☐ Career Technical Education Update
- ☐ CLSD 2024 Cohort Update
- ☐ COVID Discretionary Update
- ☐ COVID Relief Update
- ☐ CTE Discretionary Update
- ☐ Discretionary Special Education Update
- ☐ Early Learning Update
- ☐ ESEA Consolidated Update
- ☐ Head Start Update
- ☐ Homeless Update

- ☐ Migrant Supplemental Update
- ☐ PBIS Update
- ☐ Safety & Well Being Update
- ☐ School Improvement Update
- ☐ Special Education Update
- ☐ Stronger Connections Update

☐ Grantee Data View

Allows user to view data without making any changes in the system.

☐ Grantee Fiscal Representative

Approves the application, budget revisions and reimbursement requests

☐ Grantee Planning Tool Data Entry

Updates Planning Tool.

☐ Grantee Authorized Representative

Final approval of original application.

Duration of Agreement: *Agreement is in effect from date of signing through last day of employment with the above district/grantee or as necessary (i.e. due to change in duties).*

By signing on the line below, the superintendent/authorized representative approves the user access and the user agrees to the following:

- To safeguard the security of your password allowing access to the system.
- To maintain the security of your access and not to share your system access with others.
- To not perform actions on the district or Alaska Department of Education and Early Development Information Technology resources which are inconsistent with the intent of this agreement, violate any state or federal law, or result in system instability.
- That any computer used to access the GMS is protected by Anti-Virus with current updates and is free of any malicious code or applications (virus, Trojans, worms, key loggers, back doors; etc.).

District/Grantee Authorized Approval:

User:

Printed Name

Printed Name

Signature of person above

Signature of person above

Date

Date

DEED or the district/grantee reserves the right to rescind this agreement at any time without prior notification.