



Alaska Department of Education & Early Development (DEED)

LEA User Access Administrator Guidelines

GRANT MANAGEMENT SYSTEM (GMS)

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

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 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

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

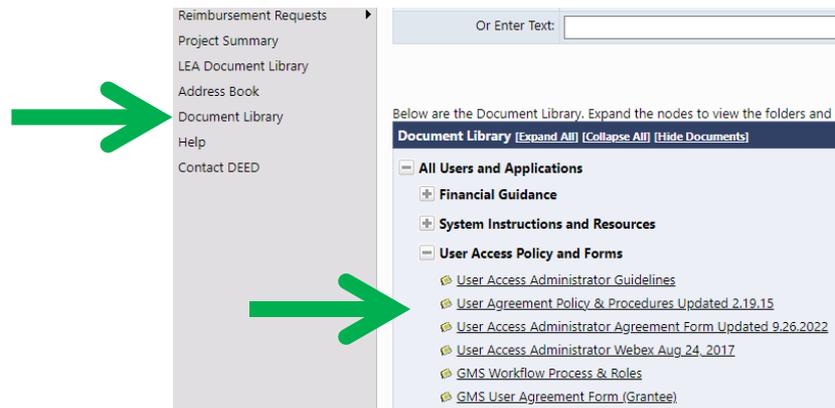
User Agreement Form: This form is for all other users to complete. This form is kept by the User Access Administrator.

Each user will complete a User Agreement Form choosing the roles specific to their job. Each role will be defined by the user's job function and approval authority level in the organization.

The LEA User Access Administrator must complete a User Agreement Form if they will have additional roles in the system.

Document Library

- The Document Library is where DEED places resources for you.
- All users can access the Document Library and can 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*



LEA User Access Administrator

The *LEA 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 *LEA User Access Administrator* can 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 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.***



Accessing GMS

[Alaska Education Grants Management System Home](#)

The screenshot shows the Alaska Department of Education & Early Development website. At the top is a yellow navigation bar with the State of Alaska logo and links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a dark blue header with the department's logo and name. A left sidebar contains links for GMS Home, Search, Document Library, Help, and Contact DEED. The main content area features the title 'Alaska Education Grants Management System Home' and a 'GMS Sign-In' button. A red notification box states: '1 Unfortunately, your browser session has ... more'. Below this is an 'Announcements' section with a heading 'FY2023 Wrap Up (6/1/2023)' and a sub-heading 'Final Expenditure Reports (FERs)'. The text below the sub-heading is partially cut off: 'The FY2023 FERs are due August 15, 2023'.

1. You will receive an email from “noreply@egrantsmanagement.com” with a link to the system and instructions.

2. When you click on the link you will be taken to the Change Password screen.

Change Password

1 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 Address:	donna.jones@alaska.gov
New Password:
Confirm Password:	

Save Cancel

3. Enter the new password, then enter it again in the Confirm password field. Note the password criteria listed at the top of the screen. (Passwords must be changed every 90 days)
4. Click “save”

You are now ready to add your users!!

Adding New User Access

LEA User Access Administrators Only: Place the cursor over Administer in the left-hand menu, then click on User Access.

GMS Home

Administer ▶ User Access

Search ▶

Inbox ▶

Planning ▶

Funding ▶

Reimbursement Requests ▶

Project Summary

LEA Document Library

Address Book

Document Library

Help

Contact DEED

Alaska Education Grants Management System Home

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Associated Organizations

Organization Number	Organization Name
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Announcements

FY2023 Wrap Up (6/1/2023)

Final Expenditure Reports (FERs)
The FY2023 FERs are due August 15, 2023.

FY2024 Application Approval
The FY2024 application will not be approved until the FY2023 FER is submitted.

Encumbrances

Create User

RECOMMENDATION: Search first to make sure the user does not already have an account in GMS.

1. Click “Create User” link
2. Enter new user’s information
 - Phone Extension optional
 - Fax Number optional
3. Click “Create”

The new User record is now created and the role(s) must be identified.

User Access
This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

[Create User](#)

Search Users

Last Name:

Email Address:

Role:

Organization Name: Begins With

Organization Number:

Create User
This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Create User

Email Address:

First Name:

Last Name:

Phone Number:

Phone Extension:

Fax Number:

Administering User Roles

1. While in the user record, click on the note icon under the Administer Roles column.

Email Address	<u>First Name</u>	<u>Last Name</u>	<u>Reset Password</u>	<u>Account Locked</u>	<u>Administer Roles</u>	<u>Delete All Roles</u>	<u>User History</u>	<u>Last Login</u>	<u>Login Message</u>
john.smith@alaska.gov	John	Smith	Reset Password				View		

2. The Administrator Roles screen will open. If this is a new user record, you will see a message that roles have not been assigned. If the user has roles assigned, the view will show all their roles along with the organizations those assignments apply to. Click on Create Role.

Administer Roles

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

[Return to User Access](#)

[Create Role](#)

Roles	
Email Address	Organization
Smith, John (john.smith@alaska.gov) has not been assigned to any roles, has been deactivated, or has not been assigned to any roles that you can delete.	

[Return to User Access](#)

Create Role

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Create Role

Email Address: john.smith@alaska.gov

Organization: LEA: [REDACTED] School: ALL

Role: 2 Option(s) selected.
[Select All / Deselect All](#)

- Grantee ARP Homeless Update
- Grantee Authorized Representative
- Grantee Career Technical Education Update
- Grantee COVID Discretionary Update
- Grantee COVID Relief Update
- Grantee COVID School-Based Testing Update
- Grantee CRRSA Act Update
- Grantee Data View
- Grantee Discretionary Special Education Update

[Return to User Access](#)

[Create](#) [Cancel](#)

Administer Roles

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Jun 8 2023 4:28AM.

Session Timeout: 59:5

[Return to User Access](#)

[Create Role](#)

Roles			
Email Address	Organization	Role	Delete
john.smith@alaska.gov	[REDACTED]	Grantee 21st CCLC Update	
john.smith@alaska.gov	[REDACTED]	Grantee AKLiteracy Update	

[Return to User Access](#)

3. Under Organization, select the LEA or the School for the user. A user may have roles at the SEA level or LEA level but not both. The same user login can be associated with multiple organizations - only DEED can add those additional organizations and roles to the user record.
 - Example: a contract business manager working with multiple districts/grantees.
4. Click the box next to the role(s) the user should have.
5. Click “Create”. The Create Role screen will close, and GMS will return you to the Administer Roles screen where all roles and the organizations those assignments apply to will be displayed.

Deleting Roles

1. Click the Administrator Roles note icon for the user.

Email Address	<u>First Name</u>	<u>Last Name</u>	Reset Password	Account Locked	Administer Roles	Delete All Roles	User History	<u>Last Login</u>	<u>Login Message</u>
john.smith@alaska.gov	John	Smith	Reset Password				View		

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

Roles			
Email Address	Organization	Role	Delete
john.smith@alaska.gov		Grantee 21st CCLC Update	
john.smith@alaska.gov		Grantee AKLiteracy Update	

3. Confirm Deletion

Delete Role

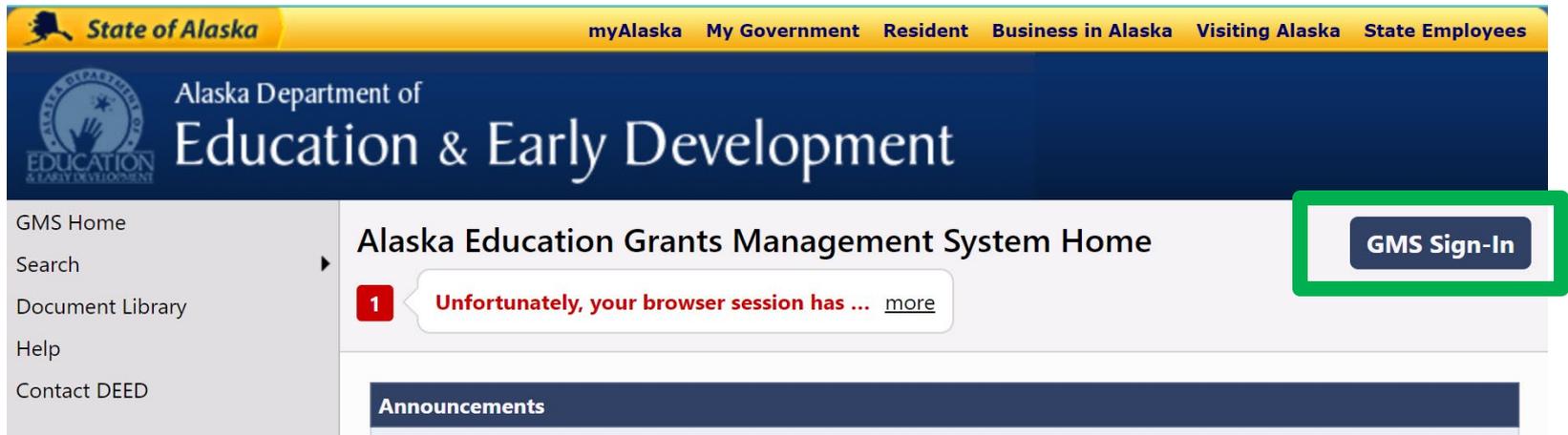
Email Address:

Organization:

Role:

Only roles can be deleted, the user record must remain for historical purposes.

Future Sign In



The screenshot shows the website header for the Alaska Department of Education & Early Development. The top navigation bar includes links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. The main header features the department's logo and name. A left sidebar contains links for GMS Home, Search, Document Library, Help, and Contact DEED. The main content area is titled "Alaska Education Grants Management System Home" and contains a "GMS Sign-In" button highlighted with a green box. A notification banner below the title reads: "1 Unfortunately, your browser session has ... more". An "Announcements" section is visible at the bottom of the main content area.

*After the initial sign in, you will access the system by navigating to the website, clicking **GMS Sign In** then entering your email address and password. Passwords must be changed every 90 days. The system will prompt you when it is time to change your password.*

FOR ASSISTANCE WITH ADDING USERS

Machelle Bennett 907-465-8694 or machelle.bennett@alaska.gov

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