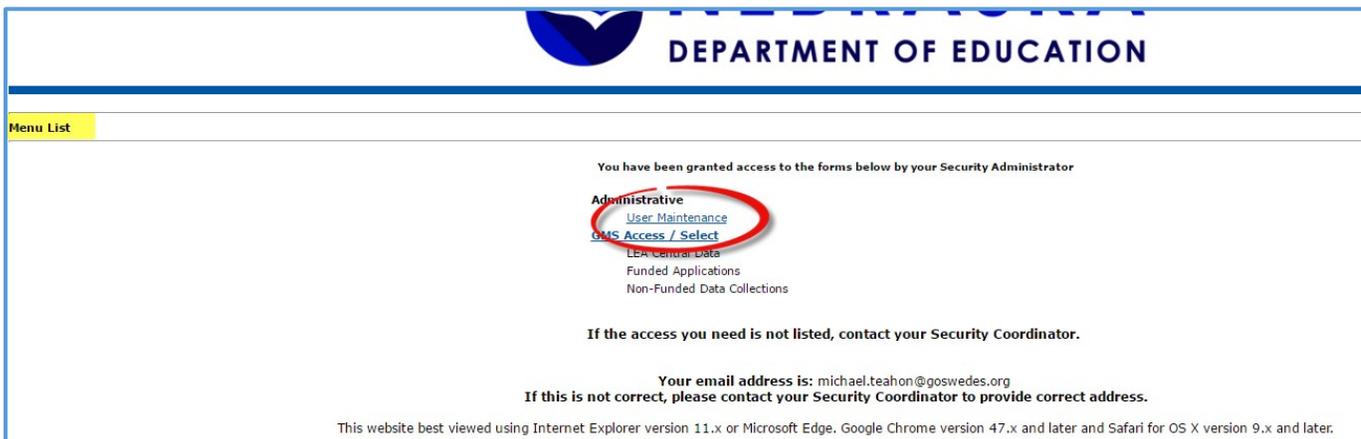


### District Administrator User Guide

As the GMS district administrator, you have special power to determine the access a user can have within your district or agency. You also have the ability to remove powers previously assigned as well as any user who is no longer a part of your district or agency.

As the GMS district administrator, your menu list, after login, will look different than other district level users. You will have an administrative option called User Maintenance.



**DEPARTMENT OF EDUCATION**

**Menu List**

You have been granted access to the forms below by your Security Administrator

**Administrative**

- [User Maintenance](#)
- [GMS Access / Select](#)
- LEA Central Data
- Funded Applications
- Non-Funded Data Collections

If the access you need is not listed, contact your Security Coordinator.

Your email address is: michael.teahon@goswedes.org  
 If this is not correct, please contact your Security Coordinator to provide correct address.

This website best viewed using Internet Explorer version 11.x or Microsoft Edge, Google Chrome version 47.x and later and Safari for OS X version 9.x and later.

Within User Maintenance, you will find any new user requests as well as the list of current district users and their assigned user role.



**NEBRASKA**  
DEPARTMENT OF EDUCATION

Click to Return to Menu List / Sign Out

**GMS LEA User Maintenance**  
Organization: AUBURN PUBLIC SCHOOLS NEW USER

Username/Email

**NEW USER REQUESTS**  
No requests found

**DISTRICT USERS**

Name	Email Address	User Role
Lynn Dierberger	ldierberger@esu4.org	leaBookKeeper , leaViewOnly
Nancy L. Fuller	nancy.fuller@apsbulldogs.org	leaDataEntry , leaBookKeeper
Amy Kroll	amy.kroll@apsbulldogs.org	leaBookKeeper
Kris Kucera	kris.kucera@nebraska.gov	leaViewOnly
Gina Long	gina.long@apsbulldogs.org	leaBookKeeper
Kevin Reiman	kevin.reiman@apsbulldogs.org	leaDistrictAdmin , leaSecurityAdmin

TESThost user ID: kreiman

If you have any New User Requests, you will see a line of information including date submitted.

NEBRASKA DEPARTMENT OF EDUCATION

GMS LEA User Maintenance  
Organization: AUBURN PUBLIC SCHOOLS

Username/Email  SEARCH

NEW USER REQUESTS			
Name	Date Submitted	Status	Status Date
New User Request For 2853-AUBURN PUBLIC SCHOOLS Mi	June 3, 2016	SubmittedToLocal	June 3, 2016

DISTRICT USERS		
Name	Email Address	User Role
Lynn Dierberger	ldierberger@esu4.org	leaBookKeeper , leaViewOnly
Nancy L. Fuller	nancy.fuller@apsbulldogs.org	leaDataEntry , leaBookKeeper
Amy Kroll	amy.kroll@apsbulldogs.org	leaBookKeeper
Kris Kucera	kris.kucera@nebraska.gov	leaViewOnly
Gina Long	gina.long@apsbulldogs.org	leaBookKeeper
Kevin Reiman	kevin.reiman@apsbulldogs.org	leaDistrictAdmin , leaSecurityAdmin

\*\*\*\*\* So, who is a "New User"? A new user is someone who has NEVER been in GMS. If a user has used GMS, there is a way to get them access.

By clicking on the new user request, you will open the New User Request form the user completed.

NEBRASKA DEPARTMENT OF EDUCATION

NEW USER REQUEST

AUBURN PUBLIC SCHOOLS

First Name:

Last Name:

Email:

Role: Book Keeper role requested

AVAILABLE BUSINESS ROLES	BUSINESS ROLES TO ASSIGN
leaBookKeeper BookKeeper <a href="#">assign</a>	
leaDataEntry leaDataEntry <a href="#">assign</a>	
leaDistrictAdmin District Superintendent <a href="#">assign</a>	



The new users should now be displayed in the district user list and have the appropriate access to the district or agency grants.

NEW USER REQUESTS		
No requests found		
DISTRICT USERS		
Name	Email Address	User Role
Lynn Dierberger	ldierberger@esu4.org	leaBookKeeper , leaViewOnly
Nancy L. Fuller	nancy.fuller@apsbulldogs.org	leaDataEntry , leaBookKeeper
Amy Kroll	amy.kroll@apsbulldogs.org	leaBookKeeper
Kris Kucera	kris.kucera@nebraska.gov	leaViewOnly
Gina Long	gina.long@apsbulldogs.org	leaBookKeeper
Mickey Mouse	mmouse@test.rr.com	leaDataEntry
Kevin Reiman	kevin.reiman@apsbulldogs.org	leaDistrictAdmin , leaSecurityAdmin

Once a district user is assigned a user role, it is the responsibility of the district administrator/security administrator to update users and/or to remove users as positions change. Updating users requires selection of a district user; and assigning a business role or removing the assignment of a business role. Please note, when updating district users, you are not allowed to not assign a user role.

The screenshot shows the NEBRASKA user management interface. A modal dialog titled 'NEW USER REQUEST' is open, displaying the following information:

- NEW USER REQUEST**
- AUBURN PUBLIC**
- First Name: Mickey
- Last Name: Mouse
- Email: mmouse@test.rr.com
- Role: leaDataEntry

A yellow warning message is displayed: "Accepting a new user request requires that at least one business role be assigned." A 'CLOSE' button is located next to the message.

Below the form, there are two columns for business roles:

- AVAILABLE BUSINESS ROLES**
  - leaBookKeeper BookKeeper [assign](#)
  - leaDataEntry leaDataEntry [assign](#)
  - leaDistrictAdmin District Superintendent [assign](#)
- BUSINESS ROLES TO ASSIGN**

At the bottom of the modal, there are buttons for 'UPDATE', 'REMOVE', and 'CLOSE'. The background shows a list of users with their email addresses and roles, including Kevin Reiman with roles leaDistrictAdmin and leaSecurityAdmin.

District users will remain in their current assignment unless you reassign a user role OR you remove them entirely from the list.

DEPARTMENT OF EDUCATION

Click to Return to Menu List / Sign Out

GMS LEA User Maintenance  
Organization: AUBURN PUBLIC SCHOOLS

NEW USER

Username/Email  SEARCH

NEW USER REQUESTS  
No requests found

DISTRICT USERS

Name	Email Address	User Role
Lynn Dierberger	ldierberger@esu4.org	leaBookKeeper , leaViewOnly
Nancy L. Fuller	nancy.fuller@apsbulldogs.org	leaDataEntry , leaBookKeeper
Amy Kroll	amy.kroll@apsbulldogs.org	leaBookKeeper
Kris Kucera	kris.kucera@nebraska.gov	leaViewOnly
Gina Long	gina.long@apsbulldogs.org	leaBookKeeper
Kevin Reiman	kevin.reiman@apsbulldogs.org	leaDistrictAdmin , leaSecurityAdmin

\*\*\*\*\* Mickey Mouse is no longer listed as a district user after selecting the REMOVE button from the new user request.

If you have a new employee who has access to GMS, but not for your district, you will be able to use the search box at the top center of the User Maintenance page. Simply type in the user's email address and click the SEARCH button.

NEBRASKA  
DEPARTMENT OF EDUCATION

Click to Return to Menu List / Sign Out

GMS LEA User Maintenance  
Organization: AUBURN PUBLIC SCHOOLS

NEW USER

Username/Email  SEARCH

NEW USER REQUESTS  
No requests found

DISTRICT USERS

Name	Email Address	User Role
Lynn Dierberger	ldierberger@esu4.org	leaBookKeeper , leaViewOnly

The new user request box will open with the user's first and last name and email. The only thing you need to do is assign an appropriate business role so the user can access your district's grants, and click the ADD button.

**NEW USER REQUEST**

**AUBURN PUBLIC SCHOOLS**

First Name: Mickey

Last Name: Mouse

Email: mmouse@test.rr.com

Role: No role requested

AVAILABLE BUSINESS ROLES	BUSINESS ROLES TO ASSIGN
leaBookKeeper BookKeeper assign	leaDataEntry leaDataEntry unassign
leaDataEntry leaDataEntry assign	
leaDistrictAdmin District Superintendent assign	

ADD CLOSE

This will also work if you need to provide access to ESU folks who may be assisting you in completing grant applications, amendments, and reimbursement requests.

It is important you play a part in the grant process in your district and we hope this user maintenance will help you to facilitate with providing access to those who need it. But, as Ben Parker told a young Peter Parker, "With great power, comes great responsibility." There should be one and only one District Administrator/Security Administrator and it should be YOU! We need you to make sure user roles are assigned, but the most important one is your role. Please use it wisely.

#### **Additional Notes:**

Business Role Definition of Duties:

- View only—View only information on both application and payment sides. *Cannot create, save, or submit anything.*
- Data Entry—All View only rights. Can create and save on application and payments sides. *Can only submit applications, amendments, and reimbursement requests to the District Administrator.*
- Bookkeeper—All View only and Data Entry rights. *Can submit reimbursement requests directly to NDE. Can only submit applications and amendments to the District Administrator.*
- District Administrator—All View only, Data Entry, and Bookkeeper rights. *Can submit applications, amendments, and reimbursement requests directly to NDE.*

District Administrators who change positions, will be required to submit a request to the NDE Helpdesk [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov) in order to assign them to the appropriate district/agency.

## Frequently Asked Questions: District Admin/Security Admin GMS User Maintenance

Q: What happens if a staff member is listed twice with the same user role?

A: Please contact Cathy Von Kaenel [cathy.vonkaenel@nebraska.gov](mailto:cathy.vonkaenel@nebraska.gov) to assist with removing one of the staff member's user role assignment.

Q: What is the difference between leaDataEntry and leaBookkeeper?

A: The distinction between the Data Entry user role and the Bookkeeper user role is the Bookkeeper is able to submit reimbursement requests to NDE. Therefore, your Bookkeeper user role should be reserved for the person or persons you expect to be assisting with the financials of your school budget.

Q: Does the bookkeeper or any other user role listed have access to all agency grants? How do I assign them to only certain grants?

A: The GMS is set to any given role has access to ALL grants for the agency. The bookkeeper, or any other user role assigned, will have access to all agency grants.

Q: What do I do if I am a new District Admin/Security Admin at a school district or agency?

A: Submit a request to the NDE Helpdesk [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)