NDE GMS Team
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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 Michelle Michl or Cathy Von Kaenel to assist with removing one of the staff member's user role assignment.

Q: What is the difference between leaDataEntry and leaBookkeeper?
A: The distinct 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: Right now, the way GMS is set up is 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: Request district admin/security admin access from NDE by submitting the following form:
http://goo.gl/forms/Hps9AKYVxj7XTo7I3