



## NDE GMS Team

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## New GMS Front Door – District Admin User Guide

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

**Menu List**

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

- Administrative
  - User Maintenance
  - GMS Access / Select
  - LEA Center 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.

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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

TESThost user ID: kreiman

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



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

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 and we will go over it later in this document.

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



# NEBRASKA

**NEW USER REQUEST**

**AUBURN PUBLIC SCHOOLS**

First Name:

Last Name:

Email:

Role: Book Keeper role requested

**AVAILABLE BUSINESS ROLES**

leaBookKeeper  
BookKeeper assign

leaDataEntry  
leaDataEntry assign

leaDistrictAdmin  
District Superintendent assign

**BUSINESS ROLES TO ASSIGN**

ACCEPT CLOSE

You will see the new user's first and last name, email, and the requested user role. The requested user role is the user's request, and does not have to be what ultimately is assigned to the user. (YOU are the only one who can make the user role determination.) On the left side, you are provided with a list of user role options. You must select at least one, by clicking "assign", from the list of available business role on the left.

**NEBRASKA**

**NEW USER REQUEST**

**AUBURN PUBLIC SCHOOLS**

First Name: Mickey

Last Name: Mouse

Email: mmouse@test.rr.com

Role: Book Keeper role requested

**AVAILABLE BUSINESS ROLES**

- leaBookKeeper  
BookKeeper [assign](#)
- leaDataEntry  
leaDataEntry [assign](#)
- leaDistrictAdmin  
District Superintendent [assign](#)

**BUSINESS ROLES TO ASSIGN**

- leaDataEntry  
leaDataEntry [unassign](#)

[ACCEPT](#) [CLOSE](#)

Once there is an assigned user role, click accept, and a message will display the request as accepted and successful.

**NEBRASKA**

**USER REQUEST SUCCESS**

Your request has been accepted

[CLOSE](#)

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

Username/Email  [SEARCH](#)

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 admin/security admin 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 business role. Please note, when updating district users, you are not allowed to not assign a user role.

NEW USER REQUEST

AUBURN PUBLIC

First Name: Mick

Last Name: Mous

Email: mmouse@test.rr.com

Role: leaDataEntry

AVAILABLE BUSINESS ROLES

leaBookKeeper  
BookKeeper

leaDataEntry  
leaDataEntry

leaDistrictAdmin  
District Superintendent

BUSINESS ROLES TO ASSIGN

UPDATE

REMOVE


CLOSE

NEW USER REQUEST

Accepting a new user request requires that at least one business role be assigned.

CLOSE

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



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[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.

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.

This will also work if you need to provide access to ESU folks who may be assisting you in completing grants 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 DistrictAdmin-SecurityAdmin 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—Can only view 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 Admin who change positions, will be required to [submit a request](#) to the NDE Security Administrator, Michelle Michl, in order to assign them to the appropriate district/agency.