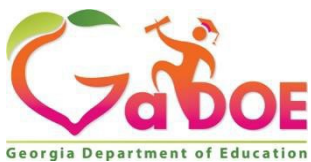


MyGaDOE Portal User Guide

Georgia Department of Education
Division of Technology Services



October 30, 2025



Table Of Contents

MyGaDOE Portal Application	4
What is MyGaDOE Portal?	4
How do I apply for access to MyGaDOE Portal?	4
If You are a New and not already a MyGaDOE Portal User?	4
How do I get into MyGaDOE Portal?	4
How do the parts of MyGaDOE Portal work?	5
Elements of Normal MyGaDOE Portal Pages	5
MyGaDOE Portal Home Page	6
The MyGaDOE Portal Navigation Menu	7
Request a MyGaDOE Portal Account.....	7
Change E-mail Address.....	12
Updating User Accounts	13
Add to Favorites.....	14
Login, Logout, and Change Passphrase	15
Login.....	16
Logout.....	16
Change Passphrase.....	17
Mandatory Passphrase Change	18
What to do if You Forget Your Passphrase.....	19
Search	21
Search Overview	21
Search Bar Menu.....	22
Search MyGaDOE Portal Database	22
View Search Result Records	24
Edit Search Result Records.....	25
View Your User Account Information	27
Accessing Account Information.....	27
View Your Account Information.....	27
Edit Your Account Information	27
Edit Account Information Fields	28
Request or Modify Your User Account	35
Request a MyGaDOE Portal Account.....	35
Updating User Accounts	36

Updating User Accounts	45
Manage Users and Roles (Provisioning)	46
Provisioning Overview	47
Users	47
Portal Security Officers	47
Application Owners	47
Provisioning from the Application Owners Perspective	47
General Description	47
Basic Process	47
Approve or Reject MyGaDOE Portal Access Requests	48
Manage User Application Permissions	49
Terminate a User Account	54
Reactivate a Terminated User	56
General Description	56
Reactivate a User Account	56
Document Management	60
Overview of Document Management	60
Functions Available to MyGaDOE Content Managers and Administrators	60
Functions Available to MyGaDOE Users	60
View or Download a Document	61
District Assessments	63
Download District Assessments	63

MyGaDOE Portal Application

Welcome to MyGaDOE Portal, your gateway to all the online software and services provided by the Georgia Department of Education (GaDOE). It gives you safe and secure access to your applications, not just from work, but from anywhere in the world where you have Internet access.

MyGaDOE Portal gives you faster, easier, and more efficient access to your applications. It also allows us to update them and add to them more easily than the previous system.

This online help document that you are now reading provides you with information about each element of MyGaDOE Portal and in many cases, step-by-step instructions for performing specific tasks.

The introduction that you are now reading, answers the following questions:

- What is MyGaDOE Portal?
- How do I apply for access to MyGaDOE Portal
- How do I get into MyGaDOE Portal?
- How do the parts of MyGaDOE Portal work?

What is MyGaDOE Portal?

MyGaDOE is an online interface designed to improve your interaction with the applications and services that we provide. It does the following:

- Consolidate your access to applications.
- Provide you with quick access to a variety of new and existing services.
- Provide you with news and tips.
- Provide a way for GaDOE staff to communicate with you through messages.
- Provide you with quick access to documentation, online help, and training materials.

How do I apply for access to MyGaDOE Portal?

If you are already a MyGaDOE Portal User.

Existing users already have access to MyGaDOE Portal Simply start your Web browser, then go to <https://portal.doe.k12.ga.us> and sign in with your normal Username and Passphrase. Click the Login button, and the MyGaDOE Portal Main page displays, giving you secure access to your applications and services as they become available.

If You are a New and not already a MyGaDOE Portal User?

In your Web browser, go to <https://portal.doe.k12.ga.us>, and click the Sign-Up for an account link. Follow the instructions that display and complete the required fields. Click the Submit button. Your request will be submitted to the appropriate MyGaDOE Portal Security Officers, and they will work to approve or deny your request.

How do I get into MyGaDOE Portal?

Start your Web browser, then go to <https://portal.doe.k12.ga.us> and sign in with your normal Username and MyGaDOE Portal Passphrase. Click the Login button, and the MyGaDOE Portal Main page displays, giving you secure access to your applications and services.

How do the parts of MyGaDOE Portal work?

MyGaDOE Portal is designed to help you navigate through the applications and services available at the Georgia Department of Education.

The MyGaDOE Portal interface has three major sections. These are the Search menu, Utility menu, Navigation menu, and Work Frame.

The Search menu lets you search for specific information about school districts, schools, people, public educational organizations, and several other criteria.

The Navigation menu, along the left side of the page, is the main menu for moving around MyGaDOE Portal. It lets you go directly to applications and services provided by the Georgia Department of Education. It is divided into three sections.

- The Site Navigation section provides Site-level movement such as to the homepage or logging out of the system.
- The Organization section is named according to the organization to which you are assigned. For example, if you are assigned to the Information Technology section of GaDOE, then it will be named Information Technology. If you are assigned to Bartow County schools, then it will be titled Bartow County. This menu contains the organization-related applications for which you have access.
- The personal section provides quick access to account information, adding favorites and accessing Help Desk functions.

The Work Frame is the large blank section that covers most of the page. This is where information is displayed and where the applications you access run.

Elements of Normal MyGaDOE Portal Pages

MyGaDOE Portal can be accessed with the provided link: <https://portal.doe.k12.ga.us>

Enter your email address as Username.

Enter your Passphrase to sign in.

Click the Login Button to sign in and MyGaDOE Portal Main page displays, giving you secure access to your applications and services as they become available.

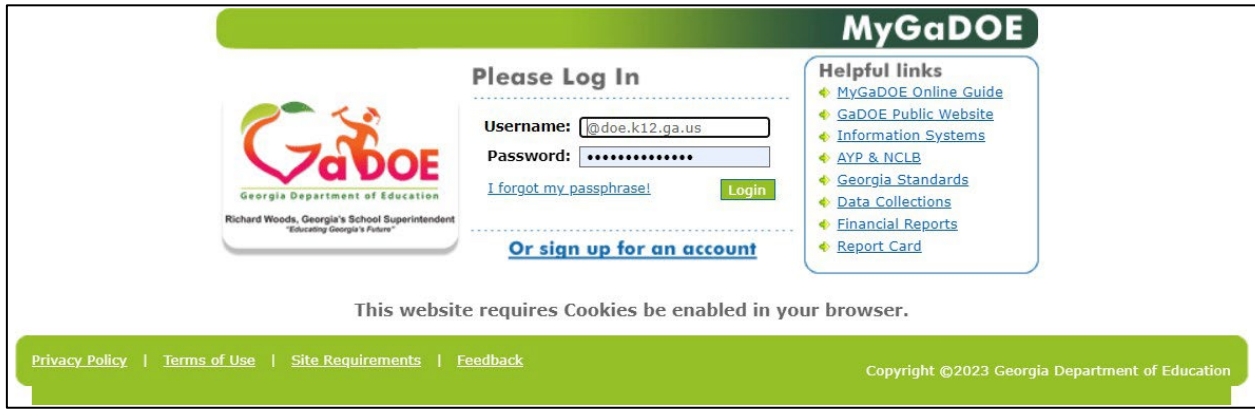


Figure 1 MyGaDOE Portal Main page

If you forgot your passphrase, click “I forgot my passphrase” to reset your passphrase.

If you need additional assistance, submit a Service/Help Desk ticket, or call 1-800-869-1011. Please provide a detailed message as well as your contact information.

MyGaDOE Portal Home Page

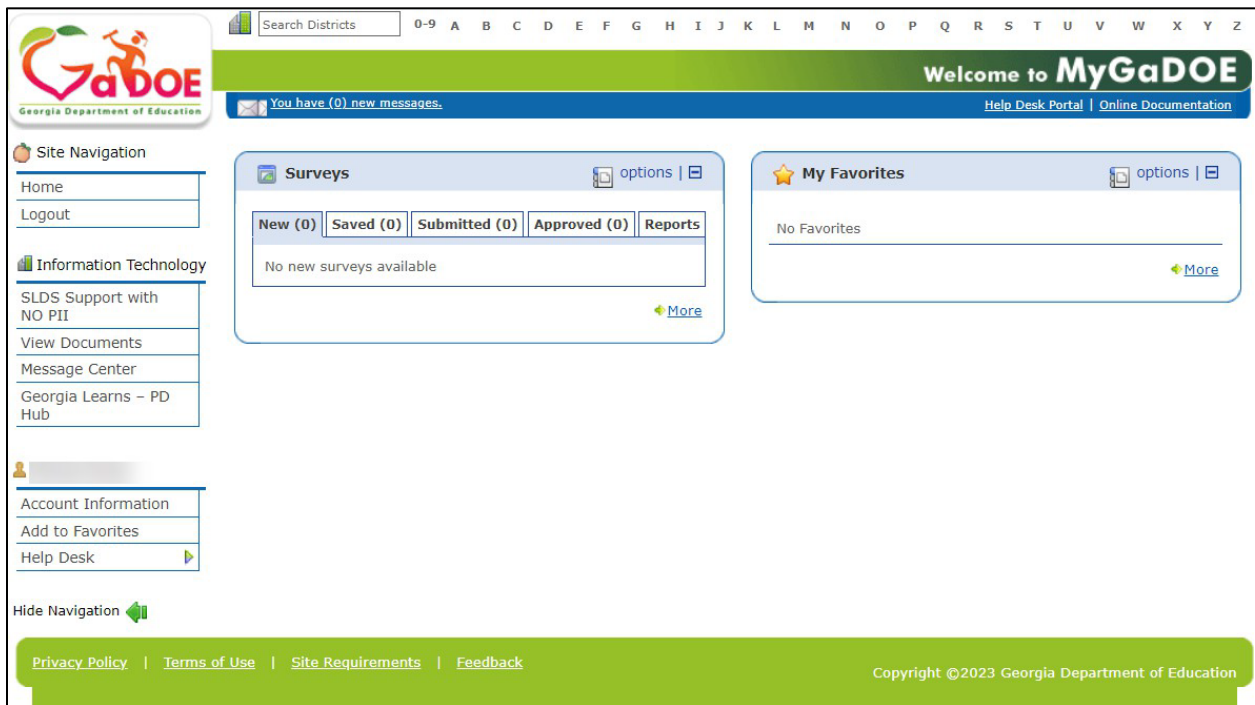


Figure 2 MyGaDOE Portal Home Page

The MyGaDOE Portal Navigation Menu

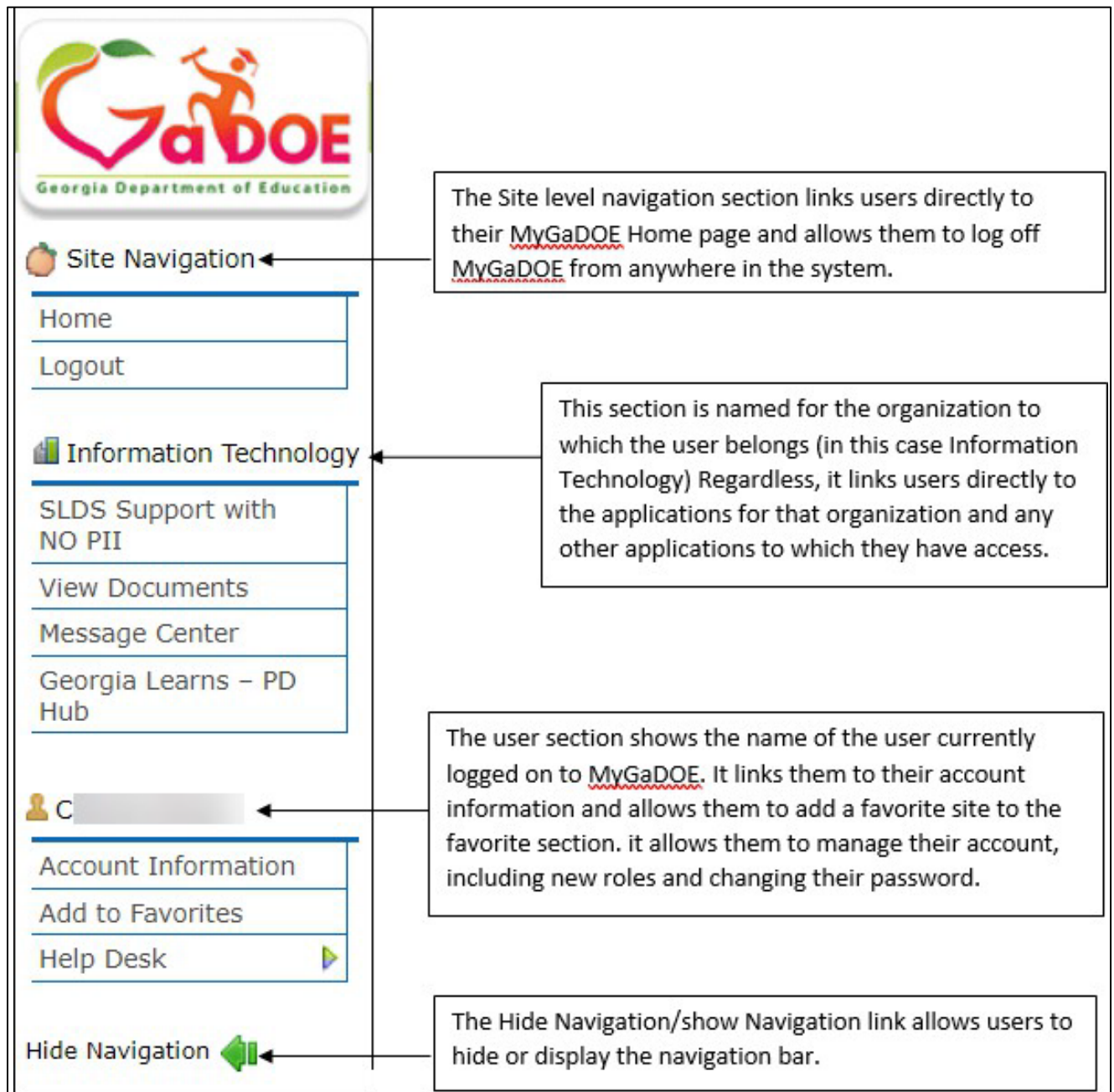


Figure 3 The MyGaDOE Portal Navigation Menu

Request a MyGaDOE Portal Account

To apply for a MyGaDOE Portal user account, complete the following steps:

1. Start your Web browser (MyGaDOE Portal application supports the most recent release versions of Microsoft Edge and Chrome browsers. Type the following address in the URL field: <https://portal.doe.k12.ga.us>. Once the address is displayed in the web browser URL field.

- Click the Go button (located to the right of the Address field), or press the Enter key (the Return key, if you are using a Macintosh computer). The MyGaDOE Portal Login page displays, as shown below.

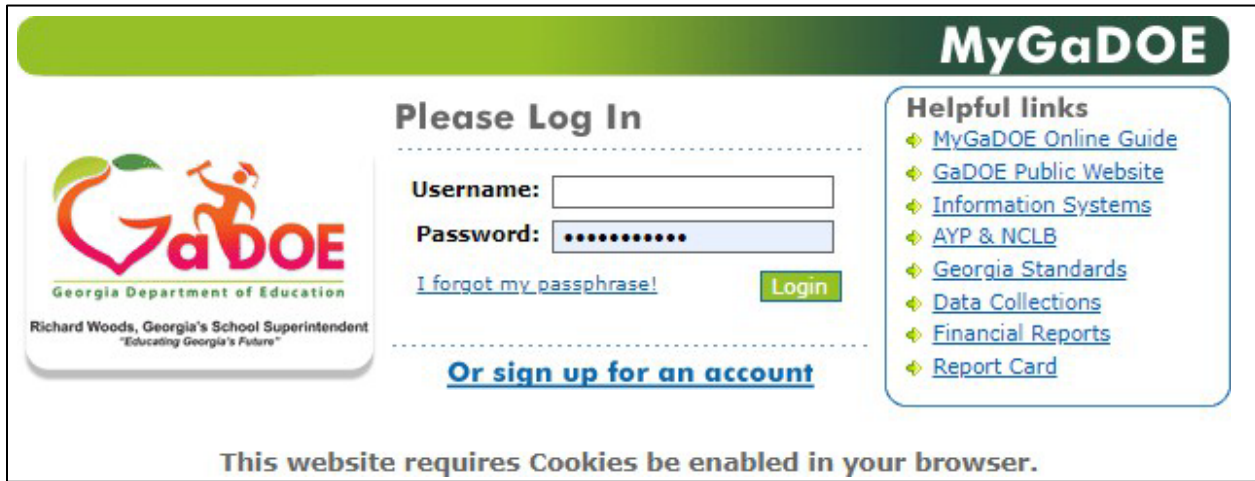


Figure 4 The Login page, showing the Sign-Up button at the bottom of the New Users box.

- Click the "Or sign up for an account" link. The "Apply for a MyGaDOE Portal account setup wizard Step 1" page displays, as shown below. This page provides MyGaDOE Portal with individual information about you.

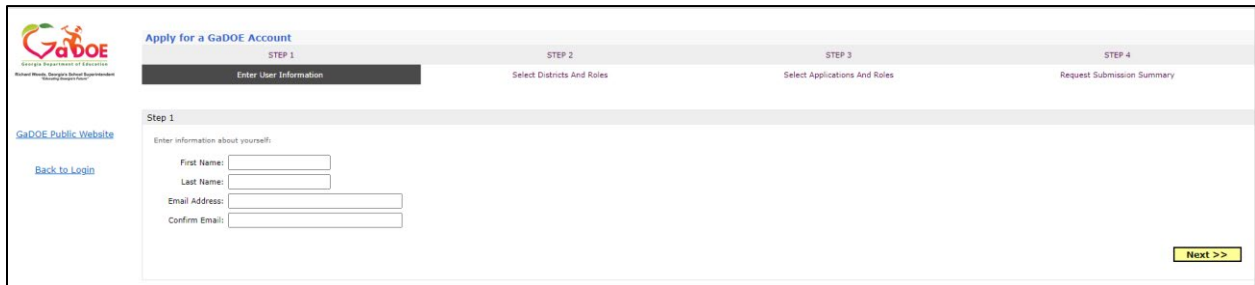


Figure 5 Apply for a MyGaDOE Portal Account Step 1 page.

- Enter your first name in the First Name text box.
- Enter your last name in the Last Name text box.
- Enter your e-mail address in the Email Address text box.

Note: The email address entered should be your official GaDOE, District, or Organizational work account.

- Confirm the e-mail address you typed in the previous box by typing it in the Confirm Email text box.
- Click the Next button. The "Apply for a MyGaDOE Portal account setup wizard Step 2" page displays, as shown below. This page provides the DOE with organizational information about you.

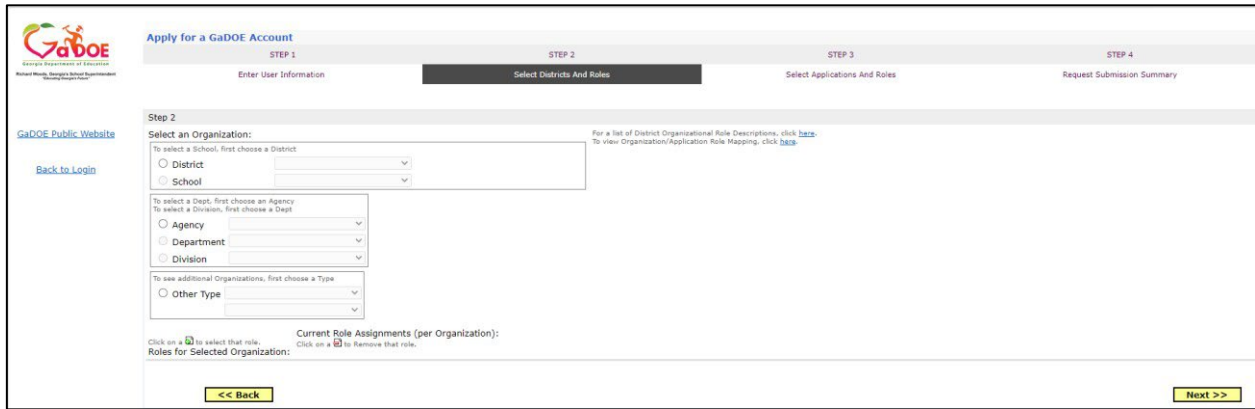


Figure 6 Apply for a MyGaDOE Portal Account Step 2 page.

The “Apply for a MyGaDOE Portal Account Wizard Step 2” page, showing the district radio button selected, the dropdown box next to it highlighted, and the Roles for Selected Organization scroll box displayed.

12. If you work for a school district (or a school within a school district) click the district radio button. If you work for an Agency (e.g., GaDOE State) click the Agency radio button. The field next to the button you click highlights, and the “Roles for Selected Organization” scroll box displays, as shown below.
13. If you selected Agency, go to step 20 below; otherwise continue with the next step.
14. From the District dropdown box, select the school district in which you work. The selected school district displays, as shown below.



Figure 7 “Apply for a MyGaDOE Portal Account Wizard Step 2” page, showing a school district selected (in this example, it is Atkinson County)

The Select an Organization section of the “Apply for a MyGaDOE Portal Account Wizard Step 2” page, showing a school district selected (in this example, it is Atkinson County)

15. If you work for the Central Office in your school district, go to step 18 below; otherwise continue with the next step.
16. Click the School radio button. The school dropdown box highlights, as shown below.

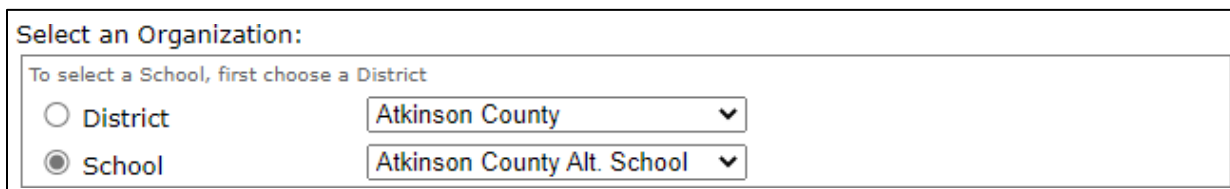


Figure 8 “Apply for a MyGaDOE Portal Account Wizard Step 2” page, showing a school district selected (in this example, it is Atkinson County)

17. Select the appropriate school from the school dropdown box. The school displays in the box, as shown in the example above.
18. Select the appropriate role or roles from the Roles for Selected Organization fields. The selected role is displayed to the right of the Roles for Selected Organization fields under the Current Roles Assignments section.
19. Select the Agency Radio button. The Agency dropdown box highlights, as shown below.

The screenshot shows a section of a web form with the following text and elements:

- Text: "To select a Dept, first choose an Agency"
- Text: "To select a Division, first choose a Dept"
- Three radio button options, each followed by a dropdown menu:
 - Agency
 - Department
 - Division

Figure 9 Apply for a MyGaDOE Portal Account Wizard Step 2” page, showing the Agency and Dept (Department) fields.

The Agency Section of the “Apply for a MyGaDOE Portal Account Wizard Step 2” page, showing the Agency and Dept (Department) fields.

21. Select the Agency from the Agency dropdown box.

Note: If there is no department within the agency for you to select, go to step 26 below; otherwise continue.

22. Select the Dept (Department) radio button.
23. Select the appropriate department from the Dept dropdown box.
24. Select the appropriate role or roles from the Roles for Selected Organization fields. This is done by clicking the green plus (+) symbol to the left of the role, as shown below. The selected role is displayed to the right of the Roles for Selected Organization fields under the Current Roles Assignments section.

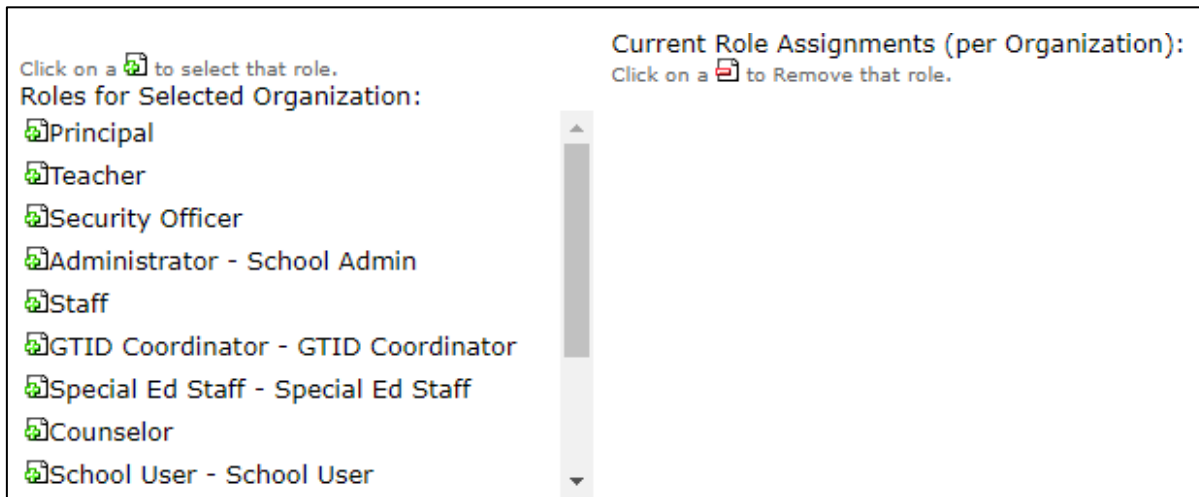


Figure 10 Apply for a MyGaDOE Portal Account Wizard Step 2” page, showing the Roles for Selected Organization fields.

The Agency Section of the “Apply for a MyGaDOE Portal Account Wizard Step 2” page, showing the Roles for Selected Organization fields – Note the Green plus (+) sign along the left side of each item.

26. Click the Next button.

NOTE: The “Apply for a MyGaDOE Portal Account Wizard Step 3” page displays, as shown below. This page is used to specify the application role(s) associated with the applications listed above them on the page.

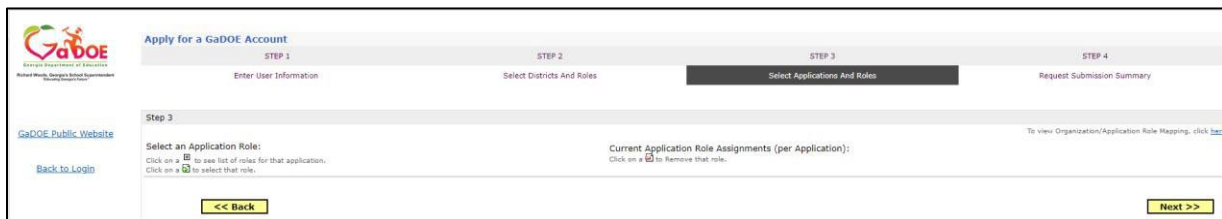


Figure 11 Apply for a MyGaDOE Portal Account Wizard Step 3

27. Click the plus (+) symbol to the left of the application for which a role is to be specified. The application expands to display a list of the available roles, as shown below.

28. Click the green plus (+) symbol to the left of the role you want to add. The role is displayed to the right, under the Current Application Roles Assigned (per Application) heading.

29. Repeat steps 27 and 28 for each application for which roles are to be assigned.

30. Click the Next button. The “Apply for a MyGaDOE Portal Account Step 4” page displays, as shown below.

Apply for a MyGaDOE Portal Account Step 4



Figure 12 Apply for a MyGaDOE Portal Account Step 4

31. Review the information displayed on the page. If changes are needed, click the yellow Back button until you reach the step where the changes need to be made, make the appropriate changes, and work forward until again reaching this page.
32. When sure that this represents the information, you wish to submit for this account, click the Submit button. The Request Submitted page displays.
33. The next step in this process is to check your e-mail for a request confirmation message from MyGaDOE Portal Support.
34. When the e-mail message arrives, open it. The message displays.
35. Click the Certify this Request link at the bottom of the e-mail.
36. The request is certified as coming from a valid e-mail address, and automated e-mails are sent to the appropriate Security Officer and the Application Owner for action. Once the request has been accepted or denied, the user receives an e-mail stating so. If accepted, the user is granted access to the MyGaDOE Portal and is sent an email with their temporary login credentials and access to the approved application(s), otherwise not.
37. This completes the Sign Up for a New Account process.

Change E-mail Address

To change your primary e-mail address, please complete the following steps:

1. From any page in MyGaDOE Portal, click your name at the top of the personal section of the Navigation menu. A sample of this menu is shown in the image below. The Edit Account Information page displays.

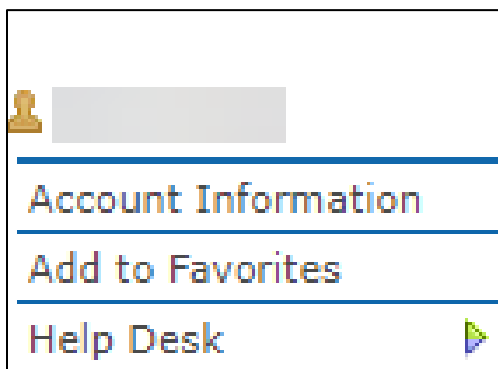


Figure 13 An example of the personal section of the Navigation menu, showing a user's name at the top

An example of the personal section of the Navigation menu, showing a user's name at the top

2. Click inside the Email Address field at the end of the existing e-mail address.

Figure 14 The Edit Account Information page

3. Backspace over the existing e-mail address to clear the field.
4. Once the Email Address field is empty, type in the new e-mail address.
5. Click the Update Person button near the bottom right of the Edit Account Information page. MyGaDOE Portal updates your user record. The next time you log in to it, you must use the new e-mail address as your login.
6. This completes the Change E-mail Address process.

Updating User Accounts

To update your account information and request access to specific applications, complete the following steps:

1. From any page in MyGaDOE Portal, locate Account portion of the Navigation menu along the left side of the page, as shown below. It should be at the bottom of the Navigation menu and be headed by the name of the user who is logged onto MyGaDOE Portal.

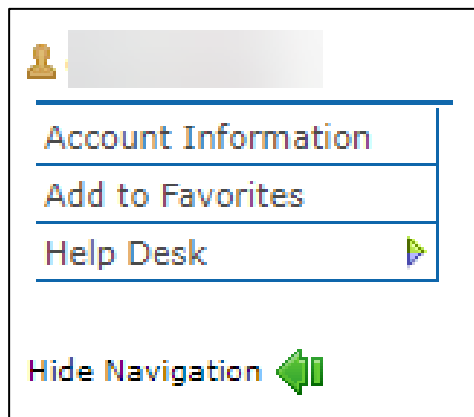


Figure 15 Navigation menu

2. Click the user's name at the top of the section. The Edit User Information page displays, populated with the user profile for the person logged in (the person whose name appears at the top of the section), as shown below.

Edit Profile
Christine Bonzo (christine_bonzo@doe.k12.ga.us)

Salutation:

First Name: * Required

Middle Name:

Last Name: * Required

Display Name:

Email Address: * Required

Last 4-digits of SSN: * Required

Birth Date: (MM/DD/YYYY)

Gender: Male Female

Phone Number:

Mobile Number: Will be used by GADOE to send alerts/communication

Fax Number:

NT Login:

URL:

[Change Passphrase](#) [Change Challenge Questions](#)

Application Role(s): Portal - User
Longitudinal Data System - LDS State User NO PII
Georgia Learns - PD Hub - Consumer

Organization Role(s): Information Technology - Georgia Learn State User
Information Technology - PLO State User
Information Technology - SLDS State User

Address: To add a New Address click on the button **Add New** : [Add New](#)

Line 1	Line 2	City	State	ZIP	Country	County	Is Primary	Save	Cancel
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

Request Roles: [Request Roles](#)

[Update Person](#)

Figure 16 An example of the Edit Account Information page

3. Edit the appropriate fields.
4. To change your passphrase, click the Change Passphrase button. The Change passphrase page displays.
5. To request additional roles, click the Request Roles button. The Request Provisioning wizard displays.
6. You will not be able to make changes to the information in Step 1 (the Personal Information). Click the Next button to go to Step 2. Step 2 displays.
7. Edit the information in Step 2, adding, modifying, and/or deleting information as appropriate.
8. Click the Next button to go to Step 3. Step 3 displays.
9. As with step 2, edit the information in Step 3, adding, modifying, and/or deleting information as appropriate.
10. Click the Next button. Step 4 displays.
11. Review the changes shown on this page. If necessary, click the Back button to return to the previous step and make further changes, then the Next button to return to Step 4.
12. When ready, click the Submit button to submit your requested changes to the appropriate people for approval.
13. [Click here](#) to go to the Request Provisioning help topic where you can review the full provisioning process, which provides part of the functionality of this update process.
14. This completes the Update User Accounts process. Either click the Logout option near the top of the Navigation menu to log out of MyGaDOE Portal or select another option from the Navigation menu to perform different tasks.

Add to Favorites

The Add to Favorites link (shown in the image below), allows users to link directly to Web sites and other links of importance to them. To add a link to your favorites, complete the following steps:

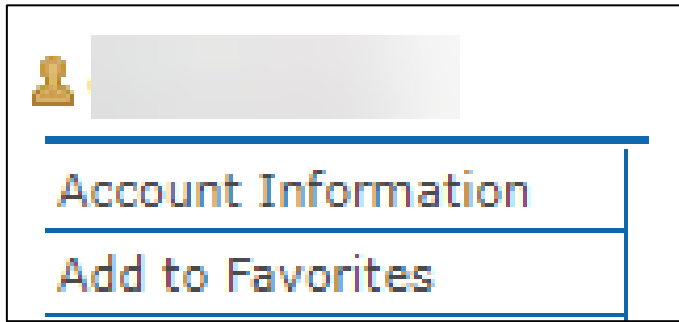


Figure 17 The personal section of the Navigation menu, showing the Add to Favorites link.

The personal section of the Navigation menu, showing the Add to Favorites link.

1. From any page in MyGaDOE Portal, click the **Add to Favorites** link in the personal section of the Navigation menu. The Add to Favorites page displays, as shown below.

Figure 18 The Add to Favorites page.

The Add to Favorites page.

2. In the Title field, enter a title for site or item you want to add to favorites,
3. Enter a description in the Description field.
4. In the Full Link field, enter the complete link to the item.
5. Select a folder from the Folder dropdown box, in which to locate the item, or enter the name of a new folder in the New Folder field.
6. When finished, click the **Add Favorite** button. The new item is added to your Favorites in the folder specified, the screen refreshes to show a list of your favorites with the new link added, as shown below.

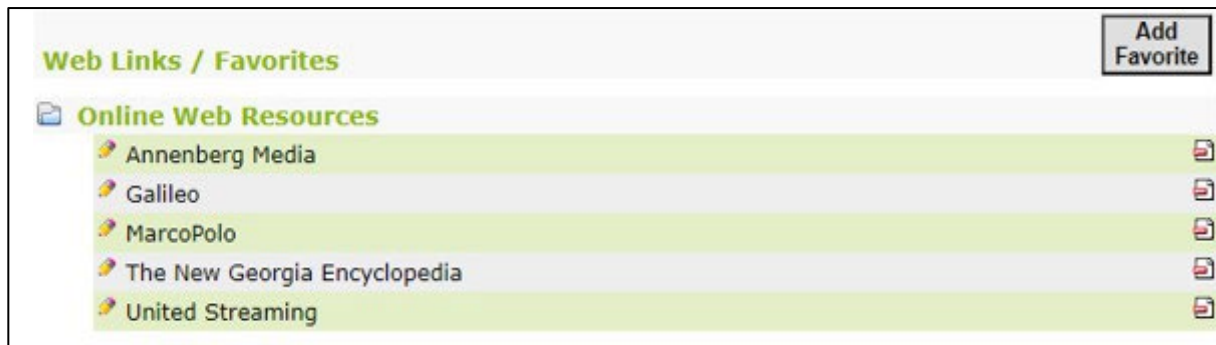


Figure 19 The Web Links /Favorites list displays after a new link is added.

The Web Links /Favorites list displays after a new link is added.

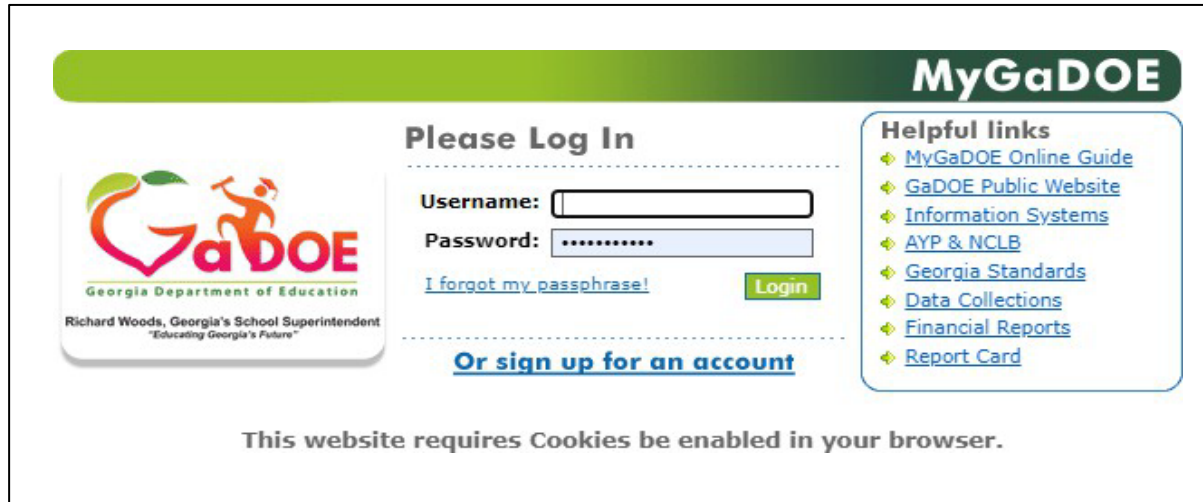
7. This completes the Add to Favorites task. To add another favorite, click on the Add Favorite button near the upper right corner of the page, or click a link in the Navigation menu to perform another task.

Login, Logout, and Change Passphrase

Login

To log in to MyGaDOE Portal, complete the following steps:

1. Start your Web browser.
2. Enter the following address in the browser's Address field: <https://portal.doe.k12.ga.us>.
3. Click the Go button to the right of the Address field. The MyGaDOE Portal Login screen displays, as shown below.



MyGaDOE

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.

Figure 20 The MyGaDOE Portal Login page

4. Enter your username in the Username field.
5. Enter your passphrase in the passphrase field.
6. Click the Login button. The MyGaDOE Portal home page displays, giving you secure access to your applications and services.

Note: If you forgot your passphrase, click the "I forgot my passphrase!" link and follow the instructions.

Logout

To log out of MyGaDOE Portal, complete the following steps:

1. Locate the Site Navigation menu at the top of the Navigation menu, near the top left of any page in MyGaDOE Portal.

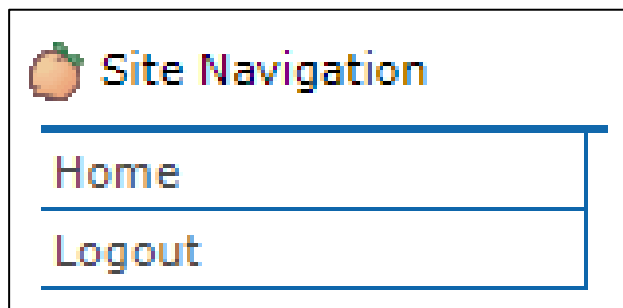


Figure 21 The Site Navigation section of the Navigation menu, showing the Logout option.

Note: The Navigation menu displays no matter what page you are on, unless you hide it using the Hide Menu link. If this is the case, click the Show Navigation link, located near the top left of the page, as shown in the graphic below. The Navigation menu displays. Please proceed with the next step.



Figure 22 The Show Navigation link lets you restore the Navigation menu if it is minimized.

2. Locate the Logout option.
3. Click the Logout option. MyGaDOE Portal logs you out and displays the Login page.

Change Passphrase.

To change passphrase, complete the following steps:

1. From any page in MyGaDOE Portal, click your username in the Navigation menu. The Edit Account Information page displays, as shown below.

The screenshot shows the 'View Account Information' page. At the top, there are fields for Substation, First Name, Middle Name, Last Name, Middle Name, Email Address, Birth Date, Gender, Phone Number, Fax Number, and SSN. Below these is a 'Change Passphrase' button. The 'Application Roles' section lists various roles such as Portal-Admin, Portal-Content Mgr, Portal-User, Teacher Retirement System-Helpdesk, and many others. The 'Impersonation' section shows the user is impersonating 'Department of Education - Informatix Systems'. At the bottom, there are administrative fields for Address (Line 1, Line 2, City, State, ZIP, Country, County), Is Primary, Password Change Required, Terminate User, and Assign Roles.

Figure 23 A sample View Account Information page (Note the Change passphrase button about halfway down the page)

2. Click the Change passphrase button, located about halfway down the page. The Change passphrase page displays, as shown below.

Change Passphrase for [redacted] :

Enter Current Passphrase:

Enter New Passphrase:

No reused passphrase
 Length of passphrase between 8 and 25 chars
 Must contain at least one of the characters !@\$%^*()-_.,?
 Must not contain the words password,test,train

Reenter New Passphrase:

Figure 24 The Change passphrase page

3. Enter your current passphrase in the *Current passphrase* field.
4. Enter your new passphrase in the *Enter New passphrase* field.
5. Enter your new passphrase again in the *Reenter New passphrase* field.
6. Click the Save passphrase button. MyGaDOE Portal verifies that the passphrase entered in the *Enter New passphrase* and *Reenter New passphrase* fields match. If not, it shows an error message and asks that you redo the process. If the passphrase matches, MyGaDOE Portal changes the passphrase, and the process is complete.

Note the following passphrase requirements:

- *No reused passphrase*
- *Length of passphrase between 8 and 25 chars*
- *Must contain at least one of the characters !@\$%^*()-_.,?*
- *Must not contain the words password,test,train*

Mandatory Passphrase Change

Security has become an increased concern for everyone in recent years. Since the Georgia Department of Education, as well as regional and local education entities, handle considerable amounts of personal and private information, it is vital that we do everything within reason to protect that information for those people who have instructed it to us.

For that reason, **we require a change of passphrase every 90 days.**

While we understand that this will inconvenience you, our users, we ask you to understand the critical importance of this policy and to do everything you can to help us protect our students and education professionals.

To do this, every 90 days you will be prompted to change your passphrase (this is called “Reset Passphrase” in the language of MyGaDOE Portal). To change your passphrase, complete the following steps:

1. When it’s time to change your passphrase, the Reset Passphrase Page displays, as shown below.

Terms of Use

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS RELATING TO YOUR USE OF THIS SITE (the "Site") CAREFULLY. By using this Site, you are deemed to have agreed to these terms and conditions of use. We reserve the right to modify these terms and conditions at any time. You should check these terms and conditions periodically for changes. By using this Site after we post any changes to these terms and conditions, you agree to accept those changes, whether or not you have reviewed them. If at any time you choose not to accept these terms and conditions of use, please do not access or otherwise use this Site or any information contained on this Site.

BY CLICKING ON THE "ACCEPT" BUTTON AND COMPLETING THE REGISTRATION OR PROFILE PROCESS, YOU ARE STATING THAT YOU AGREE TO BE BOUND BY ALL OF THE TERMS OF SERVICE AND CONDITIONS OF USE CONTAINED HEREIN AND/OR MODIFIED FROM TIME TO TIME. REJECTION OF THIS AGREEMENT WILL RESULT IN DENIAL OF COMPLETION OF YOUR REGISTRATION FOR THIS SITE OR PROFILE PROCESS.

Scope of Terms and Conditions

I recognize that I am legally responsible for my activities pursuant to Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated. I recognize that I may have access to personal and private information the disclosure of which may be protected against under Federal or State law and that the failure to comply with these strict confidentiality requirements may violate Federal or State law and individual privacy rights. Therefore, I hereby certify that I will not release, disclose, discuss, reproduce, sell, use or otherwise disclose any information that may be protected under Federal or State laws to any individual or entity without the express consent or direction of the Georgia Department of Education (GaDOE). In the event that I inadvertently or incorrectly release any protected information, I agree to advise the GaDOE immediately and identify the business organization, entity, or individual person to whom the information was divulged and the content substance of the information. All information created, transmitted, and stored on State information technology resources is the sole property of the state and is subject to monitoring, review, and seizure. Logging on to any State information system is an acknowledgement of this standard and an agreement to abide by it and all other governance regarding its use.

Figure 25 The Reset passphrase page

Note: The Reset passphrase page displays when it is time to change your passphrase or when the passphrase needs to be reset.

2. Enter your current passphrase in the passphrase field.
3. Enter your new passphrase in the new passphrase field.

Note: *The new passphrase must not be the one you have used before. MyGaDOE Portal keeps track of your previously used passphrase and will not permit you to use them again. This is another security measure and is part of our attempt to keep the confidential information of Georgia citizens safe. If you do enter an old passphrase, you will be prompted to change it when you click the I Agree to Terms of Use button.*

4. Re-enter your new passphrase in the Retype Passphrase field.
5. Read the Terms of Use agreement at the bottom of the page.
6. Click the I Agree to Terms of Use button.
7. Your passphrase has been changed. This completes the change passphrase process.

What to do if You Forget Your Passphrase

If you forgot your passphrase, the first thing to do is make sure that you have a MyGaDOE Portal user account. You cannot log into MyGaDOE Portal if you do not have an account on MyGaDOE Portal.

If you are certain that you have an account, please complete the following steps:

1. From the MyGaDOE Portal Login page, as shown below, click the "I forgot my passphrase!" link located to the left of the Login button.

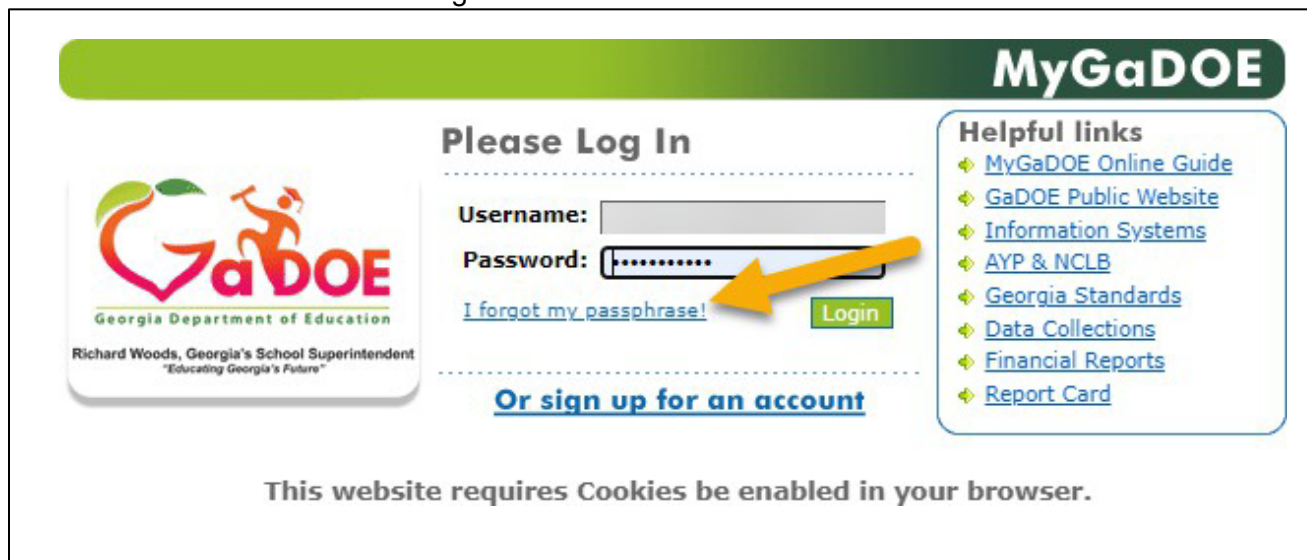


Figure 26 The MyGaDOE Portal Login page, showing the "I forgot my passphrase!" link.

2. The Forgot Login message displays, as shown in the image, below.

The Forgot Login message allows you to click on a link and have your passphrase sent to you.

3. If it is not already displayed, enter your username in the Username text box.

Note: This is your e-mail address (e.g., jdoe@doe.k12.ga.us). The username displays as you type it.

4. Users will see an option screen where they can select to have their passphrase emailed to them or reset their own passphrase by answering some of their challenge questions accurately.

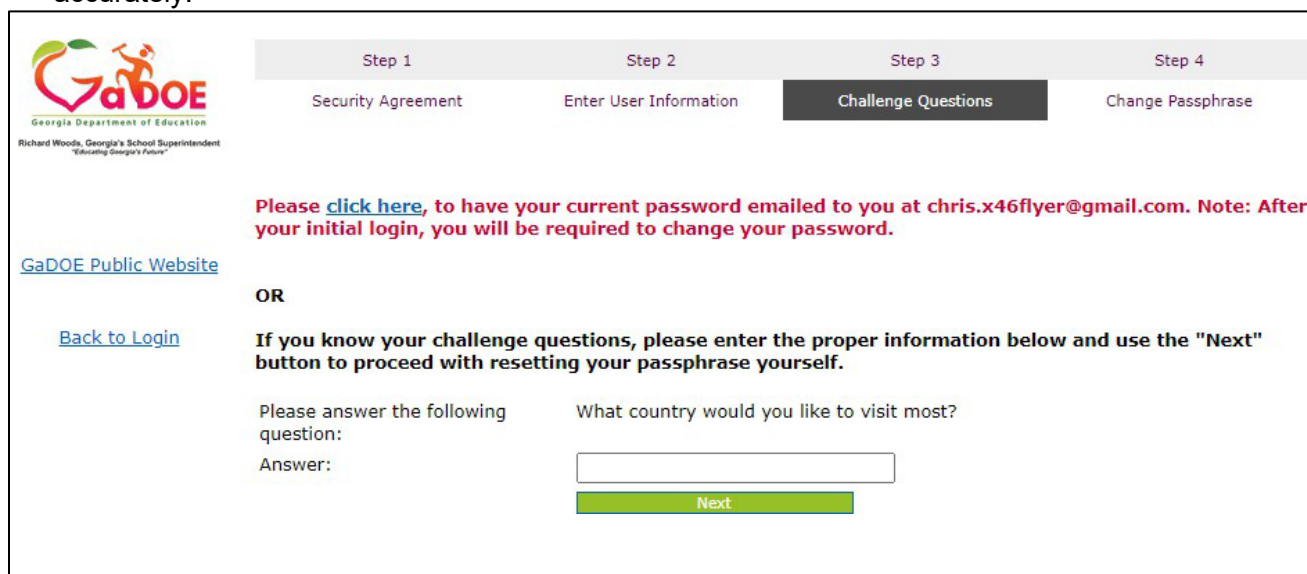


Figure 27 MyGaDOE Portal Reset passphrase page, showing the "challenge questions!"

5. if users choose the second option to reset their passphrase by answering their challenge questions. When users answer their challenge questions correctly, they are then given the option to change the passphrase.

The screenshot displays the 'Change Passphrase' interface within the MyGaDOE Portal. At the top, a progress bar indicates four steps: Step 1 (Security Agreement), Step 2 (Enter User Information), Step 3 (Challenge Questions), and Step 4 (Change Passphrase). The 'Change Passphrase' step is currently active. Below the progress bar, the user is prompted to 'Change Passphrase for :'. There are two input fields: 'Enter New Passphrase:' and 'Reenter New Passphrase:'. Each input field has a password icon on the right side. A green 'Save Passphrase' button is positioned below the input fields. On the left side of the page, there is a link for 'GaDOE Public Website' and a 'Back to Login' link. The Georgia Department of Education logo is located in the top left corner.

Figure 28 MyGaDOE Portal Reset passphrase page, showing the "Change Passphrase!"

6. When you receive your passphrase via email, login as described in the Login section of this document.
7. This completes the Request Forgotten Passphrase process.

Search

Search Overview

MyGaDOE Portal's Search function allows users to search the MyGaDOE Portal database for information about people and public education organizations. Specifically, users may search for the following:

- Districts
- People
- Schools
- Agencies
- Departments
- Divisions
- Other
- RESA
- GLRS
- ETC
- Vendors
- All Organizations

For search purposes, the following definitions apply:

- Agencies are major governmental units, such as the Georgia Department of Education.
- Departments are subdivisions of governmental units.
- Divisions are subdivisions of Departments.

Searches are conducted by using the Search menu near the top of each page in MyGaDOE Portal. Regardless of the type of search users perform, once they receive a list of search results, they may either View records in the list or edit them.

Search Bar Menu

The Search menu displays across the top of every page, just below the browser toolbar. It is used to search MyGaDOE Portal for a variety of information, as follows:

- Districts
- People
- Schools
- Agencies
- Departments
- Divisions
- Other
- RESA
- GLRS
- ETC
- Vendors
- All Organizations

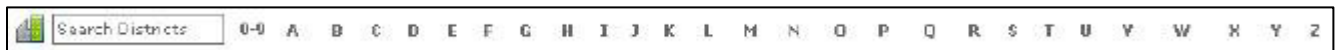


Figure 29 MyGaDOE Portal Search menu displays, with the default search set to school districts.

The Search menu defaults to District search. To change the organization for the search (or to search for people), see the Search MyGaDOE Database documentation topic.

Search MyGaDOE Portal Database

To search MyGaDOE Portal

for specific information, complete the following steps:



1. From any page in MyGaDOE Portal, hover your mouse over the Search Type icon. This icon will vary based on the type of search chosen. When the page first displays it defaults to the district search option (). In any event, the icon is located just to the left of the Search text box (). The Search dropdown menu displays, as shown below.



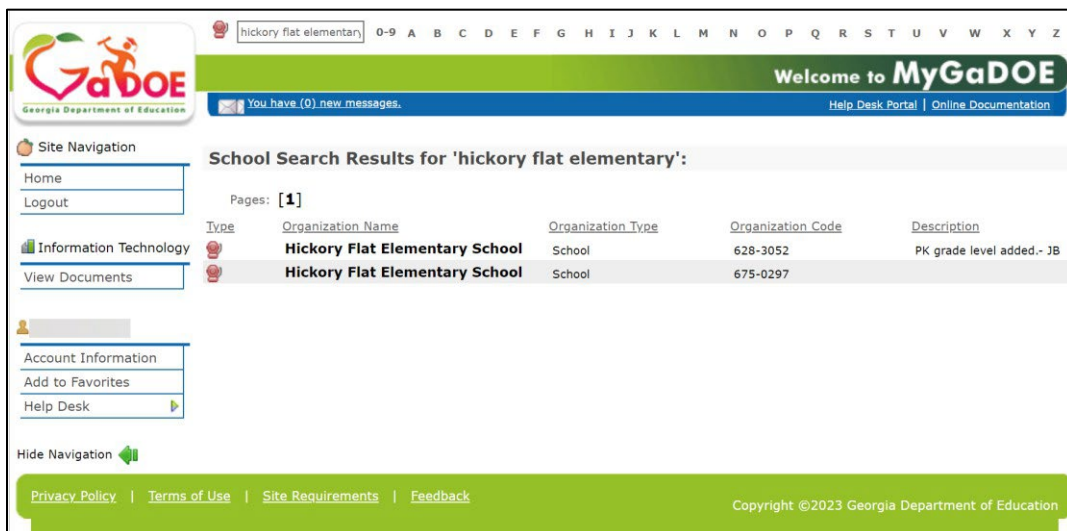
Figure 30 The Search dropdown menu displays when you click the Search icon.

2. Click the type of search you want to perform. The Search menu resets to perform that type of search, as shown below.



The Search menu resets to search for people instead of districts - note how the icon has changed from the district search icon to the people search icon.

3. Click inside the Search text box to place your cursor there.
4. Enter the name of the district, person, school, etc. you want to find.
5. Press the Enter button (Return on Macintosh computers). MyGaDOE Portal searches its database and displays the Search Results page, as shown below.



The Search Results page

6. To view information for a specific result, click the Name field for that result. The View Record page displays that result.

The screenshot shows the MyGaDOE portal interface. At the top, there is a search bar with 'Search Districts' and a navigation menu with letters A-Z. The header includes the MyGaDOE logo and the text 'Welcome to MyGaDOE'. Below the header, there is a notification: 'You have (0) new messages.' and links for 'Help Desk Portal' and 'Online Documentation'. The main content area displays details for 'School: Hickory Flat Elementary School' with a code of 628-3052. The details include the district (Cherokee County), principal (Kerry Estep), telephone number (770) 704-1444, and address (2755 E Cherokee Dr, Canton, GA 30115-9251). It also lists contact information: Email (No Email Address Available), URL (No URL Address Available), ETC (no ETC available), GLRS (no GLRS available), and RESA (no RESA available). On the left side, there is a 'Site Navigation' menu with options like Home, Logout, and View Documents. Below the navigation, there are sections for 'Related Organizations', 'School Climate Surveys', and 'Surveys'. The 'Surveys' section shows a table with columns for 'New (0)', 'Saved (0)', 'Submitted (0)', 'Approved (0)', and 'Reports', with a message 'No new surveys available'. On the right side, there are sections for 'Organization News', 'My Favorites', and 'Organization Directory'.

7. To edit the information for a specific result, click the Edit Icon at the end of the result line.

Note: The ability to edit information is dependent on your MyGaDOE Portal roles and access rights.

For more information about viewing search result records, please see the View Search Result Records documentation topic.

View Search Result Records

To view a specific record in the search results list, click on the name of the record on the list. For example, the name of the school in the graphic below is "Model High School". To view the record for this school, click on its name in the list.

The screenshot shows the MyGaDOE portal interface with search results for 'Atlanta public school'. The search bar contains 'Atlanta public school'. The header includes the MyGaDOE logo and the text 'Welcome to MyGaDOE'. Below the header, there is a notification: 'You have (0) new messages.' and links for 'Help Desk Portal' and 'Online Documentation'. The main content area displays 'District Search Results for 'Atlanta public school':'. Below this, there is a table with the following columns: Type, Organization Name, Organization Type, Organization Code, Description, and Edit. The table contains one row with the following data: Type: Information Technology, Organization Name: Atlanta Public Schools, Organization Type: District, Organization Code: 761, Description: , and Edit: (edit icon). At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Terms of Use', 'Site Requirements', and 'Feedback', and the text 'Copyright ©2023 Georgia Department of Education'.

The Search Results page shows an example of a search result.


The item's record displays, as shown in the image below.

The screenshot displays the MyGaDOE portal interface. At the top, there is a search bar and a navigation menu with letters A-Z. The main header reads "Welcome to MyGaDOE" with links for "Help Desk Portal" and "Online Documentation". A notification bar indicates "You have (0) new messages." The main content area is titled "District Atlanta Public Schools" with "Code:761". Below this, key information is provided: State (State of Georgia), Superintendent (Lisa Herring), Telephone number ((404) 802-3500), Address (130 Trinity Avenue S.W., Atlanta, GA 30303), Email (Lisa.Herring@atlanta.k12.ga.us), URL (http://www.atlanta.k12.ga.us), ETC (Kennesaw State University, ETC), GLRS (Metro West GLRS), and RESA (Metro RESA). The interface includes several sidebars and content blocks: "Site Navigation" (Home, Logout), "Atlanta Public Schools" (View Documents), "Chinwe Ilonzo" (Account Information, Add to Favorites, Help Desk), "Hide Navigation", "Related Organizations" (options | []), "Organization News" (No News, More), "Principal List" (options | []), "School List" (options | []), "My Favorites" (No Favorites, More), and "Organization Directory" (options | []) listing various roles like Administrator, Assessment Director, BD District User, etc.

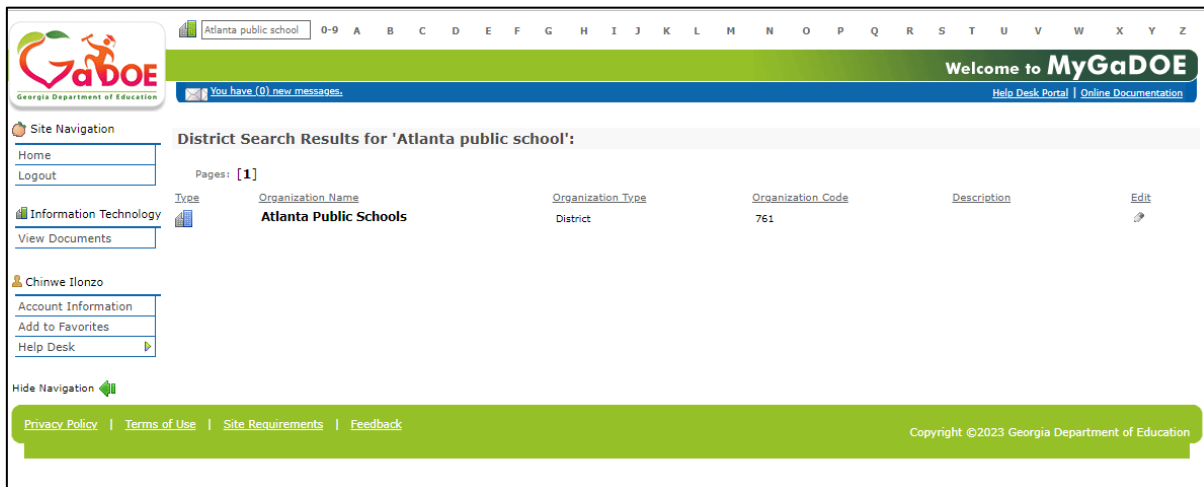
An example of a search result detailed record obtained from a search result list.

Edit Search Result Records

To edit a specific record in the search results list, complete the following steps:

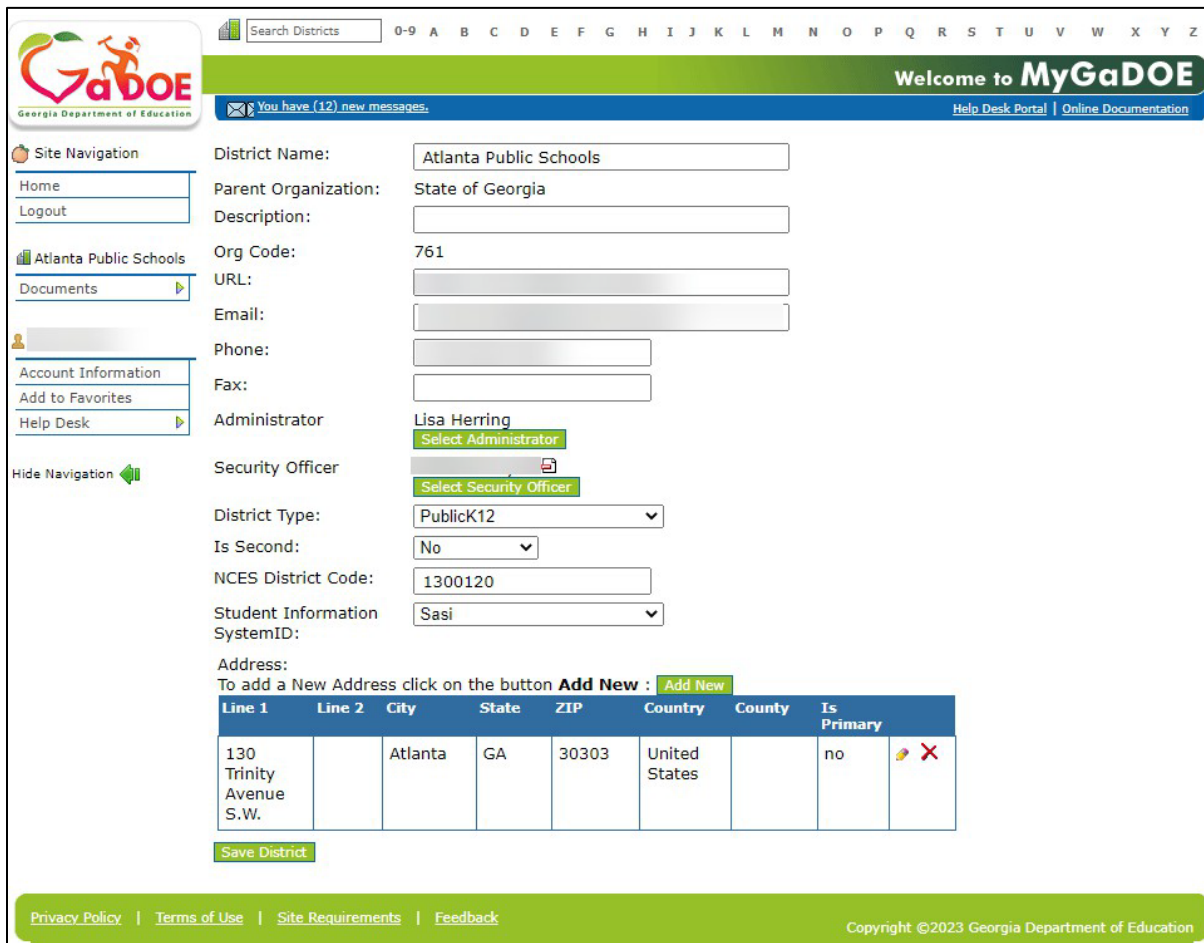
1. Click on the Edit icon () for the record on the list. For example, the Edit icon appears at the end of the listing for the Model High School record, shown below. To edit the record for this school, click on the edit icon at the end of the listed record. *Note: The ability to edit information is dependent on your MyGaDOE Portal roles and access rights.*

Note: The ability to edit information is dependent on your MyGaDOE Portal roles and access rights.



The Search Results page shows an example of a search result.

2. The item's record displays, as shown in the image below. Users may now edit this page.



The Search Result Edit page

3. When finished, click the Save button near the bottom of the page. In the example above, the button reads Save School, however this will change based on what type of search you conducted (Save District, Save People, etc.).

4. This completes the Edit Search Results process.

View Your User Account Information

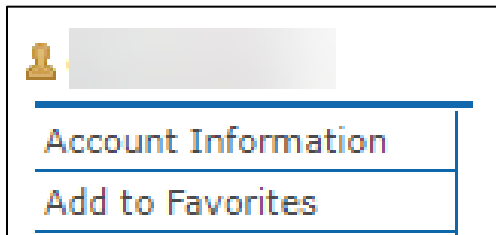
Accessing Account Information

Users have one-click access to their own account information in MyGaDOE Portal. However, they do not have access at all to other people's account information. There are two ways to access your account information, and both require that you are logged on to MyGaDOE Portal. You can View your account information, or you can Edit your account information.

View Your Account Information

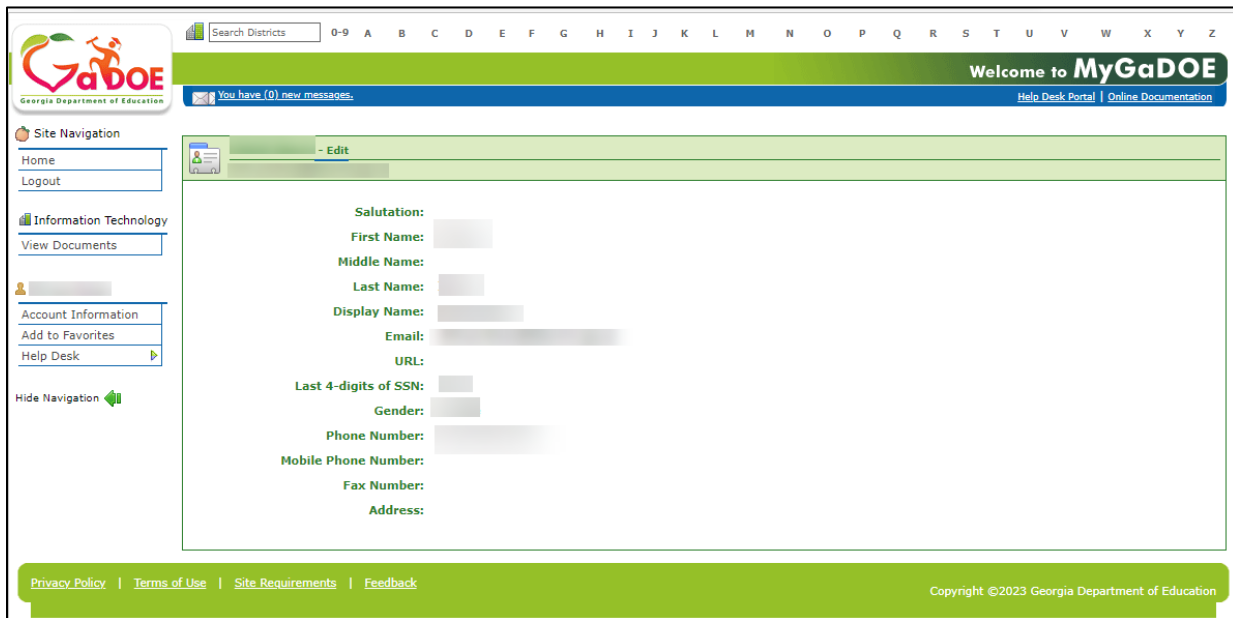
To view your MyGaDOE Portal account information, complete the following steps:

1. From any page in MyGaDOE Portal, click the Account Information link in the personal section of the Navigation menu. A part of this menu is shown in the image below.



An example of the personal section of the Navigation menu

2. You may view the account information (an example of which is shown in the image below), but you may not change it.



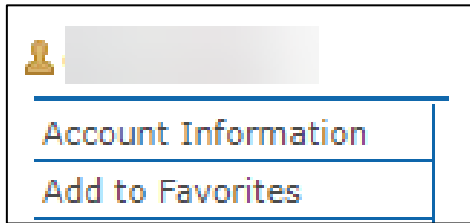
The View Account Information page

3. This completes the View Account Information task.

Edit Your Account Information

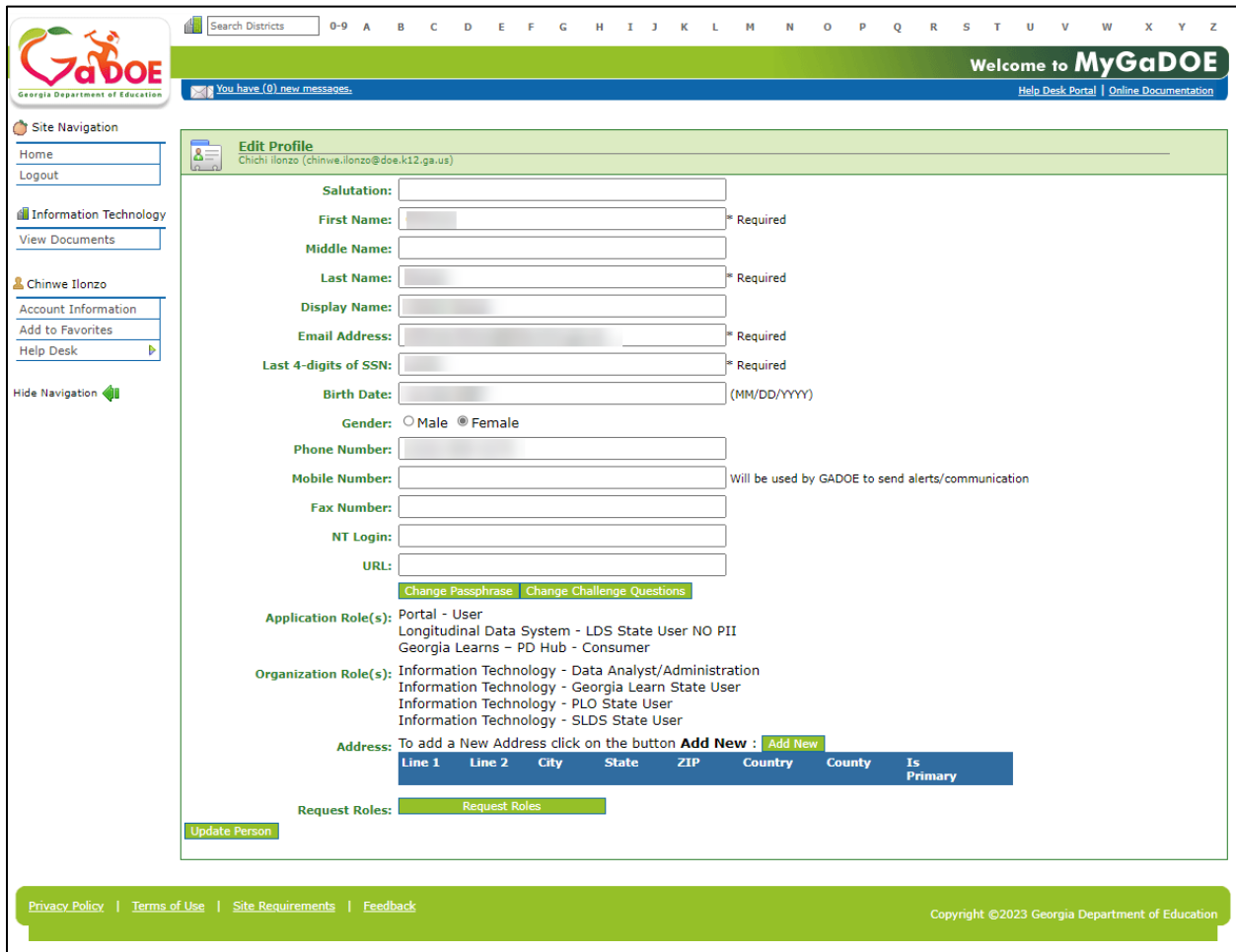
To view your MyGaDOE Portal account information, complete the following steps:

1. From any page in MyGaDOE Portal, click your name at the top of the personal section of the Navigation menu. A portion of this menu is shown in the image below.



An example of the personal section of the Navigation menu, showing a user's name at the top

- You may now make whatever changes are appropriate to your account information by entering or replacing the information in the appropriate field or fields.



The Edit Account Information page

- When you have finished making changes to the fields, click the Update Person button. The account information updates and the screen refreshes.
- This completes the Edit Account Information task.

Edit Account Information Fields

Address Line 1 Field

This field is used to specify part of the account holder's physical address or mailing address. It also may be used to specify one or more field offices to which the account holder is attached, and at which the account holder is present at various times. The Line 1 field specifically shows

the first line of the street address of a location. This field appears both on the Edit Account Information page and the View Account Information page.

Address Line 2 Field

This field is used to specify part of the account holder's physical address or mailing address. It also may be used to specify one or more field offices to which the account holder is attached, and at which the account holder is present at various times. The Line 2 field specifically shows the second line of the street address of a location. This field appears both on the Edit Account Information page and the View Account Information page.

Application Role(s) Field

This is a read only field. It specifies the account holder's roles for the application or applications for which they are authorized. To change or add to the information in this field, users must click on the Assign Roles button and make changes to the appropriate fields located there. This field appears both on the Edit Account Information page and the View Account Information page.

Assign Roles Button

This button is visible only to administrators. It is used to designate Application and/or Organization roles for the specified account holder. It displays only on the Edit Account Information page for administrators, and not on the View Account Information page for anyone.

Birth Date Field

The account holder's date of birth, in the form 00/00/00. For example, August 9, 1964, would be entered as 08/09/1964. The field defaults to 00/00/1900. This field appears both on the Edit Account Information page and the View Account Information page.

Change Passphrase Button

The account holder clicks this button to change his or her passphrase. This field appears on the Edit Account Information page, but not on the View Account Information page.

City Field

This field is used to specify part of the account holder's physical address or mailing address. It also may be used to specify one or more field offices to which the account holder is attached, and at which the account holder is present at various times. The city field specifically shows the city portion of the address location. This field appears both on the Edit Account Information page and the View Account Information page.

Country Field

This field is used to specify part of the account holder's physical address or mailing address. It also may be used to specify one or more field offices to which the account holder is attached, and at which the account holder is present at various times. The Country field specifically shows the country or nation portion of the address location. for example, United States, Canada, Mexico, etc. This field appears both on the Edit Account Information page and the View Account Information page.

County Field

This field is used to specify part of the account holder's physical address or mailing address. It also may be used to specify one or more field offices to which the account holder is attached, and at which the account holder is present at various times. The County field specifically shows the County portion of the address location. For example, Bartow County, Fulton County, Charlton County, etc. This field appears both on the Edit Account Information page and the View Account Information page.

Delete Button

This button is used to delete an existing address in the account holder's account information. It appears on the Edit Account Information page, but not on the View Account Information page.

Display Name Field

The account holder's name will be displayed in the Portal. For example, Jane Doe, John Smith, etc. This field appears both on the Edit Account Information page and the View Account Information page.

Email Address Field

The account holder's e-mail address. This field is used not only to designate the e-mail address to which MyGaDOE Portal sends information, but also the e-mail address used for the account holder's MyGaDOE Portal login. This field appears both on the Edit Account Information page and the View Account Information page.

Fax Number Field

The account holder's primary work fax telephone number. For example, 000-000-0000. This field appears both on the Edit Account Information page and the View Account Information page.

Gender Radio Buttons

These radio buttons are used to specify an account holder's gender (Male or Female). They appear both on the Edit Account Information page and the View Account Information page.

Is Primary Check Box

This field is used to specify part of the account holder's physical address or mailing address. It also may be used to specify one or more field offices to which the account holder is attached, and at which the account holder is present at various times. The Is Primary check box specifically designates that this is the account holder's primary address. This field appears both on the Edit Account Information page and the View Account Information page.

Last Name Field

The MyGaDOE Portal account holder's last name. This field appears both on the Edit Account Information page and the View Account Information page.

Middle Name Field

The MyGaDOE Portal account holder's middle name or initial This field appears both on the Edit Account Information page and the View Account Information page.

New Button

This field is used to create a new address, in addition to any existing address in the account holder's account information. This button appears on the Edit Account Information page, but not on the View Account Information page.

NT Login Field (No Longer Used)

This field applies only to certain users in certain offices of the Georgia Department of Education in Atlanta. It refers to a MyGaDOE Portal account holder's login (Username) on the GaDOE Windows NT network. This field appears both on the Edit Account Information page and the View Account Information page. This field may not be applicable to every account holder.

Organization(s) Field

This is a read only field. It specifies the organization or organizations to which the account holder is assigned. To change or add to the information in this field, users must click on the Assign Roles button and make changes to the appropriate fields located there. This field appears both on the Edit Account Information page and the View Account Information page.

Passphrase Change Required Check Box (Only appears for Security Officers and Portal Admins)

This is an administrative field, which most users will never see. It is used to specify that the account holder for whose account it is checked must change their passphrase the next time they log on to MyGaDOE Portal. It appears on the Edit Account Information page, but not on the View Account Information page.

Phone Number Field

The account holder's primary work telephone number. For example, 000-000-0000. This field appears both on the Edit Account Information page and the View Account Information page.

Save Address Button

This button saves changes or additions made to the various address fields. This button appears on the Edit Account Information page, but not on the View Account Information page.

SSOID Field

This field is no longer used and will be removed from MyGaDOE Portal at a future date.

State Field

This field is used to specify part of the account holder's physical address or mailing address. It also may be used to specify one or more field offices to which the account holder is attached, and at which the account holder is present at various times. The State field specifically shows the two-character state postal abbreviation portion of the address location. For example,

Georgia is GA, Alabama is AL, etc. This field appears both on the Edit Account Information page and the View Account Information page.

Status Field (Only appears for Security Officers and Portal Admins)

This field displays the current user's account status (Active, Suspend, or Terminated) and is used to change the current status of a user account from Active to Suspended, Suspended to Active or Terminate a user account.

Update Person Button

This field is used both by administrators and users to update user account information. Clicking this button updates the changes made to information on the Edit Account Information page. The button does not appear on the View Account Information page.

URL Field (No Longer Used)

The URL (Web Address) for the account holder's primary Web site. This field appears both on the Edit Account Information page and the View Account Information page. This field may not apply to every account holder.

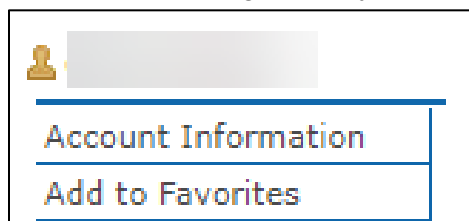
Zip Field

This field is used to specify part of the account holder's physical address or mailing address. It also may be used to specify one or more field offices to which the account holder is attached, and at which the account holder is present at various times. The ZIP field specifically shows the five-digit postal ZIP code portion of the address location. This field appears both on the Edit Account Information page and the View Account Information page.

Change E-mail Address

To change your primary e-mail address, please complete the following steps:

1. From any page in MyGaDOE Portal, click your name at the top of the personal section of the Navigation menu. A sample of this menu is shown in the image below. The Edit Account Information page displays.



An example of the personal section of the Navigation menu, showing a user's name at the top

2. Click inside the Email Address field at the end of the existing e-mail address.

The screenshot shows the 'Edit Account Information' page. It includes the following sections:

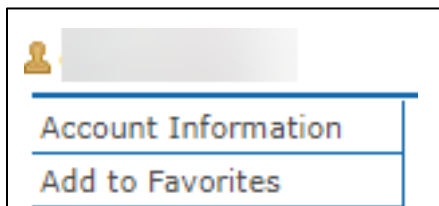
- Personal Information:** Fields for Subsystem (Mr.), First Name (Lynn), Middle Name, Last Name (Gordon), Middle Name (Lynn Gordon), Email Address (lynn.gordon@doe.ga.gov), Birth Date (03/26/1957), Gender (Male), Office Code, Phone Number, Fax Number, and Address (Street, City, State, ZIP, Country).
- Application Role(s):** A scrollable list of roles including Portal-admin, Portal-Content Mgr, Portal-User, Teacher Retirement System Helpdesk, Facilities-New Records, Georgia Testing Identifier-HDS, Student Support Helpdesk, AYS/MS/HS Help Desk, Grants Accounting Help Desk, School Nutrition Helpdesk, Full Time Equivalent Helpdesk, Finance Helpdesk, Central Directory Helpdesk, Free & Reduced Lunch Helpdesk, Pre-Identify for Testing Helpdesk, Consolidated Application Helpdesk, CIT Codes Helpdesk, GMSD Reporting-EDIS, Legacy Facilities Administrator, Legacy Facilities Helpdesk, OCSIS Directory - TEST Helpdesk, ZONE Admin Helpdesk, Secondary Indicator Helpdesk, School Nutrition - ACCOUNT Helpdesk, Title Page-view of Districts, and Portal-Security Officer.
- Administrative Fields:** Includes a 'State' dropdown menu, a 'Password Change Required' checkbox, a 'Terminate Here' checkbox, and an 'Assign Role(s)' dropdown menu.

The Edit Account Information page

3. Backspace over the existing e-mail address to clear the field.
4. Once the Email Address field is empty, type in the new e-mail address.
5. Click the Update Person button near the bottom right of the Edit Account Information page. MyGaDOE Portal updates your user record. The next time you log in to it, you must use the new e-mail address.
6. This completes the Change E-mail Address process.

Add to Favorites

The Add to Favorites link (shown in the image below), allows users to link directly to Web sites and other links of importance to them. To add a link to your favorites, complete the following steps:



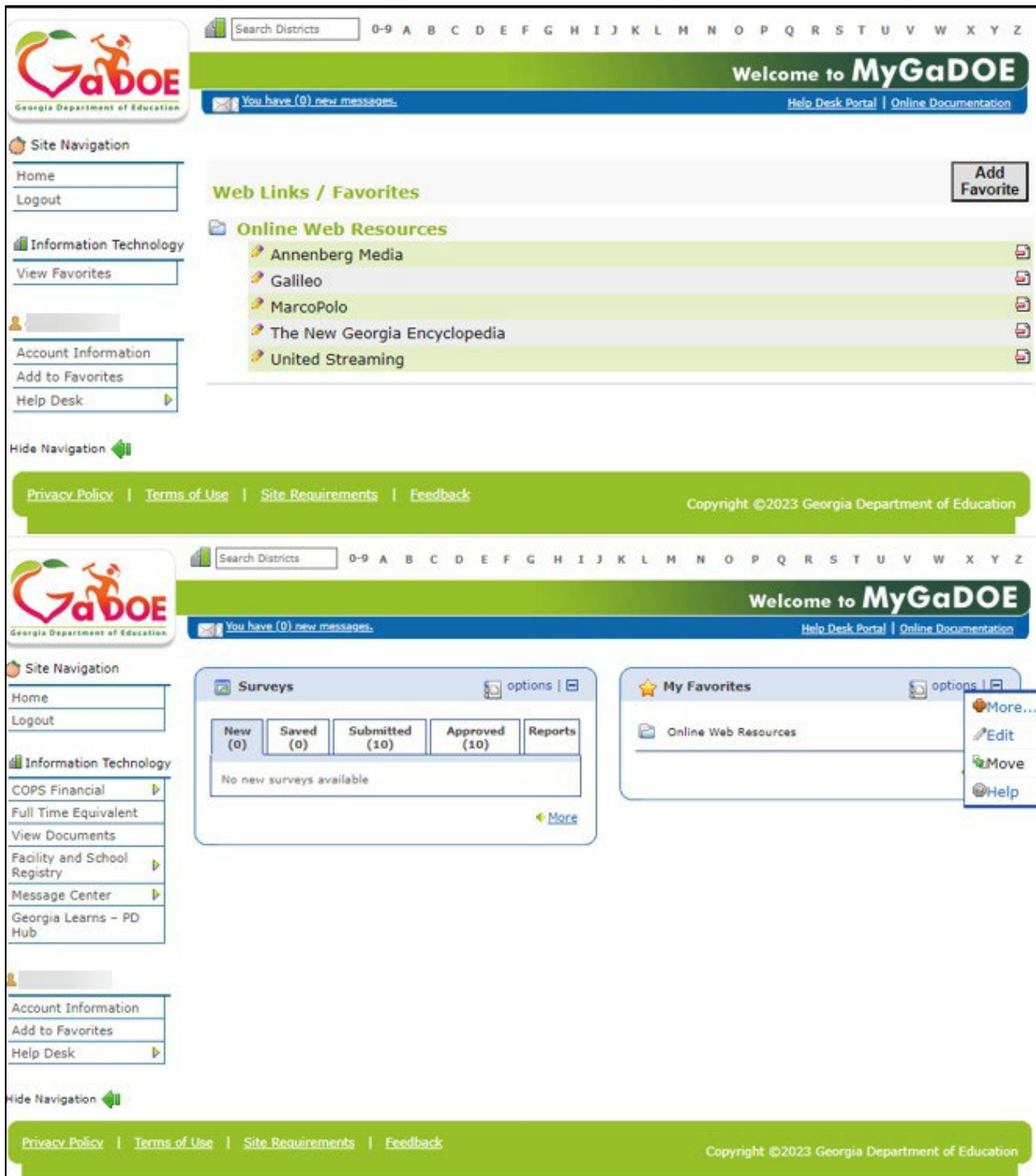
The personal section of the Navigation menu, showing the Add to Favorites link.

1. From any page in MyGaDOE Portal, click the **Add to Favorites** link in the personal section of the Navigation menu. The Add to Favorites page displays, as shown below.

The Add to Favorites page.

2. In the Title field, enter a title for site or item you want to add to favorites,
3. Enter a description in the Description field.
4. In the Full Link field, enter the complete link to the item.
5. Select a folder from the Folder dropdown box, in which to locate the item, or enter the name of a new folder in the New Folder field.
6. When finished, click the **Add Favorite** button. The new item is added to your Favorites in the folder specified, the screen refreshes to show a list of your favorites with the new link added, as shown below.

The Web Links /Favorites list page



The Web Links /Favorites list displays after a new link is added.

- This completes the Add to Favorites task. To add another favorite, click on the Add Favorite button near the upper right corner of the page, or click a link in the Navigation menu to perform another task.

Request or Modify Your User Account

Request a MyGaDOE Portal Account

To apply for a MyGaDOE Portal user account, complete the following steps:

1. Start your Web browser The browser page displays its home page. The home page for your browser may be different. It does not matter since we will be entering a new address in the next step. The important thing is to note the Address field (labelled Address), located near the top left of the page below the back button.

Updating User Accounts

To update your account information and request access to specific applications, complete the following steps:

1. From any page in MyGaDOE Portal, locate Account portion of the Navigation menu along the left side of the page, as shown below. It should be at the bottom of the Navigation menu and be headed by the name of the user who is logged onto MyGaDOE Portal.



The Account section of the Navigation menu

2. Click the user's name at the top of the section. The Edit User Information page displays, populated with the user profile for the person logged in (the person whose name appears at the top of the section), as shown below.

Search Districts: 0 9 A B C D E F G H I J K L M N O P Q R S T U V W X

Welcome to MyGaL

You have (0) New Messages

Edit

First Name: Lenn
 Middle Name:
 Last Name: Sisson
 Title: Mr.
 Display Name: Lenn Sisson
 Email Address: lsisson@doe.k12.ga.us
 Birth Date: 01/01/1900
 Gender: Male Female
 Phone Number:
 Fax Number:
 NT Login:
 URL:
 Photo:

Application Role(s):
 Facilities-View Records
 Facilities-Manage Site/Tract
 Facilities-Manage Facility
 Facilities-Manage Construction
 Facilities-Manage Schools
 Facilities-Approve Facilities
 Facilities-Approve School
 Grants Accounting-Help Desk
 School Nutrition-Helpdesk
 Public Post Jobs-Edit GA Employment Opps

Organization(s):
 Human Resources
 Facilities

Address	Line 1	Line 2	City	State	ZIP	Country	County	Is Primary
								<input type="checkbox"/>

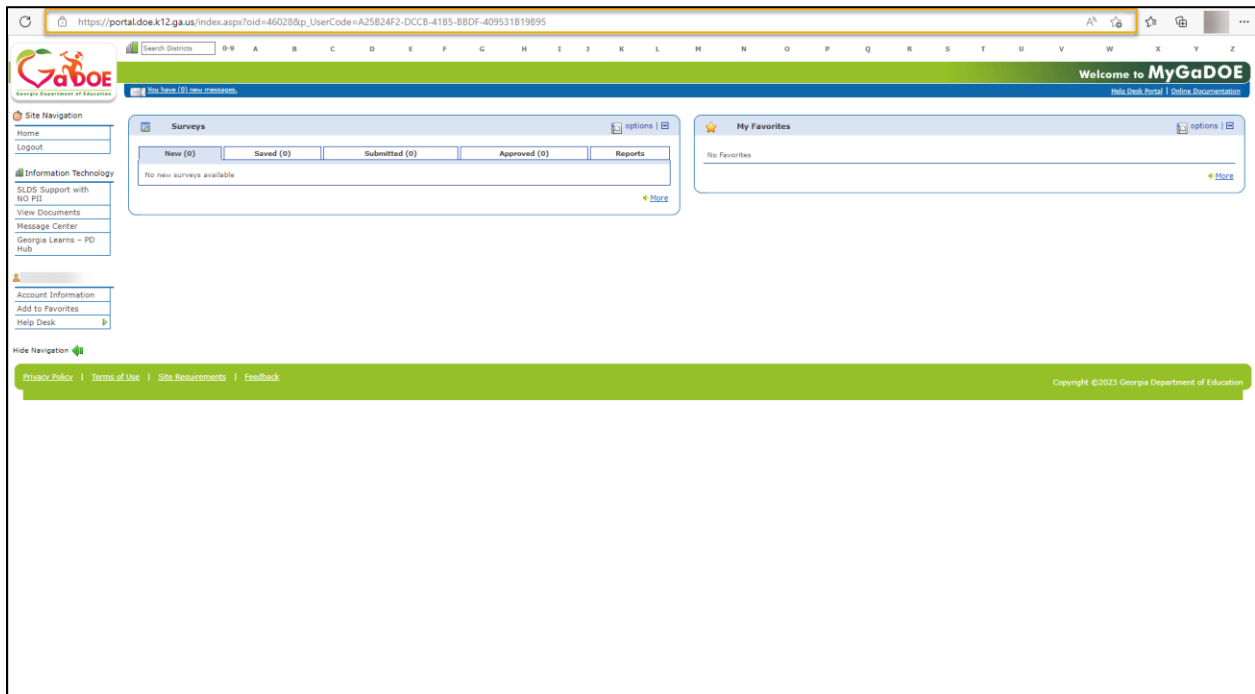
Request Roles:

Department of Education [Terms of Use](#) | [Privacy](#)

An example of the Edit Account Information page

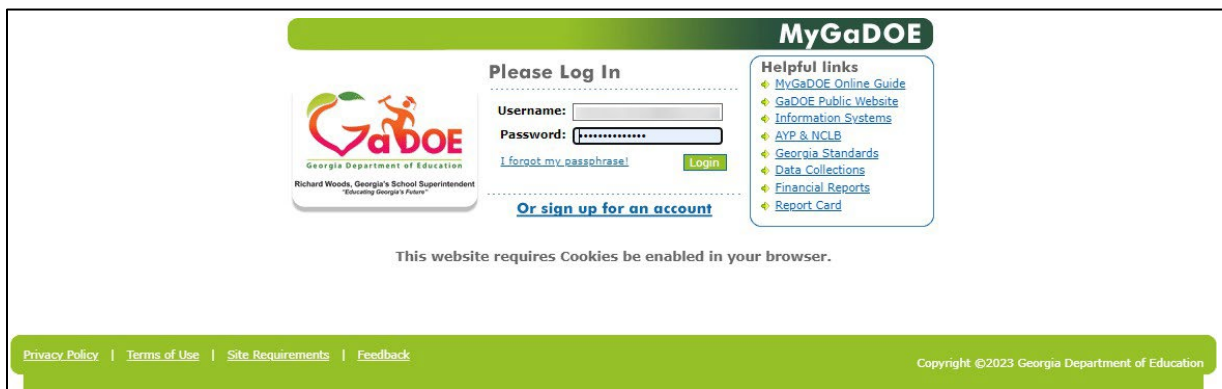
3. Edit the appropriate fields.
4. To change your passphrase, click the Change passphrase button. The Change passphrase page displays. [Click here](#) to read more about changing your passphrase.
5. To request additional roles, click the Request Roles button. The Request Provisioning wizard displays.
6. You will not be able to make changes to the information in Step 1 (the Personal Information). Click the Next button to go to Step 2. Step 2 displays.
7. Edit the information in Step 2, adding, modifying, and/or deleting information as appropriate.
8. Click the Next button to go to Step 3. Step 3 displays.
9. As with step 2, edit the information in Step 3, adding, modifying, and/or deleting information as appropriate.
10. Click the Next button. Step 4 displays.

11. Review the changes shown on this page. If necessary, click the Back button to return to the previous step and make further changes, then the Next button to return to Step 4.
12. When ready, click the Submit button to submit your requested changes to the appropriate people for approval.
13. To view the full provision process, [Click here](#) to go to the Request Provisioning help topic, which provides part of the functionality of this update process.
14. This completes the Update User Accounts process. Either click the Logout option near the top of the Navigation menu to log out of MyGaDOE Portal or select another option from the Navigation menu to perform different tasks.



A sample browser home page, showing the Address field.

2. Click in the Address field. The field highlights.
3. Press the Backspace key (the delete key that backspaces if you are using a Macintosh computer) until the existing address in the field is removed.
4. Type the following address in the now blank Address field: <https://portal.doe.k12.ga.us/>. The address is displayed in the field.
5. Click the Go button (located to the right of the Address field), or press the Enter key (the Return key, if you are using a Macintosh computer). The MyGaDOE Portal Login page displays, as shown below.



The Login page, showing the Sign-Up button at the bottom of the New Users box.

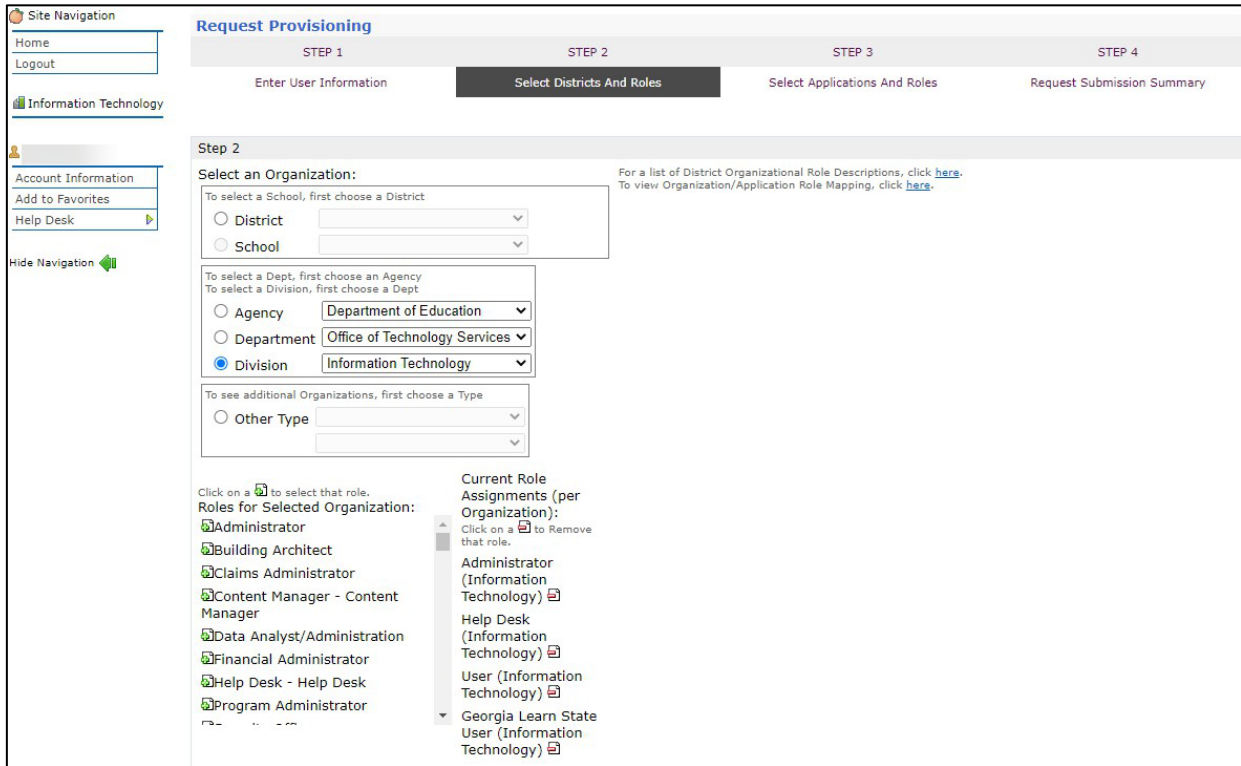
6. Click the "Or sign up for an account" link. The "Apply for a MyGaDOE Portal Account Step 1" page displays, as shown below. This page provides MyGaDOE Portal with individual information about you.

Apply for a MyGaDOE Portal Account Step 1 page.

7. Enter your first name in the First Name text box.
8. Enter your last name in the Last Name text box.
9. Enter your e-mail address in the Email Address text box.

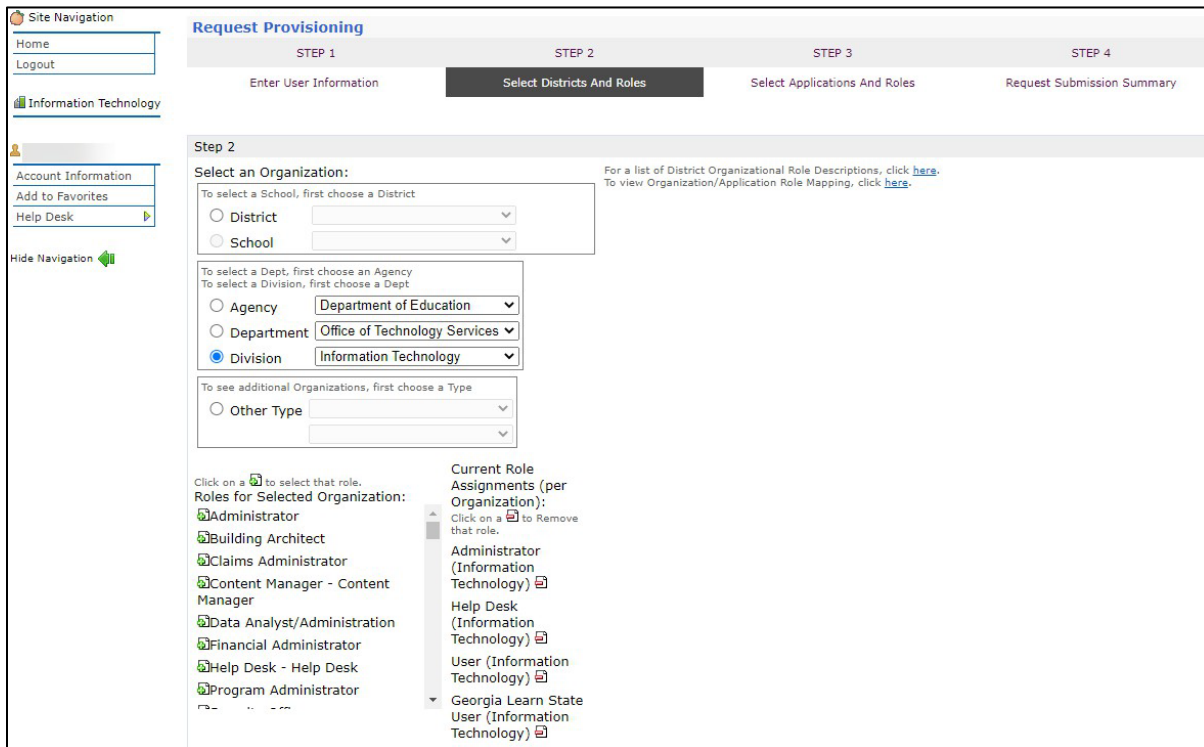
Note: *This e-mail address should be assigned to you by your school, district, or organization.*

10. Confirm the e-mail address you typed in the previous box by typing it in the Confirm Email text box.
11. Click the Next button. The "Apply for a MyGaDOE Portal Account Step 2" page displays, as shown below. This page provides DOE with organizational information about you.



Apply for a MyGaDOE Portal Account Step 2 page.

- If you work for a school district (or a school within a school district) click the district radio button. If you work for an Agency (e.g., State GaDOE) click the Agency radio button. The field next to the button you click highlights, and the “Roles for Selected Organization” scroll box displays, as shown below.



The “Apply for a MyGaDOE Portal Account Step 2” page, showing the district radio button selected, the dropdown box next to it highlighted, and the Roles for Selected Organization scroll box displayed.

13. If you selected Agency, go to step 20 below; otherwise continue with the next step.
14. From the District dropdown box, select the school district in which you work. The selected school district displays, as shown below.

The screenshot shows a form titled "Select an Organization:". Below the title, there is a sub-header: "To select a School, first choose a District". There are two radio buttons: "District" (which is selected) and "School". The "District" dropdown menu is open, showing "Americus City" as the selected option. Below this, there is another sub-header: "To select a Dept, first choose an Agency" and "To select a Division, first choose a Dept". There are three radio buttons: "Agency", "Department", and "Division", all of which are unselected. Each of these radio buttons has an empty dropdown menu next to it. At the bottom, there is a radio button labeled "Other" with an empty text input field next to it.

The Select an Organization section of the “Apply for a MyGaDOE Portal Account Step 2” page, showing a school district selected (in this example, it is Americus City)

15. If you work for the Central Office in your school district, go to step 18 below; otherwise continue with the next step.
16. Click the School radio button. The school dropdown box highlights, as shown below.

The screenshot shows the same "Select an Organization" form. In this version, the "School" radio button is selected. The "School" dropdown menu is open and highlighted, showing "Adairsville Elementary Schi" as the selected option. The "District" dropdown menu is now empty. The "Agency", "Department", and "Division" radio buttons and their respective dropdown menus remain unselected and empty.

The Select District and School fields with the school radio button highlighted.

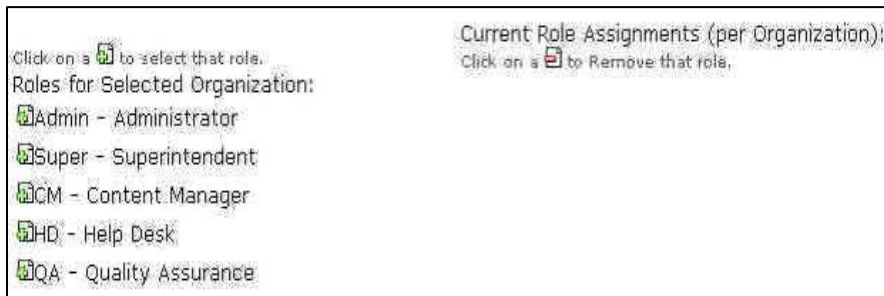
17. Select the appropriate school from the school dropdown box. The school displays in the box, as shown in the example above.
18. Select the appropriate role or roles from the Roles for Selected Organization fields. The selected role is displayed to the right of the Roles for Selected Organization fields under the Current Roles Assignments section.
19. Go to step 26, below.
20. Select the Agency Radio button. The Agency dropdown box highlights, as shown below.

The screenshot shows the "Select an Organization" form. In this version, the "Agency" radio button is selected. The "Agency" dropdown menu is open and highlighted, showing "Curriculum and Instruction" as the selected option. The "School" dropdown menu is now empty. The "Department" and "Division" radio buttons and their respective dropdown menus remain unselected and empty.

The Agency Section of the “Apply for a MyGaDOE Portal Account Step 2” page, showing the Agency and Dept (Department) fields.

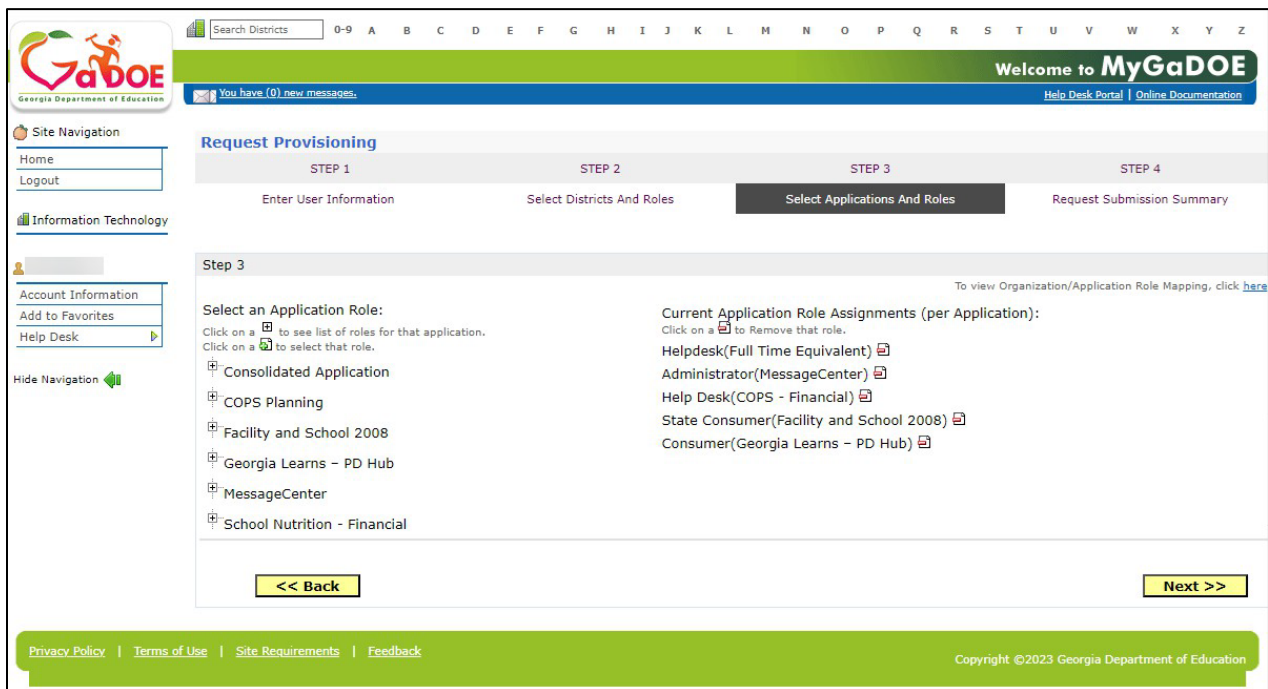
21. Select the Agency from the Agency dropdown box.
22. If there is no department within the agency for you to select, go to step 26 below; otherwise continue.

23. Select the Dept (Department) radio button.
24. Select the appropriate department from the Dept dropdown box.
25. Select the appropriate role or roles from the Roles for Selected Organization fields. This is done by clicking the green plus (+) symbol to the left of the role, as shown below. The selected role is displayed to the right of the Roles for Selected Organization fields under the Current Roles Assignments section.



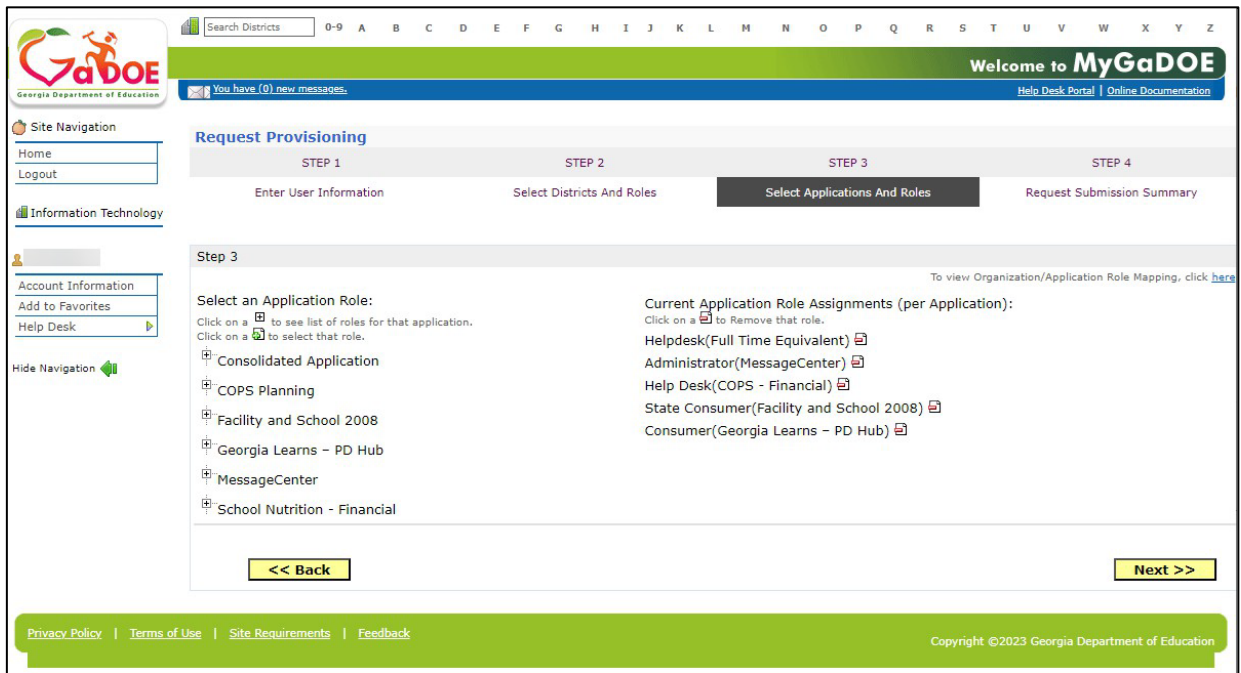
The Agency Section of the “Apply for a MyGaDOE Portal Account Step 2” page, showing the Roles for Selected Organization fields – Note the Green plus (+) sign along the left side of each item.

26. Click the Next button. The “Apply for a MyGaDOE Portal Account Step 3” page displays, as shown in Figure 10 below. This page is used to specify the application role(s) associated with the applications listed above them on the page.



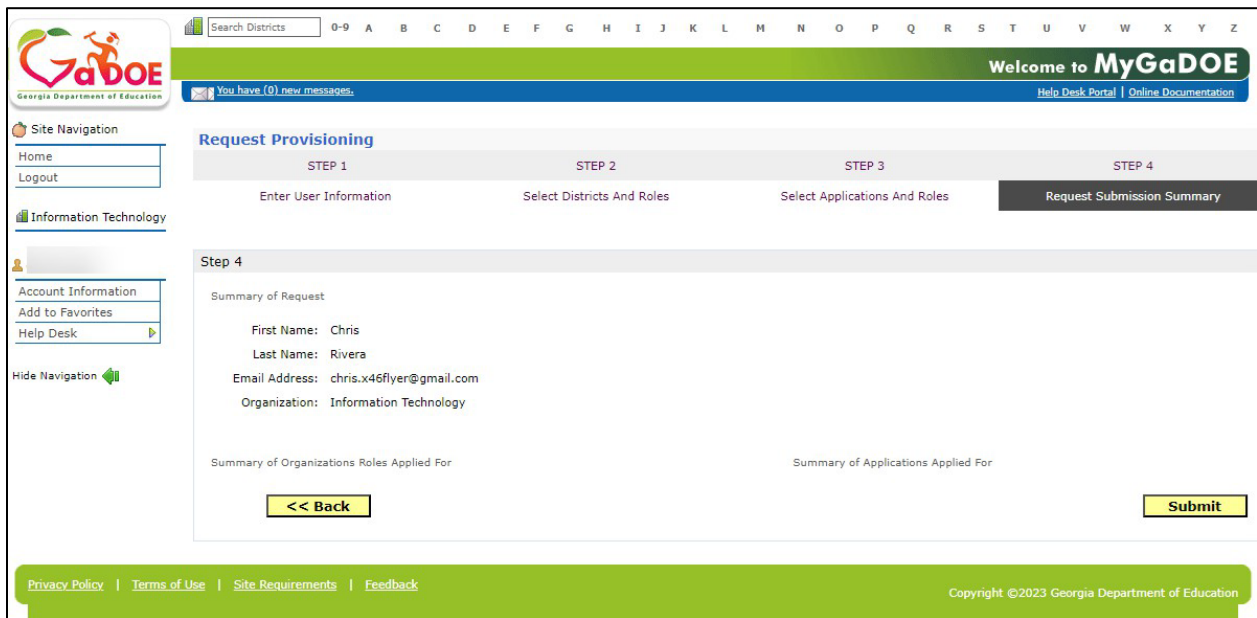
The Apply for a MyGaDOE Portal Account Step 3 page, used to specify the application role(s) associated with the user's applications.

27. Click the plus (+) symbol to the left of the application for which a role is to be specified. The application expands to display a list of the available roles, as shown below.



Part of the Select an Application Role page, showing available roles for the AYP/NCLB application.

28. Click the green plus (+) symbol to the left of the role you want to add. The role is displayed to the right, under the Current Application Roles Assigned (per Application) heading.
29. Repeat steps 27 and 28 for each application for which roles are to be assigned.
30. Click the Next button. The “Apply for a MyGaDOE Portal Account Step 4” page displays, as shown below.



The “Apply for a MyGaDOE Portal Account Step 4” page (the submission step)

31. Review the information displayed on the page. If changes are needed, click the yellow Back button until you reach the step where the changes need to be made, make the appropriate changes, and work forward until again reaching this page.
32. When sure that this represents the information, you wish to submit for this account, click the Submit button. The Request Submitted page displays, as shown below.

The Request Submitted page.

Request Submittal

Your request has been submitted. You will soon receive an email that will give you instructions on how to certify your request so that it may be processed.

[GaDOE Public Website](#)

[Back to Login](#)

[Privacy Policy](#) | [Terms of Use](#) | [Site Requirements](#) | [Feedback](#)

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The Request Submitted page, which you receive after submitting the request for a new account.

33. The next step in this process is to check your e-mail for a request confirmation message from MyGaDOE Portal Support, as shown below.

From: [Redacted]
Sent: Thursday, October 7, 2021 10:31 AM
To: [Redacted]
Subject: FW: **New User Request Certification**

From: PortalSupport@doe.k12.ga.us <PortalSupport@doe.k12.ga.us>
Sent: Tuesday, October 5, 2021 11:13 AM
To: [Redacted]
Subject: **New User Request Certification**

This email is to certify a request that was submitted for access to the MyGaDOE Portal for this email address. The complete details of this request are as follows:

Requested Organization: Information Technology
Add Requested Org Role: Data Analyst/Administration
Requested Application Roles:
1) Payments: Administrator Add
.

Please click to the following link to certify the request. Processing will begin immediately after clicking the link:
[Certify this request](#)

A sample New User Request Certification e-mail as it displays in a sample e-mail client.

34. When the e-mail message arrives, open it. The message displays, as shown below.

From: PortalSupport@doe.k12.ga.us <PortalSupport@doe.k12.ga.us>
Sent: Thursday, November 5, 2020 8:25 AM
To: Da ye@doe.k12.ga.us>
Subject: New User Request Certification

This email is to certify a request that was submitted for access to the MyGaDOE Portal for this email address. The complete details of this request are as follows:

Requested Organization: Office of Policy and External Affairs
Add Requested Org Role: User
Requested Application Roles:
1) School Nutrition - ACCOUNT: School System User Add
2) Task Manager: Quality Assurance Add
3) Consolidated Application: Any User Add
,

Please click to the following link to certify the request. Processing will begin immediately after clicking the link:
[Certify this request](#)

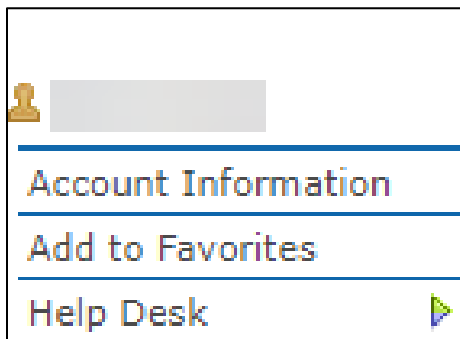
A sample New User Request Certification e-mail as it appears when opened.

35. Click the Certify this Request link at the bottom of the e-mail.
36. The request is certified as coming from a valid e-mail address, and automated e-mails are sent to the appropriate Security Officer and the Application Owner for action. Once the request has been accepted or denied, the user receives an e-mail stating so. If accepted, the user is granted access to the application, otherwise not.
37. This completes the Sign Up for a New Account process.

Updating User Accounts

To update your account information and request access to specific applications, complete the following steps:

1. From any page in MyGaDOE Portal locate Account portion of the Navigation menu along the left side of the page, as shown below. It should be at the bottom of the Navigation menu and be headed by the name of the user who is logged onto MyGaDOE Portal.



The Account section of the Navigation menu

2. Click the user's name at the top of the section. The Edit User Information page displays, populated with the user profile for the person logged in (the person whose name appears at the top of the section), as shown below.

The screenshot shows the 'Edit Profile' page for Chris Rivera. The page includes a navigation menu on the left with options like 'Home', 'Logout', and 'Information Technology'. The main content area contains the following fields and sections:

- Personal Information:** Salutation, First Name (Chris), Middle Name, Last Name (Rivera), Display Name (Chris Rivera), Email Address (chris.x46fayer@gmail.com), Last 4-digits of SSN (0000), Birth Date (07/01/1962), Gender (Male), Phone Number ((404) 463-0318), Mobile Number, Fax Number, NT Login, and URL.
- Application Role(s):** Portal - User, Full Time Equivalent - Helpdesk, MessageCenter - Administrator, COPS - Financial - Help Desk, Facility and School 2008 - State Consumer, Georgia Learns - PD Hub - Consumer.
- Organization Role(s):** Information Technology - Administrator, Information Technology - Georgia Learn State User, Information Technology - Help Desk, Information Technology - User.
- Address:** A table with columns for Line 1, Line 2, City, State, ZIP, Country, County, and Is Primary. There is an 'Add New' button and a 'Save/Cancel' button.
- Buttons:** 'Change Passphrase', 'Change Challenge Questions', 'Request Roles', and 'Update Person'.

An example of the Edit Account Information page

3. Edit the appropriate fields.
4. To change your passphrase, click the Change passphrase button. The Change passphrase page displays.
5. To request additional roles, click the Request Roles button. The Request Provisioning wizard displays.
6. You will not be able to make changes to the information in
 - Step 1 (the Personal Information). Click the Next button to go to Step 2.
 - Step 2 displays. Edit the information in Step 2, adding, modifying, and/or deleting information as appropriate.
 - Click the Next button to go to Step 3.
 - Step 3 displays. As with step 2, edit the information in Step 3, adding, modifying, and/or deleting information as appropriate.
 - Click the Next button. Step 4 displays.
7. Review the changes shown on this page. If necessary, click the Back button to return to the previous step and make further changes, then the Next button to return to Step 4.
8. When ready, click the Submit button to submit your requested changes to the appropriate people for approval.
9. This completes the Update User Accounts process. Either click the Logout option near the top of the Navigation menu to log out of MyGaDOE Portal or select another option from the Navigation menu to perform different tasks.

Manage Users and Roles (Provisioning)

Provisioning Overview

Provisioning is the technical term for working with user access, permissions, and their associated records in MyGaDOE Portal. In terms of access, this includes adding users to the system, approving users within the system, maintaining users in the system, and removing users from the system. In terms of permissions, it includes adding user permissions, approving user permissions, modifying user permissions, and removing user permissions. This section provides detailed information about the provisioning process in MyGaDOE Portal from the standpoints of a User, a MyGaDOE Portal Security Officer.

Users

For most users, provisioning consists of signing up to use MyGaDOE Portal, and making sure that their roles are properly assigned, both initially and as these roles change over time.

Portal Security Officers

There are MyGaDOE Portal security officers at every level of the organization (state, regional, and local). They are charged with approving or denying requests for MyGaDOE Portal accounts within their level and area (e.g., the Office of Internal Technology at state GaDOE, or Central Office of Appling County).

When a user signs up for a MyGaDOE Portal account, the request is sent to the appropriate Security Officer, who reviews the request and approves it or denies it.

Application Owners

Application owners are charged with approving or denying a MyGaDOE Portal user's access to an application which the application owner owns. While this approval is usually automatic, so that application owners are not swamped with approval requests, applications containing sensitive information may require individual application owner approval. When a user requests rights to such an application, the request is sent to the appropriate application owner, who approves it or denies it.

Provisioning from the Application Owners Perspective

General Description

Application owners approve or deny user access permissions for MyGaDOE Portal applications of which they are owners.

Generally, application access and permissions are determined by a combination of organization and application roles and are principally approved by the security officer. However, when a request for application access, for which an application owner has added their name to the application owner field for a specific application, that application owner must also approve the user's access and permissions within their application.

Basic Process

From an application owner's perspective, the basic provisioning process proceeds as follows:

1. When a user requests a MyGaDOE Portal account or an update to an existing account, the system reads the organization information the user entered in his or her request and sends a MyGaDOE Portal message to the designated portal security officer for that organization. This message requests the security officer to approve or reject the request and provides a link to MyGaDOE's Approval page for this purpose.

2. Upon reading the message, the security officer clicks on the link and is taken to the approval page.
3. The approval page allows the security officer to approve whatever element(s) of an application the user has requested.
4. Once approved by the security officer, one of two things happens. If no further approvals are required, the system sends an e-mail message to the user telling him or her that they are approved (or rejected if that is the case). However, when a request for application access for which an application owner has added their name to the application owner field for a specific application, is requested. In this case, a MyGaDOE Portal message is sent to the appropriate application owner for approval. Once the application owner approves (or rejects) the user's request, the system sends an e-mail message to the user telling him or her that they are approved (or rejected, if that is the case).
5. This completes the security officer's responsibility for MyGaDOE Portal approvals.

Approve or Reject MyGaDOE Portal Access Requests

When a user requests access to MyGaDOE Portal, either by establishing a new account or by requesting permissions to be added to an existing account, the request is sent to the appropriate security officer for approval. Only security officers can approve or reject a user request for access. In addition, if the request includes access to an application where the application owner has requested approval rights, then the request must also be approved by that application owner.

A link within the message takes the security officer or application owner to the appropriate approval page.

If you are a security officer or application owner, complete the following steps to approve or reject such a request:

1. The process begins when the Security Officer receives an automated message from the MyGaDOE Portal Secure Exchange (iMail) messaging system, forwarding a user's request for MyGaDOE Portal Access. The message appears in the MyGaDOE Portal header, as shown below.



A sample MyGaDOE Portal header showing the blue Utility menu, with 1 message waiting to be read.

2. A sample of this type of message is shown below.




A sample automated message showing a request for access to MyGaDOE Portal

3. Click the "Click here to Respond to Request" link at the bottom of the message. The MyGaDOE Portal User Access Request Approval page displays.


Manage User Application Permissions

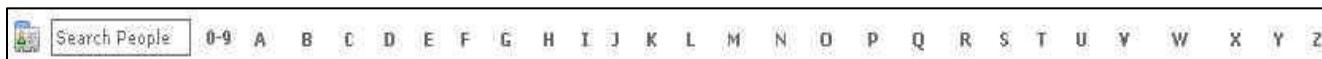
If you are a security officer and you wish to manage user application permissions, complete the following steps:

1. From any page in MyGaDOE Portal, hover your mouse over the Search Type icon. This icon will vary based on the type of search chosen. When the page first displays it defaults to the district search option (). In any event, the icon is located just to the left of the Search text box (). The Search dropdown menu displays, as shown below.



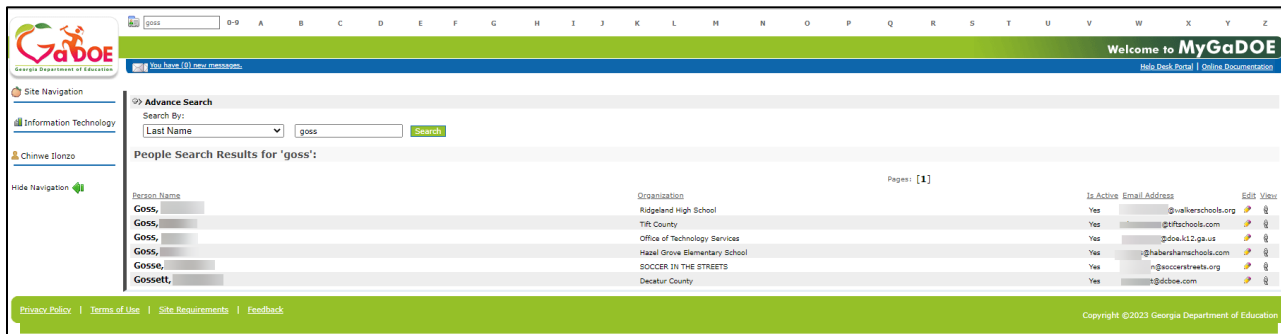
The Search dropdown menu displays when you click the Search icon.

- Click the People icon (). The Search menu resets to perform a people search, as shown below.




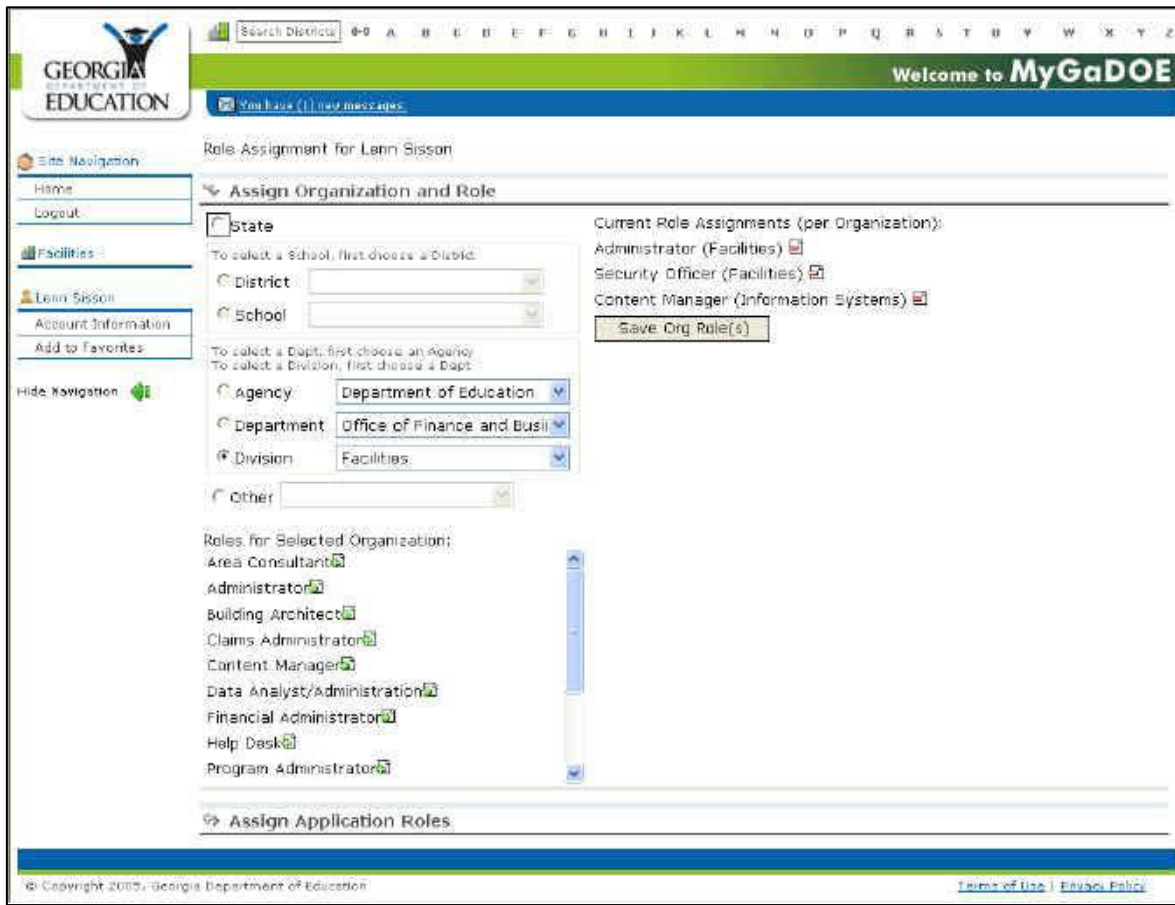
The Search menu resets to search for people instead of districts - note how the icon has changed from the district search icon to the people search icon.

- Click inside the Search text box to place your cursor there.
- Enter the last name of the person you want to find.
- Press the Enter button (Return on Macintosh computers). MyGaDOE Portal searches its database and displays the Search Results page, as shown below.



The Search results page

- Click the Edit () icon next to the person whose permissions you want to edit. The Edit User Permissions page displays, as shown below.



The Assign Organization and Roles page

9. The column starting with the State radio button contains the organization selection section and the list of available roles. The upper part of the column contains the former and the lower part, while the lower part contains the latter (populated based on the organization selected). In the example above, the list of available roles begins with "Area Consultant".
To the right of the column containing the organization selection section is the column containing organization roles that have already been selected. In the example above, this column begins with "Administrator (Facilities)".
10. To add a role, click the Add (📄) icon to the right of the role you want to add. It is displayed in the right-hand column to show that it has been selected.
11. To remove a role, in the selected role column, click the Remove (🗑️) icon to the right of the role you want to remove. The item is removed and no longer displays in the list.

Note: *The same process holds true for the Assign Application Roles section, except that changes here refer to roles within specific applications rather than roles within the organization.*

12. When finished making changes, Click the "Save Org Role(s)" button to save changes to organizational roles, and the "Save App Role(s)" button to save changes to the application roles.
13. If application owner approval is required for any of the changes, a message will be sent to the appropriate application owner and a message will be displayed to this effect. Otherwise, the changes will take place the next time the user logs into MyGaDOE Portal.

Request Approvals

-Request Indicators Show/hide Legend
 🟢 Action Item 🟢 Complete 🟢 Approved 🟡 Rejected 🟡 Partial Approval 🟡 In Process

-User Types
 ⭐ New 👤 Existing

Browse requests by status
 · [In Process](#) · [Completed](#) · [Archived](#) · [New - \(Awaiting Email Confirmation\)](#)

In Process requests & Action Items - requests for which you may take action
 Show: [Action Items](#), [In Process](#), [Both](#) Show More Items

🟢 👤 2023-05-23 13:06:00 [redacted] - Catoosa County	
🟡 👤 2023-05-23 16:02:00 [redacted] - Teacher Quality	
🟡 👤 2023-05-22 16:13:00 [redacted] - Information Technology	
🟢 👤 2023-05-17 13:00:00 [redacted] - First District RESA	Add Organization Role - First District RESA - Student Record Coordinator 🟢 Approved Delete Application Role - Student Record - School System User 🟢 Approved Add Application Role - Displaced Students - Submitter 🟢 Approved Add Application Role - Longitudinal Data System - LDS RESA User 🟡 Partial Approval Add Application Role - GNETS - District Coordinator 🟡 Partial Approval
🟢 👤 2023-05-16 11:10:00 [redacted] - Metro RESA	<input type="radio"/> Approve <input type="radio"/> Reject Application Owner: [redacted] Email: [redacted]@doe.k12.ga.us
🟡 👤 2023-05-15 12:05:00 [redacted] - Information Technology	
🟡 👤 2023-05-15 12:05:00 [redacted] - Information Technology	
🟡 👤 2023-05-10 12:33:00 [redacted] - First District RESA	
🟡 👤 2023-05-10 12:36:00 [redacted] - First District RESA	
🟢 👤 2023-05-10 12:37:00 [redacted] - Northeast Georgia RESA	

The MyGaDOE Portal User Access Request Approval screen (note the color-coded flags and the key at the top of the page)

- Click the Plus (+) symbol next to the name of the user you want to approve or deny. The user's request information displays, as shown below. This allows you to review the details of the user's request.

Add Organization Role - First District RESA - Student Record Coordinator	🟢 Approved
Delete Application Role - Student Record - School System User	🟢 Approved
Add Application Role - Displaced Students - Submitter	🟢 Approved
Add Application Role - Longitudinal Data System - LDS RESA User	<input type="radio"/> Approve <input type="radio"/> Reject Application Owner: [redacted] Email: [redacted]@doe.k12.ga.us
Add Application Role - GNETS - District Coordinator	<input checked="" type="radio"/> Partial Approval Application Owner: [redacted] Email: [redacted]@doe.k12.ga.us

The user's request information section of the MyGaDOE User Request Approval page

- Click the Approve radio button to approve the request or the Reject radio button to deny the request.
- Click the Submit button. The selection is processed, and the user is automatically e-mailed regarding the approval or rejection.

Request Approvals
Show/hide Legend

Browse requests by status
[In Process](#) · [Completed](#) · [Archived](#) · [New - \(Awaiting Email Confirmation\)](#)

In Process requests & Action Items - requests for which you may take action

Show: [Action Items](#), [In Process](#), [Both](#) [Show More Items](#)


<div style="display: flex; align-items: center;"> 2023-06-02 15:12:00 Tabiatha Robinson - Information Technology </div> <div style="border: 1px solid #add8e6; padding: 2px;"> Add Application Role - Georgia Learns - PD Hub - Consumer </div>	<input type="radio"/> Approve <input type="radio"/> Reject Application Owner: Chris Rivera Email: [redacted]@doe.k12.ga.us
2023-06-02 15:12:00 [redacted] - Information Technology	
2023-05-23 16:02:00 [redacted] - Teacher Quality	
2023-05-17 13:00:00 [redacted] - First District RESA	
2023-05-16 11:10:00 [redacted] - Metro RESA	
2023-05-15 12:05:00 [redacted] - Information Technology	
2023-05-15 12:05:00 [redacted] - Information Technology	
2023-05-10 12:33:00 [redacted] - First District RESA	
2023-05-10 12:36:00 [redacted] - First District RESA	
2023-05-10 12:37:00 [redacted] - Northeast Georgia RESA	
2023-05-10 15:51:00 [redacted] - Exceptional Students	
2023-05-09 15:17:00 [redacted] - Lowndes County	

The user's request information section of the MyGaDOE User Request Approval page shows the Submit button.

Note: *If the request is for access to an application where an application owner has requested approval rights, then that application owner must also approve (or reject) the request. Once this occurs, the user is then e-mailed automatically with approval or rejection.*


Terminate a User Account

If you are a security officer and you wish to terminate a user's account, complete the following steps:

1. From any page in MyGaDOE Portal, hover your mouse over the Search Type icon. This icon will vary based on the type of search chosen. When the page first displays it defaults to the district search option (). In any event, the icon is located just to the left of the Search text box (). The Search dropdown menu displays, as shown below.



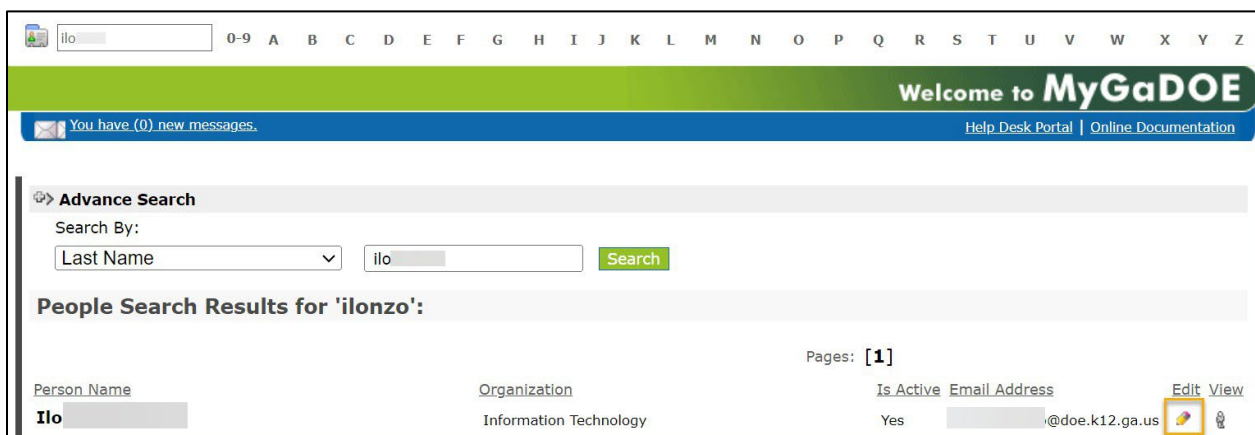
The Search dropdown menu displays when you click the Search icon.

- Click the People icon ( People). The Search menu resets to perform a people search, as shown below.




The Search menu resets to search for people instead of districts - note how the icon has changed from the district search icon to the people search icon.

- Click inside the Search text box to place your cursor there.
- Enter the last name of the person you want to find.
- Press the Enter button (Return on Macintosh computers). MyGaDOE Portal searches its database and displays the Search Results page, as shown below.



The Search results page

- Click the Edit () icon next to the person whose account you want to terminate. The Edit User Permissions page displays, as shown below.

Reactivate a Terminated User


General Description

When a user account is terminated, all organization and application roles are removed from it and the account is assigned to an organization titled Terminated Users. To reactivate the account, Please contact the Georgia DOE Service desk for assistance.

Note: Portal Administrators and Portal Security Officers are two different roles and have different access.


Reactivate a User Account

If you are a Portal administrator and wish to reactivate a terminated user's account, complete the following steps:

1. From any page in MyGaDOE Portal, hover your mouse over the Search Type icon. This icon will vary based on the type of search chosen. When the page first displays it defaults to the district search option (). In any event, the icon is located just to the left of the Search text box (). The Search dropdown menu displays, as shown below.



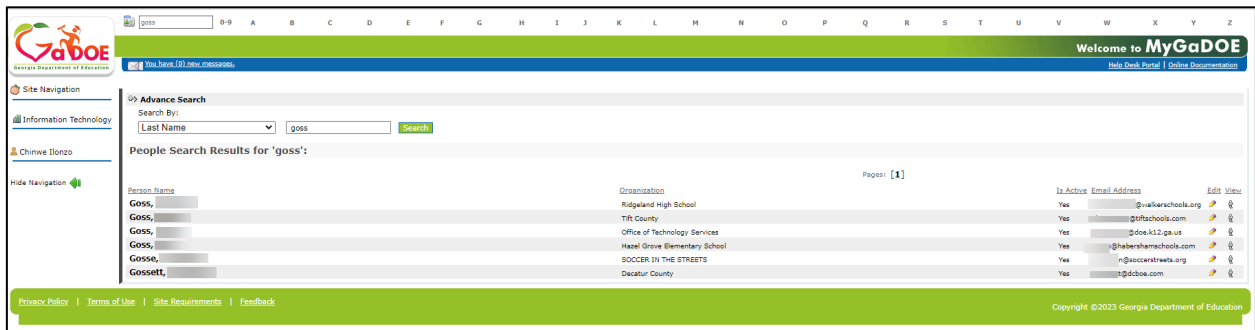
The Search dropdown menu displays when you click the Search icon.

2. Click the People icon ( People). The Search menu resets to perform a people search, as shown below.



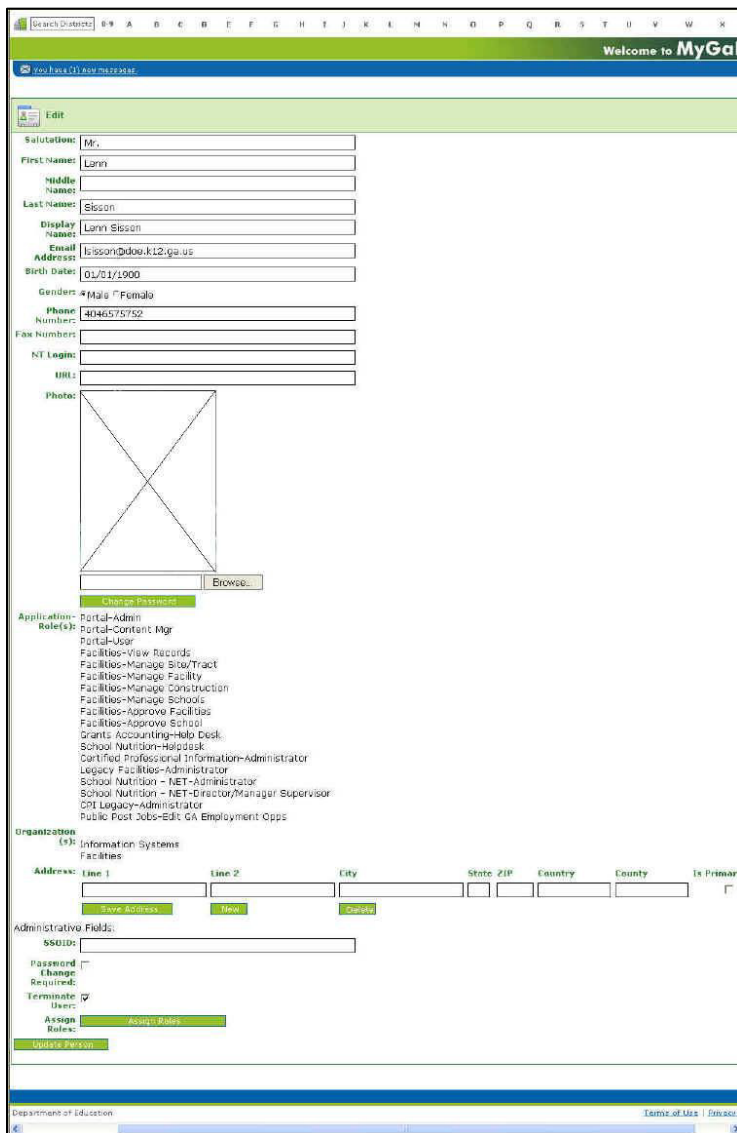
The Search menu resets to search for people instead of districts - note how the icon has changed from the district search icon to the people search icon.

3. Click inside the Search text box to place your cursor there.
4. Enter the last name of the person you want to find.
5. Press the Enter button (Return on Macintosh computers). MyGaDOE Portal searches its database and displays the Search Results page, as shown below.



The Search results page

- Click the Edit (✎) icon next to the person whose account you want to reactivate. The Edit User Permissions page displays, as shown below.



The Edit User Permissions page showing a user marked terminated (just above the Assign Roles button near the bottom of the page)

- Click the Terminate User check box so that it is unchecked. This box is located just above the Assign Roles button.

8. Click the Update Person button located at the bottom of the page. The screen refreshes.
9. Click the Assign Roles button. The Assign Roles page displays, as shown below.

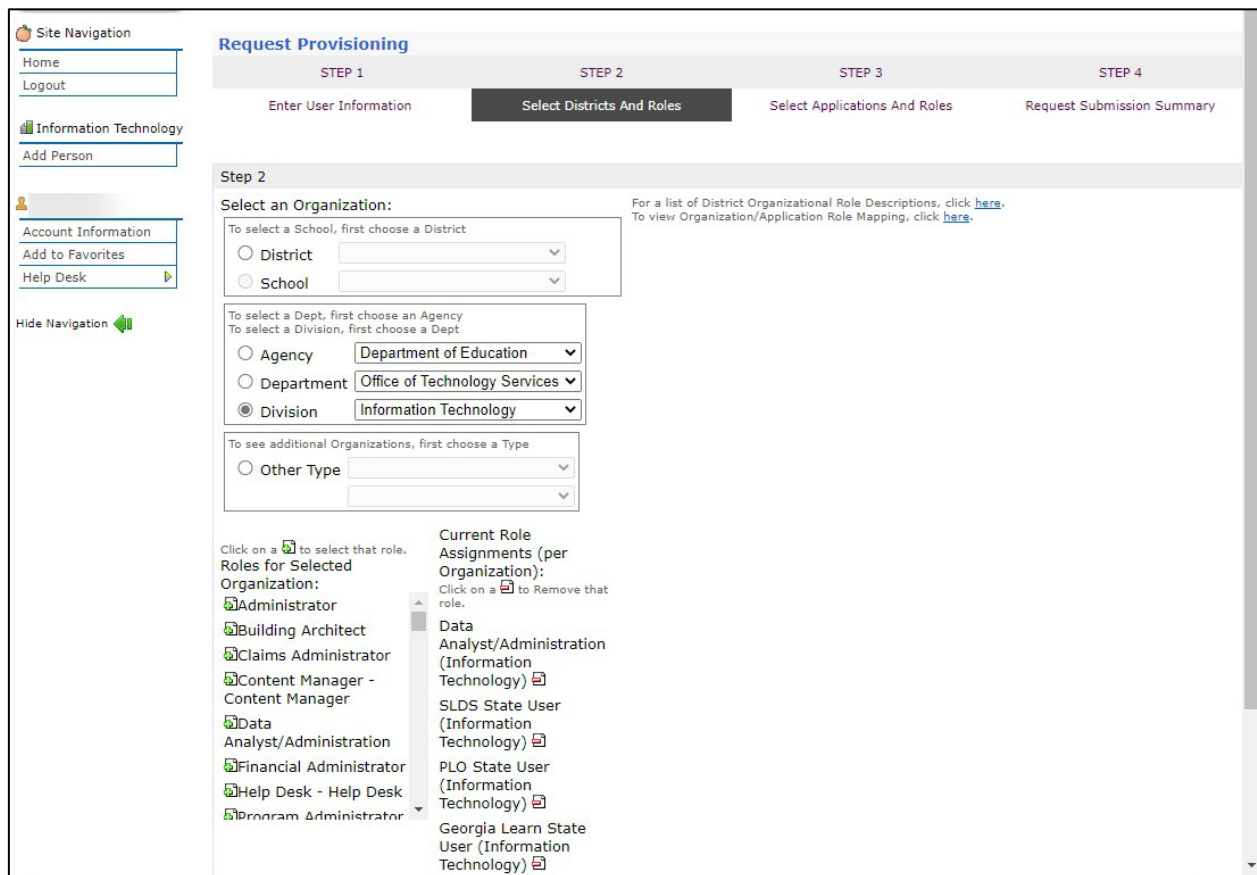
The screenshot displays the 'Request Provisioning' interface on the MyGaDOE portal. The page is structured into four steps: STEP 1 (Enter User Information), STEP 2 (Select Districts And Roles), STEP 3 (Select Applications And Roles), and STEP 4 (Request Submission Summary). The 'Enter User Information' step is currently active and contains the following details:

- Form Fields:**
 - First Name:
 - Last Name:
 - Email Address:
- Current Organization Roles:**
 - Information Technology: Data Analyst/Administration
 - Information Technology: SLDS State User
 - Information Technology: PLO State User
 - Information Technology: Georgia Learn State User
- Current Application Permissions:**
 - Portal: User
 - Longitudinal Data System: LDS State User NO PII
 - : Consumer
 - Georgia Learns – PD Hub: Consumer

A 'Next >>' button is located at the bottom right of the form area. The page footer includes links for Privacy Policy, Terms of Use, Site Requirements, and Feedback, along with a copyright notice for 2023 Georgia Department of Education.

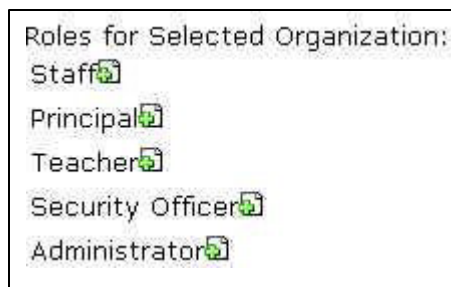
The Assign Roles page

10. Click the Assign Organization and Role section expansion icon (⊕). The section expands, as shown below.





The Assign Organization and Role section expanded.

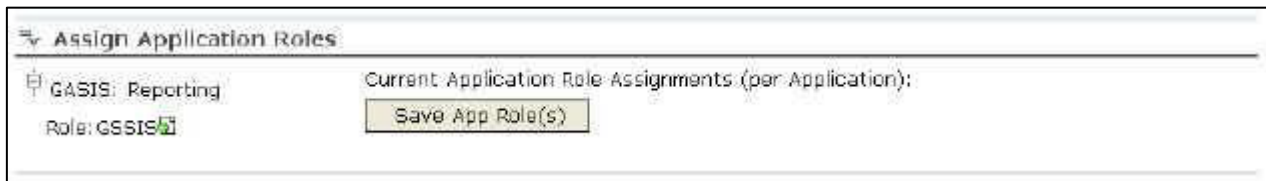
11. Select the appropriate organization to which the user belongs. The "Roles for Selected Organization" options are displayed, as shown below.



An example of the "Roles for Selected Organization" options, which displays when you select an organization for a user.

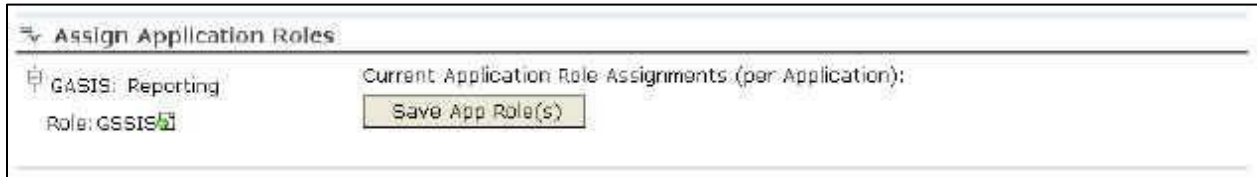
12. Select the appropriate organizational roles for the user by clicking the Add Role icon () located next to the role.
13. Click the Save Org Role(s) button. The selected roles are saved, and the screen refreshed.
14. Click the Assign Application Role section expansion icon (). The section expands, as shown below.

Warning: If you are reactivating someone to the role of Security officer, they must not only be designated as a security officer in organizational roles, but also as a security officer in application roles.



The Assign Application Roles section, expanded to show available options.

15. Click the Expand Application Role icon (+). The role expands to show available options within that application, as shown below.



The Assign Application Roles section, expanded to show available options.

16. Select the appropriate roles from the appropriate applications.

17. Click the Save App Role(s) button. The selected roles are saved, and the screen refreshed.

18. This completes the reactivate a terminated user task.

Document Management

Overview of Document Management

MyGaDOE allows local and state content managers to upload and manage documents within the MyGaDOE system and allows normal users to view those documents. This provides a powerful tool for exchanging and managing information online.

For example, suppose you have a spreadsheet you would like everyone in your school system to view periodically. You can submit it to the school system content manager for upload. Once uploaded, you can message or e-mail everyone in your district to view the file as appropriate. If changes need to be made, you will submit them to the school system content manager, who will place them in the document.

Functions Available to MyGaDOE Content Managers and Administrators

Content Managers and Administrators in MyGaDOE can Add documents, Update documents, Check documents in or out, copy document URLs, delete documents, create new Categories and Sub-Categories to house documents, Rename Categories, and managed scan documents.

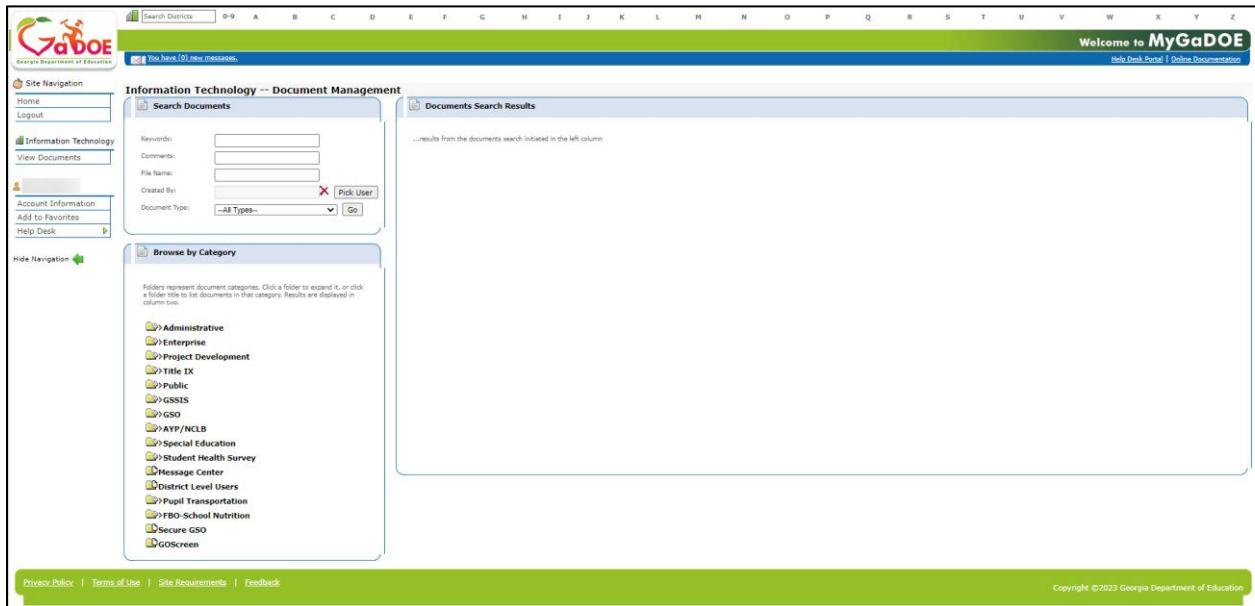
Functions Available to MyGaDOE Users

Normal users in MyGaDOE can only view documents. They cannot add, alter, or delete documents, nor can they create add, move, or delete Categories.

View or Download a Document

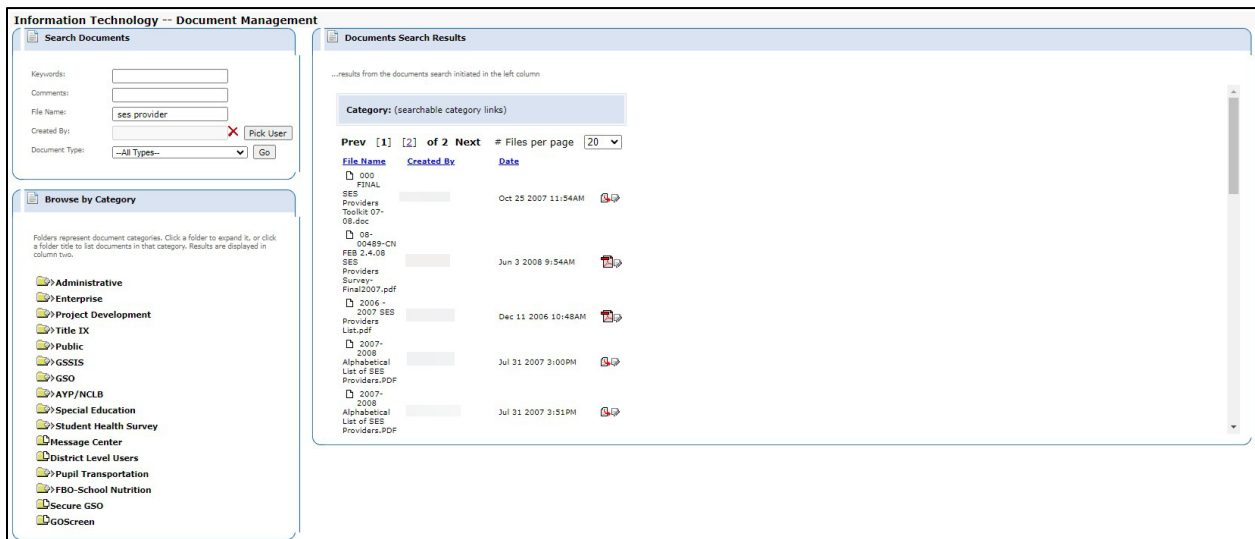
To view a document, complete the following steps:

1. From anywhere in MyGaDOE, click the View Documents option in the Navigation menu. The Document Management flyout menu displays, as shown below.



An example of the Document Management Main page

2. Users may either browse files by category, or search for specific files by keyword, comments, file name, who created the document, and/or document type.
3. To browse by category, click on the folder to the left of the appropriate category in the Browse by Category section. The category expands to show sub-categories. Files will be stored in the lowest sub-category.
4. To search for a specific file, enter search information into the appropriate fields in the Search Documents section, then click the Go button. The search results populate the Documents Search Results section, as shown below. Below is an example of a record, showing the document title, the document creator, the date, and time it was added or last updated, the icon for the document type (in this case, a PDF file), and the icon for copying the document's URL.



An example searches results list.

Documents Search Results

...results from the documents search initiated in the left column

Category: (searchable category links)

Prev [1] [2] of 2 Next # Files per page 20 ▾


<u>File Name</u>	<u>Created By</u>	<u>Date</u>	
000 FINAL SES Providers Toolkit 07- 08.doc		Oct 25 2007 11:54AM	 
08- 00489-CN FEB 2.4.08 SES Providers Survey- Final2007.pdf		Jun 3 2008 9:54AM	 
2006 - 2007 SES Providers List.pdf		Dec 11 2006 10:48AM	 
2007- 2008 Alphabetical List of SES Providers.PDF		Jul 31 2007 3:00PM	 
2007- 2008 Alphabetical List of SES Providers.PDF		Jul 31 2007 3:51PM	 

An example searches result record.

- To view the details of the record, click the record name. The recorded details are displayed, as shown below.

Creator:	Joanna Vahlsing
Ver:	1
Date:	Apr 14 2006 1:56PM
Organization:	State of Georgia
Size:	738.9 Kb
Category:	AYP/NCLB Assessment Processing
Comments:	Updated for 2006, the Assessment Processing User Guide details how to match student assessment records to student records, input LAB scores and indicate students that are First Year in US students or students who had a Medical Emergency during the test window.

An example of record detail information

- To download the file, click the download icon () to the right of the record. the File Download dialog box displays, as shown below.



The File Download dialog box

7. Click the Open button to open the file. Windows launches the appropriate application and displays the document.

Note: You cannot view a document for which your computer does not have the application. For example, if the document you want to view is a Microsoft Word file and your computer does not have Microsoft Word on it, you cannot view the file.

8. Click the Save button to save the file. The Save As dialog box displays, as shown below.
9. Use the Save in field to select the folder in which to save the document.
10. Click the Save button. The document is saved.
11. This completes the View/Save process.

District Assessments

Download District Assessments

To download district assessments, please complete the following steps:

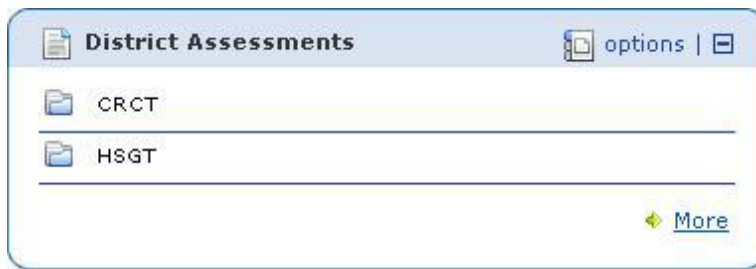
Note: District Assessment files are archived using WinZip software, which means that, after downloading, users may need the WinZip application to extract the assessment files from the archive. Zip file extraction is not inherent to Windows Explorer.

Note: Many of the District Assessment files are in Adobe Acrobat (PDF) format. If you do not have the free Adobe Acrobat reader, please go to www.adobe.com and download it.

1. From anywhere in MyGaDOE, locate the Navigation menu along the left side of the screen, and click the name of the county with which you are associated. In the image below, this is highlighted by a box.

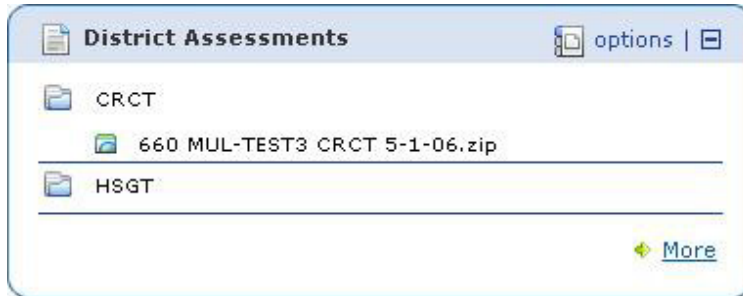
The Navigation menu, showing the county highlighted by a box.

2. Locate the Assessments Portlet in the main part of your screen. It looks similar to the image below.



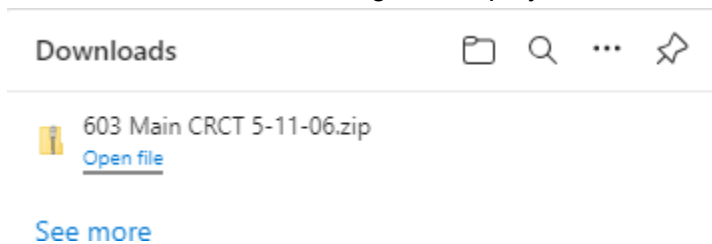
The District Assessments portlet

- Click the name of the assessment you want to download. The options in the example in the image above are CRCT and HSGT. The assessment expands, as shown below.



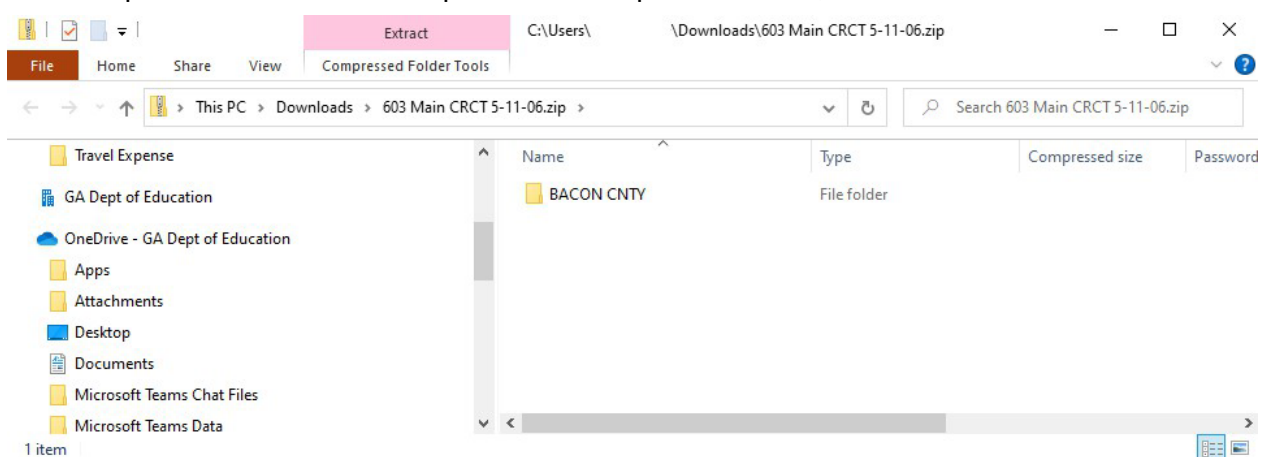
A District Assessment portlet, expanded to show the available assessments.

- Click the Assessment you want to download. The file is downloaded to your downloads folder and the Download dialog box displays, as shown below.



The Download dialog box

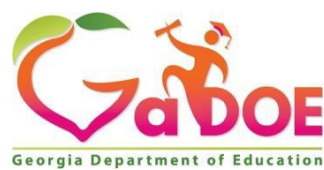
- Click the Open file link. The file is opened in an Explorer window, as shown below.



The Save As dialog box

- You can open the folder(s) to navigate to and open associated assessment files.

Note: Assessment Files can be very large. Downloading them through a dial-up connection may require considerable time.



205 Jesse Hill Jr. Drive SE
Atlanta, GA 30334
www.gadoe.org



@georgiadeptofed

Richard Woods, State School Superintendent
Educating Georgia's Future