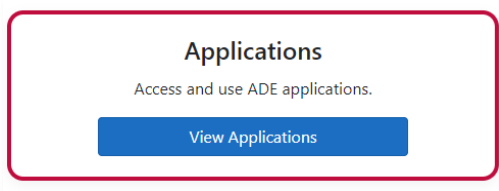# Adding & Deleting User Roles in GME

User Role Requirement

The **LEA User Access Administrator** assigns Grants Management Enterprise (GME) user roles. If an organization does not have an LEA User Access Administrator, please reach out to Grants Management.

Applications
Access and use ADE applications.

View Applications

Note: Users cannot be added in GME, they are added into ADEConnect by the Entity Administrator. Once the user has accessed GME, then they can have the appropriate GME user roles assigned. (The user information is transferred into GME once the user clicks on Grants Management in their Applications list.)

Finding a User

Log in to GME through ADEConnect. Once on the GME homepage, click on the organization's hyperlink to be fully logged in.

Grants Management
GME

GME Home	**Entity Information**	
Administer ▶	User Access	
Search ▶	Home Page Messages	
Reports	Bulk Loads	
Inbox ▶	Funding Application	▶
Entity Information	Fiscal	▶

From the main blue menu, select *Administer* and then *User Access.*

Search Users

Last Name:	
Email Address:	
Role:	
Organization Name:	Begins With ▾
Organization Number:	

Search Reset

Type in the user's last name only and select *Search*.

Adding a User Role

Click on the sticky note next to the user's name.

Select *Create Role*.

Ensure the correct organization is listed and select the appropriate user roles. (You can select more than one role at a time.) Then click *Create*.

Note: Use Ctrl + F to launch a finding box and type in a word or phrase to help locate the name of the user role needed.

Return to User Access

You can see the role(s) added. Select *Return to User Access* to return to the User Access page.

Roles		
Email Address	**Organization**	**Role**
ajones@bell.org	Bell Canyon Charter School, Inc (078972000)	LEA Adult Education Consolidated - Federal Update
ajones@bell.org	Bell Canyon Charter School, Inc (078972000)	LEA Title IV-A Student Support & Academic Enrichment Update

Deleting a User Role

Only the LEA User Access Administrator can remove a user role.

Note: users cannot be deleted from GME, only user roles can be removed.

Search Users

Last Name:	
Email Address:	
Role:	
Organization Name:	Begins With ⌄
Organization Number:	

Search   Reset

Navigate to *Administer* on the main blue menu and select *User Access*. Enter the user's last name and click *Search*.

Email Address	First Name	Last Name	Administer Roles
ajones@bell.org	Amber	Jones	📋
AJones@kyrene.org	Anthony	Jones	📋
alctucson@msn.com	David	Jones	📋

Select the yellow sticky under Administer Roles.

Roles			
Email Address	**Organization**	**Role**	**Delete**
ajones@bell.org	Bell Canyon Charter School, Inc (078972000)	LEA Adult Education Consolidated - Federal Update	🗑
ajones@bell.org	Bell Canyon Charter School, Inc (078972000)	LEA Title IV-A Student Support & Academic Enrichment Update	🗑

If a user role needs to be removed, select the trash can next to the role to delete it.

Best practice is to check user roles at least once a month to ensure all users and user roles are current for the organization.

For a list of User Roles in GME, please see the GME User Roles Fast Facts.

	ADEConnect	**Constituent Services Hotline** 602-542-7378 **Constituent Services Requests** https://helpdesk.azed.gov
	Grants Management Staff	**Grants Management Hotline** 602-542-3901 **Grants Management Requests** https://helpdesk.azed.gov
	Grants Management Resource Library	• **Fund Alerts** • **GME User Resources/Training** • **Grants Management Policies** • **Program Area Resources**