

User Access Enhancement



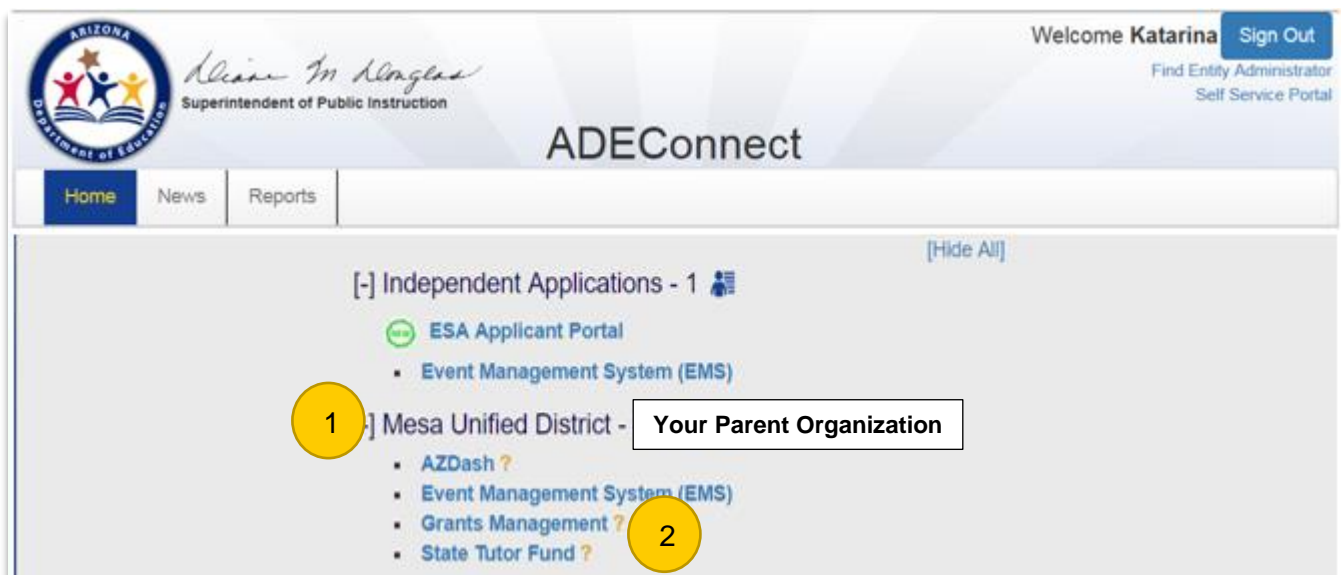
Description:

A new security enhancement was added to allow GME to exchange access information with ADEConnect.

Access to GME

To access GME, the following three steps must be completed in this order:

1. Your Entity Administrator will need to add the Grants Management application under your **Parent Organization** in [ADEConnect](#).
2. Click on the [Grants Management](#) link in [ADEConnect](#) (under the correct Parent Organization); this will initiate the first step of your GME access.



Contact your LEA User Access Administrator to get desired role(s) created in GME; once the role(s) are created, you will have full access to GME.

Have access issues?

Q: I do not see the Grants Management link on my ADEConnect.

A: Please contact your organization's Entity Administrator or ADE Support at 602.542.7378 or adesupport@azed.gov

Q: I have the Grants Management link, but I am unable to access GME.

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A: Inability to access GME usually is an indicator that you have no user roles assigned in GME. You'll need to contact your LEA User Access Administrator.

Q: How do I know who my LEA User Access Administrator?

A: Once you click on the Grants Management link in ADEConnect, select your organization in GME, and under the Main Menu, select the Address Book; click on the View All District Contracts and you'll see a list of names and their roles. Select the person(s) with the LEA User Access Administrator role to locate his/her contact information.

Additional Information

For additional information on user access and creating/adding role(s), please review the [User Roles and User Access Administration in GME](#) guide located in the **Grants Management Document Library** (in GME) >> *GME User Reference Guides >> User Roles/User Access Administration.*