

# Quick Reference Guide (QRG)



## Creating Roles in GME

LEAs/External Users

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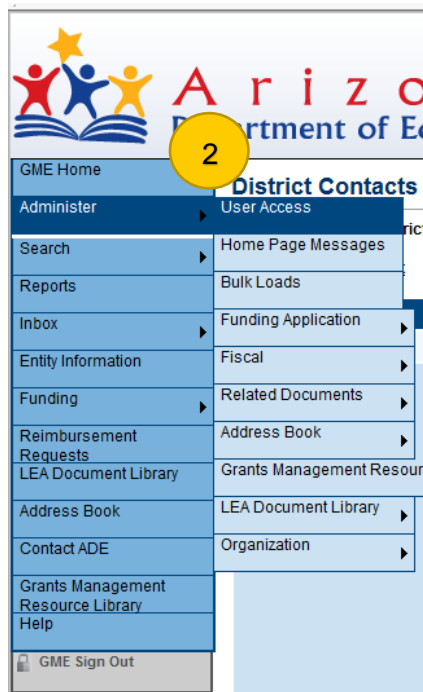
## User Role Requirement

- **LEA User Access Administrator:** this user role assigns the proper GME roles; if you do not already have this role assigned to you, creating a role is not a possibility.

## Finding a user

Before you create a role for a user, you will need to first find the user by following these steps:

1. Once you are logged into GME (through ADEConnect), select your organization.
2. On the main navigation menu, hover over **Administer** and select **User Access**.
3. Type the last name of the username and click Search.



### User Access

Create User

Search Users

Last Name:

Email Address:

Role:

Organization Name:


Organization Number:

A yellow circle with the number '3' is placed over the 'Last Name' input field, with an arrow pointing to the 'Search' button.

There are 2 matching record(s). Displaying 1 through 2.

Email Address	First Name	Last Name	Administer Roles
<a href="mailto:Katarina.Pena@azed.gov">Katarina.Pena@azed.gov</a>	Katarina	Pena	
<a href="mailto:kpna@elks.net">kpna@elks.net</a>	Kim	Pena	

## Creating a Role

1. Once you have located the user, select the  icon under the **Administer Roles** column.
2. Click on the [Create Role](#) link.











### User Access

[Create User](#)

Search Users	
Last Name:	<input type="text" value="egrants"/>
Email Address:	<input type="text"/>
Role:	<input type="text"/>
Organization Name:	<input type="text" value="Begins With"/> <input type="text"/>
Organization Number:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

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There are 10 matching record(s). Displaying 1 through 10.

Email Address	First Name	Last Name	Administer Roles
<a href="#">egrants1@mailinator.com</a>	TestOne	eGrants	
<a href="#">egrants10@mailinator.com</a>	TestTen	eGrants	
<a href="#">egrants2@mailinator.com</a>	TestTwo	eGrants	
<a href="#">egrants3@mailinator.com</a>	TestThree	eGrants	
<a href="#">egrants4@mailinator.com</a>	TestFour	eGrants	
<a href="#">egrants5@mailinator.com</a>	TestFive	eGrants	
<a href="#">egrants6@mailinator.com</a>	TestSix	eGrants	
<a href="#">egrants7@mailinator.com</a>	TestSeven	eGrants	
<a href="#">egrants8@mailinator.com</a>	TestEight	eGrants	
<a href="#">egrants9@mailinator.com</a>	TestNine	eGrants	

### Administer Roles

[Return to User Access](#)

[Create Role](#)

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Email Address	Organization	Roles
<a href="#">egrants4@mailinator.com</a>	Cartwright Elementary District (070483000)	
<a href="#">egrants4@mailinator.com</a>	Cartwright Elementary District (070483000)	
<a href="#">egrants4@mailinator.com</a>	Cartwright Elementary District (070483000)	
<a href="#">egrants4@mailinator.com</a>	Dysart Unified District (070289000)	
<a href="#">egrants4@mailinator.com</a>	Mesa Unified District (070204000)	
<a href="#">egrants4@mailinator.com</a>	Mesa Unified District (070204000)	

3. Select the **LEA** (the organization will default to the one you selected when you first logged into GME).
4. Select **ALL** for the **School**
5. Check the box for the role you want to assign for the user (you can select more than one role at a time)
6. Click on **Create**.

Create Role

Email Address:	egrants4@mailinator.com
Organization:	LEA: <span style="border: 1px solid #ccc; padding: 2px;">Cartwright Elementary District (070483000)</span> <span style="float: right;">3</span> School: <span style="border: 1px solid #ccc; padding: 2px;">ALL</span> <span style="float: right;">4</span>
Role:	0 Option(s) selected. <a href="#">Select All / Deselect All</a> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> LEA 2014-2015 Head Start Collaboration Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers - Continuing Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers Cont-Yr2 Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers Cont-Yr3 Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers Cont-Yr4 Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers Cont-Yr5 Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers Cycle 15 – New Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers Renewal 2 Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers Renewal 3 Update  <input type="checkbox"/> LEA 21st Century Community Learning Centers Renewal 4 Update         </div> <span style="float: right;">5</span>
6	<div style="display: flex; gap: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Create</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Cancel</span> </div>

## Need Assistance?

<b>Grants Management System (GME)</b>	<b>Passwords/ADEConnect Support</b>
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov