Deleting Roles in GME
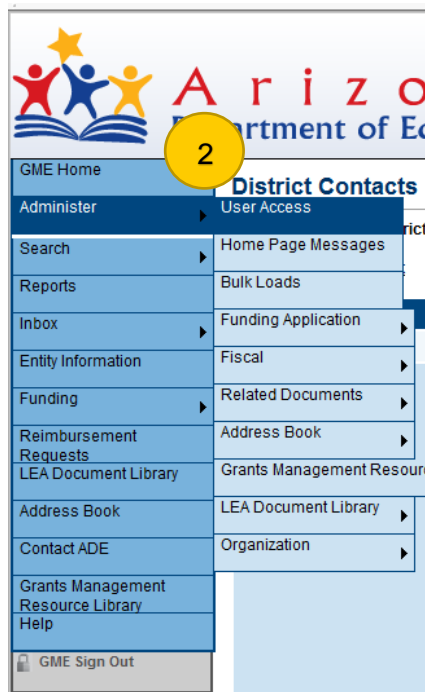LEAs/External Users

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User Role Requirement

- **LEA User Access Administrator**: this user role is the only role that can delete users' GME roles; if you do not already have this role assigned to you, deleting a role is not a possibility.

Finding a user

Before you can delete 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.

Deleting a Role

1. Once you have located the user, select the ![icon] icon under the Administer Roles column.
2. Click on the ![trash icon] icon for the role you want to delete.
3. Click on Delete once you ensure it is the role you want to delete.

User Access

Create User

Search Users				
Last Name:	egrants			
Email Address:				
Role:				
Organization Name:	Begins With			
Organization Number:				

Search Reset

(1)

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

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

Administer Roles

Return to User Access

Create Role

(2)

Roles			
Email Address	Organization	Role	Delete
egrants4@mailinator.com	Cartwright Elementary District (070483000)	LEA Association	🗑
egrants4@mailinator.com	Cartwright Elementary District (070483000)	LEA Entity Authorized Signer	🗑
egrants4@mailinator.com	Cartwright Elementary District (070483000)	LEA General Statement of Assurances Update	🗑
egrants4@mailinator.com	Dysart Unified District (070289000)	LEA Association	🗑
egrants4@mailinator.com	Mesa Unified District (070204000)	LEA Association	🗑
egrants4@mailinator.com	Mesa Unified District (070204000)	LEA Entity Authorized Signer	🗑

Delete Role

	Delete Role
Email Address:	egrants4@mailinator.com
Organization:	Cartwright Elementary District (070483000)
Role:	LEA Association

(3) Delete Cancel

Need Assistance?

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