LEA User Access Administrator FAQ

Description:

This document is designed for LEA User Access Administrators using the Grants Management Enterprise system (GME) to help them answer questions they may have when it comes to LEA User Access Administrator role capabilities in the GME system.

1. **Q: What is the functionality of the LEA User Access Administrator role?**
   A: A user with the LEA User Access Administrator role can assign and remove GME roles for any user within their organization, including themselves. It is recommended that the LEA User Access Administrator audits the user list at least once a quarter to ensure all users have the appropriate roles and any users that are no longer with the organization or no longer need access to GME can have their roles removed.

2. **Q: Can the LEA User Access Administrator role remove users in GME?**
   A: No; users cannot be removed to maintain historical data, but roles can and need to be removed when the specific access should not be available anymore.

3. **Q: Can the LEA User Access Administrator role add/create new users in GME?**
   A: No; the Create User link is no longer an option. If an LEA needs to provide someone access to GME, the following steps must be followed in this specific order:
   I. New employee must be given the Grants Management application in ADEConnect (via LEA's Entity Administrator in that system).
   II. Then the employee logs into ADEConnect and clicks on the Grants Management link; GME will automatically create their account.
   III. LEA User Access Administrator can then assign GME role(s) for the employee.

4. **Q: Can the LEA User Access Administrator Role update name and/or email changes?** A: No; if any users need to change names or email addresses (including domain changes impacting all users in the organization), this will need to be done by Grants Management. Users should submit a request in [Help Desk](#) with a name and/or email address change information.

5. **Q: What if the LEA User Access Administrator(s) of my organization are no longer here?**
   A: You'll need to reach out to Grants Management where a User Access Form will need to be completed to assign one user the LEA User Access Administrator Role. This is the only time that Grants Management would assign this role for the organization.

6. **Q: Who should be given the LEA User Access Administrator Role?**
   A: This is the choice of the organization, but it needs to be two or more internal users.

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7. **Q: How many users can have the LEA User Access Administrator Role?**

A: This is up to the organization, but best practice is to have at least two users with this role that are the LEA's employees. Contracted vendors may have this role only in addition to two employees with this role.

For assistance please contact Grants Management at 602-542-3901 or via Help Desk at https://HelpDesk.azed.gov.

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