



Grants Management Department
1535 W. Jefferson St.
Phoenix, AZ 85007
Phone: (602) 542-3901
Email: Grants@azed.gov

New User Roles Available - Planning Tool GME Enhancement

(X) Action Required

Intended Audience

- LEA User Access Administrator

As an LEA User Access Administrator, you know how crucial it is to provide the appropriate GME user roles to your organization's users. In preparation for the Planning Tool's new location (previously the CNA & IAP in the ALEAT system) please discuss with stakeholders and assign the following user roles to those appropriate within your organization:

- **LEA Plan Update:** allows a user to initiate, edit, save and revise a district-level plan. This role enables the user to view all school (site) plans as well. It is best practice to provide this role to a Federal Programs Director/Coordinator, Superintendent and/or their designee.
- **School Plan Update:** allows a user to initiate, edit, save and revise an individual school-level plan. This role is provided to the user(s) per school (site). It is best practice to provide this role to your schools' Principals and Lead Specialists (e.g. Title I Lead Specialist).

Note: As with any other GME user roles, the same user can be provided with both of the above-mentioned roles if your organization determines this to be appropriate.

For information on assigning and creating Planning Tool roles in GME, please see the [User Roles Assignment - Planning Tool \(Short Snip\)](#) housed in the Grants Management Resource Library. Please be sure you assign the roles before the user attends any Planning Tool training.

For direct assistance on GME-related topics, please contact Grants Management at 602-542-3901, Option 1 or via email at grants@azed.gov.



Arizona Department of Education
1535 W. Jefferson St.
Phoenix, AZ 85007
www.azed.gov