



**Grants Management Department**  
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<https://HelpDeskExternal.azed.gov>

## **Adding and Deleting GME User Access Roles Based on Vendors Role in ADE Grant Management Process**

### **( X ) Action Required**

#### **Intended Audience**

- LEA Entity Authorized Signer

Due to clarification provided in the *Vendors Roles in ADE Grant Management Process*, your organization may need to delete vendors and add LEA staff in the following circumstances:

- The vendor may not hold the LEA Authorized Representative role and submit/approve grant funding applications on behalf of the LEA.
- A minimum of two GME users from the LEA must hold the LEA User Access Administrator role. Vendors are permitted to have this role only in addition to the LEA users holding this role.

\*Please read the entire policy as it provides additional guidance.

The links below provide training materials on how to delete and add user access roles in GME. This information, and all training materials can be accessed through the GME Home Page > Grants Management Resource Library.

[Deleting Roles Quick Reference Guide](#)

[Creating Roles Quick Reference Guide](#)

[LEA User Access Administrator FAQ Fast Facts](#)

**For direct assistance please contact Grants Management at 602-542-3901, Option 3 or via Help Desk at <https://HelpDeskExternal.azed.gov>.**



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