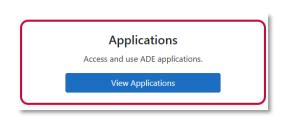


Adding & Deleting User Roles in GME



User Role Requirement

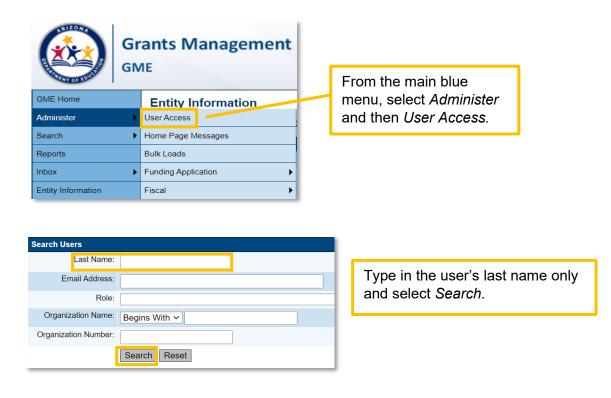
The **LEA User Access Administrator** assigns Grants Management Enterprise (GME) user roles. If an organization does not have an LEA User Access Administrator, please reach out to Grants Management.



Note: Users cannot be added in GME, they are added into ADEConnect by the Entity Administrator. Once the user has accessed GME, then they can have the appropriate GME user roles assigned. (The user information is transferred into GME once the user clicks on Grants Management in their Applications list.)

Finding a User

Log in to GME through ADEConnect. Once on the GME homepage, click on the organization's hyperlink to be fully logged in.







Adding a User Role

Search Users										
Last Name: joi	nes									
Email Address:										
Role:										
Organization Name: Be	∋gins With ∽									
Organization Number:										
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									the sticky note	
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AJones@kyrene.org	Ar	nthony	Jones	ø						
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Note: Use Ctrl + F to launch a finding box and type in a word or phrase to help locate the name of the user role needed.





Return to User Access			You can see the role(s) added. Select <i>Return to User Access</i> to	
		Roles	return to the User Access page.	
Email Address	Organization	Role		
ajones@bell.org	Bell Canyon Charter School, Inc (078972000)	LEA Adult Education Consolidated - Federal Update		
ajones@bell.org	Bell Canyon Charter School, Inc (078972000)	LEA Title IV-A	Student Support & Academic Enrichment Update	

Deleting a User Role

Only the LEA User Access Administrator can remove a user role.

Note: users cannot be deleted from GME, only user roles can be removed.

Search Users	
Last Name:	Navigate to Administer
Email Address:	on the main blue menu and select <i>User Access</i> .
Role:	Enter the user's last
Organization Name: Begins With ~	name and click Search.
Organization Number:	
Search Reset	

			Select the yellow
Amber	Jones	6	sticky under
Anthony	Jones	6	Administer
David	Jones	6	Roles.
	Anthony	Anthony Jones	Anthony Jones Ø

Roles					
Email Address	Organization	Role		Delete	
ajones@bell.org	Bell Canyon Charter School, Inc (078972000)	LEA	Adult Education Consolidated - Federal Update	Û	
ajones@bell.org	Bell Canyon Charter School, Inc (078972000)	LEA Title IV-A Student Support & Academic Enrichment Update			
			If a user role needs to be removed, select the trash can next to the role to delete it.		





Best practice is to check user roles at least once a month to ensure all users and user roles are current for the organization.

For a list of User Roles in GME, please see the <u>GME User Roles Fast Facts</u>.

ADEConnect	Constituent Services Hotline 602-542-7378 Constituent Services Requests https://helpdesk.azed.gov
Grants Management Staff	Grants Management Hotline 602-542-3901 Grants Management Requests https://helpdesk.azed.gov
Grants Management Resource Library	 Fund Alerts GME User Resources/Training Grants Management Policies Program Area Resources

