



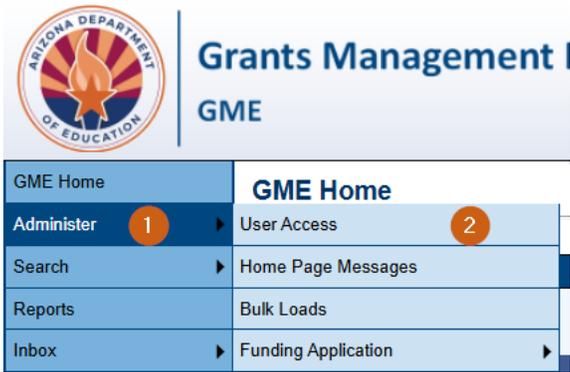
Adding & Deleting User Roles in GME

User Role Requirement

The **LEA User Access Administrator** adds/deletes Grants Management Enterprise (GME) user roles. If an organization does not have an LEA User Access Administrator, please reach out to Grants Management via Help Desk (link at end of document).

Finding a User

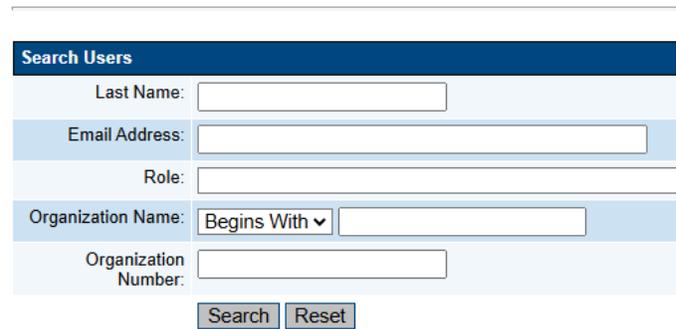
Open GME as normal. Use the main blue menu. Select Administrator>>>User Access. This will bring up a Search menu to find the users within the system.



The screenshot shows the GME navigation menu. On the left is the Arizona Department of Education logo. The main header reads "Grants Management Enterprise". Below this is a table of navigation options:

GME Home	GME Home
Administer 1	User Access 2
Search	Home Page Messages
Reports	Bulk Loads
Inbox	Funding Application

User Access



The screenshot shows the "User Access" search form. It includes the following fields and buttons:

- Search Users** (Section Header)
- Last Name:
- Email Address:
- Role:
- Organization Name: Begins With
- Organization Number:
- Buttons: Search, Reset

The LEA User Access Administrator can search for other users within their organization via their Last Name, Email Address or Role currently assigned. Only use ONE of the search options, do not complete all of them when attempting a search.

Adding a User Role

Search Users

Last Name:

Email Address:

Role:

Organization Name:

Organization Number:

There are 52 matching record(s). Displaying 1 through 25.

[<< First](#) [< Previous](#) [Next >](#)

Email Address	First Name	Last Name	Administer Roles
ajones@bell.org	Amber	Jones	
AJones@kyrene.org	Anthony	Jones	
alctucson@msn.com	David	Jones	

Click on the sticky note next to the user's name.

Create Role

Roles	
Email Address	Organization
Jones, Amber (ajones@bell.org)	has not been assigned to any roles, has been deactivated, or has not been

Select *Create Role*.

Create Role

Email Address:

Organization:

Show School-Level Roles:

Role: 0 Options selected.

[Deselect All](#)

- LEA 2014-2015 Head Start Collaboration Update
- LEA 21st CCLC Yr 1 - New - Consortium Update
- LEA 21st CCLC Yr 2 Update
- LEA 21st CCLC Yr 3 Update
- LEA 21st CCLC Yr 4 Update
- LEA 21st CCLC Yr 5 Update
- LEA 21st CCLC Yr 5C Update
- LEA 21st Century Community Learning Centers - Continuing Update
- LEA 21st Century Community Learning Centers Renewal 2 Update
- LEA 21st Century Community Learning Centers Renewal 3 Update
- LEA 21st Century Community Learning Centers Renewal 4 Update

Ensure the correct organization is listed and select the appropriate user roles. (You can select more than one role at a time.) Then click *Create*.

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 *Return to User Access* to return to the User Access page.

Roles		
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



Some user roles are considered “School Level Roles” such as the *School Plan Update* role that allows users to complete the School Plan (formerly known as the SIAP). To add that role, you must select the “Show School-Level Roles” box from the Create Role Menu.

Create Role

Email Address: staciejo.eusebio@imageschools.com

Organization: Bell Canyon Charter School, Inc (078972000)

Show School-Level Roles: 1

School: 0 Options selected.
[Select All / Deselect All](#)

Bell Canyon Charter School, Inc-Charter District Level Program(s) (CLP078972000)

Imagine Bell Canyon (078972101)

Sample Private School (SRNPS33)

Role: 0 Options selected.
[Deselect All](#)

School Plan Update

[Create](#) [Cancel](#)

After selecting the box, the appropriate School must be selected, and then the Role. After making your selections, click “Create”.

[Return to User Access](#)

You can see the role(s) added. Select *Return to User Access* to return to the User Access page.

		Roles
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:

Email Address:

Role:

Organization Name: Begins With ▾

Organization Number:

Navigate to *Administer* on the main blue menu and select *User Access*. Enter the user's last name and click *Search*.

Email Address	First Name	Last Name	Administer Roles
ajones@bell.org	Amber	Jones	
AJones@kyrene.org	Anthony	Jones	
alctucson@msn.com	David	Jones	

Select the yellow sticky under Administer Roles.

Roles			
Email Address	Organization	Role	Delete
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	

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 [User Role Mini Guide](#).

Need Assistance?

Grants Management System (GME)	Help Desk Support Ticket
Phone: 602.542.3901	
Opt 1-Technology, Opt 2-Processing, Opt 3-Monitoring	https://helpdeskexternal.azed.gov