

Confirm District Declaration of Participation Report Submitters Instructions

View Existing Users

Navigate to **Administer**

Select **User Access**

The screenshot shows the GMAP Home navigation menu on the left with 'Administer' highlighted. The main content area is titled 'Administrative Tools' and contains a table with the following data:

Group	Function	Description
User Access	User Access	Create/update/delete Users and their associated Roles.

Select from the **Role** drop list *District Declaration of Participation Report Submitter*

Enter the name of district in **Organization Name** text field

Click **Search**

User Access

The screenshot shows the 'Create User' section with a 'Search Users' form. The form fields are: Last Name, Email Address, Role (dropdown menu with 'District Declaration of Participation Report Submitter' selected), Organization Name Match Type (dropdown menu with 'Begins With' selected), Organization Name (text field with 'Adair' entered), and Organization Number. There are 'Search' and 'Reset' buttons at the bottom.

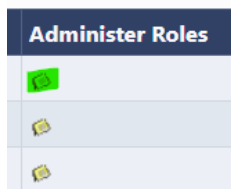
This will produce a list of staff assigned this role for specified district.

There are 3 matching record(s). Displaying 1 through 3.

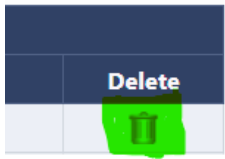
Email Address	First Name	Last Name	Reset Password	Account Locked	Administer Roles	Delete All Roles	User History	Last Login	Login Message
[redacted]@adair.kyschools.us	[redacted]	[redacted]	Reset Password				View	8/19/2024 3:15:26 PM	Successful login attempt
[redacted]@adair.kyschools.us	[redacted]	[redacted]	Reset Password				View	9/8/2026 9:25:13 AM	Successful login attempt
[redacted]@adair.kyschools.us	[redacted]	[redacted]	Reset Password				View	7/1/2024 9:30:50 AM	Successful login attempt

Remove User Access

If user no longer needs to be listed in this role, click on the *icon* in the **Administrator Roles** column beside person's name.



This will provide a list of all roles in which person is assigned. To remove from role of District Declaration of Participation Report Submitter, click on the *Trash (delete)* icon.



Assign Users

Existing User

To assign a person to this role who is already in the system, Search Users by Last Name and/or Email Address.

Click **Search**

User Access

Create User

Search Users

Last Name:

Email Address:

Role:

Organization Name Match Type:

Organization Name:

Organization Number:

Click on the icon in the *Administrator Roles* column beside person's name.



Click the **Create Role** hyperlink

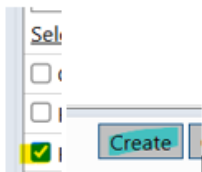
Create Role

Email Address

windy.newton@education.ky.gov

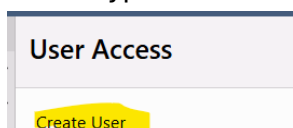
Search *District Declaration of Participation Report Submitter*

Check indicator beside this role and click the **Create** button



New User

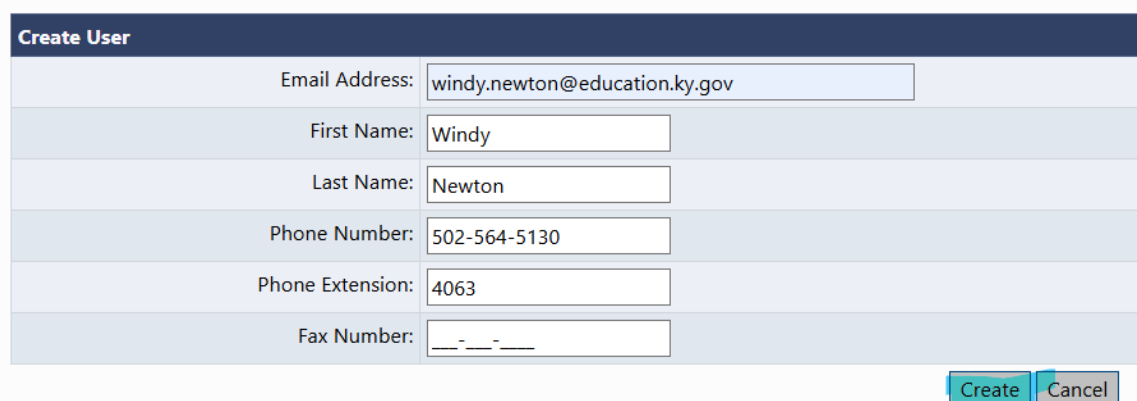
To assign a new person as District Declaration of Participation Report Submitter – click the **Create User** hyperlink



Enter persons Email Address; First Name; and Last Name; Phone Number; Extension; Fax Number all if applicable.

Click **Create** button

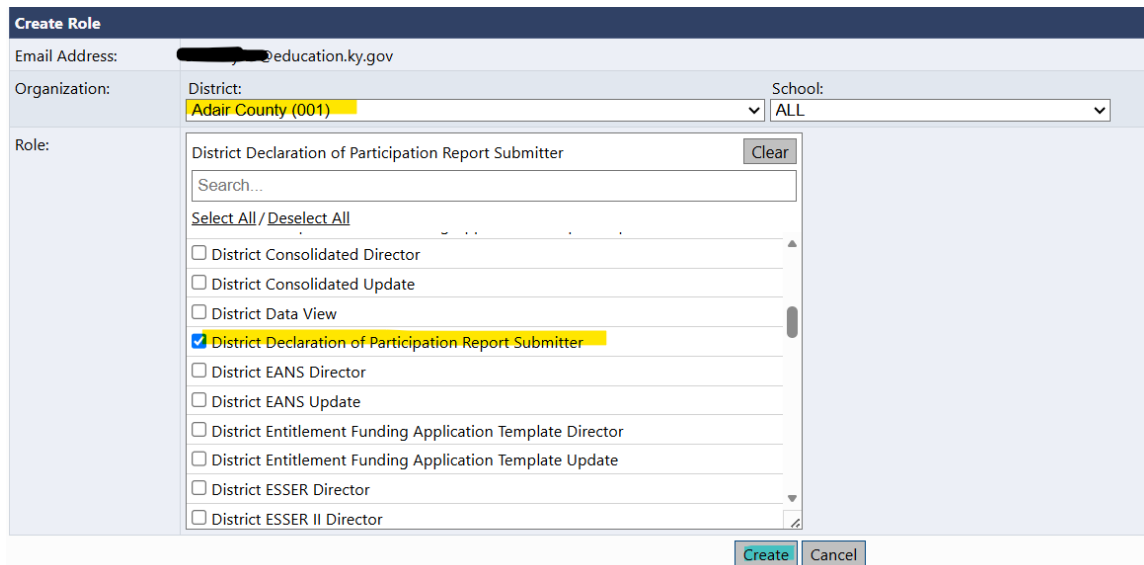
Create User

A screenshot of the 'Create User' form. The form has a dark blue header with the title 'Create User'. Below the header, there are six input fields: 'Email Address' (windy.newton@education.ky.gov), 'First Name' (Windy), 'Last Name' (Newton), 'Phone Number' (502-564-5130), 'Phone Extension' (4063), and 'Fax Number' (empty). At the bottom right, there are two buttons: 'Create' (highlighted in blue) and 'Cancel'.

Choose **District** from the drop list and District Declaration of Participation Report Submitter in the **Role** search feature.

Check indicator beside *District Declaration of Participation Report Submitter*

Click **Create** button

A screenshot of the 'Create Role' form. The form has a dark blue header with the title 'Create Role'. Below the header, there are four input fields: 'Email Address' (redacted), 'Organization' (Adair County (001)), 'District' (Adair County (001)), and 'School' (ALL). Below these fields, there is a 'Role' section with a search bar and a list of roles. The role 'District Declaration of Participation Report Submitter' is selected, indicated by a blue checkmark. At the bottom right, there are two buttons: 'Create' (highlighted in blue) and 'Cancel'.