



Welcome to the GDOE Portal

It's the place to go!

...your one-stop location for fast, easy and efficient access to GDOE applications and services on the Web.

The Georgia Dept. of Education is rolling out a new and better way for you to access the applications and services you receive from us. It's called the GDOE Portal.

We're very excited about it, and we want you to be excited too. So, we would like to take this opportunity to introduce you to the Portal and tell you a little about it.

The Portal gives you faster, easier and more efficient access to your applications. It also allows us to update them and add to them better than the previous system.

In this brochure, we will answer the following questions for you:

- What is the GDOE Portal?
- Why should I care?
- What can I do in the Portal?
- When will the Portal be ready to use?
- How do I apply for access to the Portal?
- Will I receive more information about the Portal, or is this it?
- How do I get into the Portal?
- How do the parts of the Portal work?
- Is there a Frequently Asked Questions (FAQ) sheet I can refer to?

What is the GDOE Portal?

The GDOE Portal is a new online interface designed to improve your interaction with the applications and services that we provide. It will...

- Consolidate your access to applications
- Provide you with quick access to a variety of new and existing services
- Provide you with news and tips
- Provide a way for GDOE staff to communicate with you through messages
- Provide you with quick access to documentation, online help, and training materials

Why should I care?

It will make your life easier. Instead of having to look for various services, and navigating through our public site to get to your applications, almost everything will be right there, just one or two clicks away.

What can I do in the Portal?

You will be able to do everything you currently do, it will just be easier to access. In addition, we will be adding services for you.

When will the Portal be ready to use?

The Portal is already functional, but, most applications have not yet been added. This will happen through the rest of summer and fall. See page 5 for a list of applications and dates.

How do I apply for access to the Portal?

If You are Already a Data Collection/Transmission User

Existing users already have access to the GDOE Portal. Simply start your Web browser, then go to <https://portal.doe.k12.ga.us> and sign in with your normal Username and Password. Click the Login button, and the Portal Main page displays, giving you secure access to your applications and services as they become available.

If You are a New Data Collection/Transmission User

In your Web browser, go to <https://portal.doe.k12.ga.us>, and click the Sign Up button. Follow the instructions that display, and complete the fields. Click the Submit button. Your request will be submitted to the appropriate administrators and they will approve or deny your request.

Will I receive more information about the Portal or is this it?

Yes. As we get closer to the rollout of the Portal, we here at the GDOE will give you regular updates about its progress. In addition, we will start providing you with training information and tips about using the Portal. By the time the Portal is ready for use, we want you and your fellow educators to be GDOE Portal experts.

We also want to answer your questions about the Portal. There are two ways you can contact us. Either send us an e-mail with your question at dticket@doe.k12.ga.us, or call us directly at the Help Desk at 1-800-869-1011.

How do I get into the Portal?

Start your Web browser, then go to <https://portal.doe.k12.ga.us> and sign in with your normal Username and Password. Click the Login button, and the Portal Main page displays, giving you secure access to your applications and services.

How do the parts of the Portal work?

The new Portal is designed to help you navigate through the applications and services available at GDOE.

The Portal interface has three major sections. These are the Top Menu Bar, the Navigation Menu, and the Work Frame. You can view these bars along with an example of the entire homepage by looking at the graphic on page 4.

The Top Menu Bar lets you search for specific information about school districts, schools, people, or all public educational organizations.

The Navigation Menu, along the left side of the page, is the main menu for moving around the Portal. It lets you go directly to applications and services provided by the GDOE. It is divided into three sections. The **Site Navigation** section provides Site-level movement such as to the homepage or in logging out. The section marked **Information Technology** in the graphic on page 4 is the Organization bar, and handles department-related page-level navigation. It is labeled according to your department. This means that the label changes with your department. For example, someone in Atlanta City schools will have Atlanta City as the label for this section instead of Information Technology. The **Work Frame** is the large blank section that covers most of the page. This is where information is displayed and where the applications you access run.

Frequently Asked Questions (FAQ)

We have encountered the following questions while preparing the GDOE Portal:

Will the way I work and/or what I do be changed by the Portal?

NO. Our objective is to keep the applications and work processes the same. The only difference is in the fact that each application runs inside of the Portal. The functioning of the application itself will not be altered. It will operate just like it did before.

Is the Portal safe for sensitive and private information?

Yes. The combination of the secured site, a user name and a password will help protect your access and the sensitive information with which you work.

Will Help Desk support change because of the Portal?

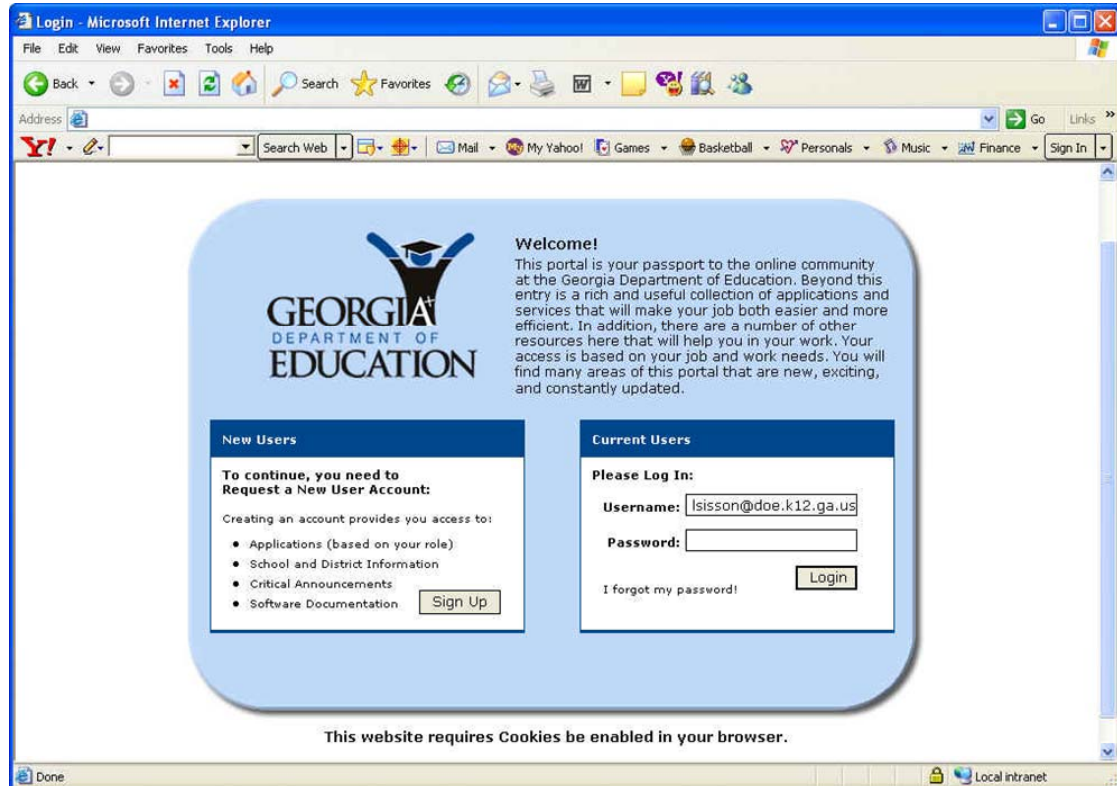
No. The system of support through the Help Desk will remain the same as under the old system.

If I change roles, how do I update my roles in the Portal?

For now, continue with the current method of updating your roles, which is to contact your district administrator. While we may change this procedure in the future, we will let you know if and when such a change is made, and what the new procedure will be.

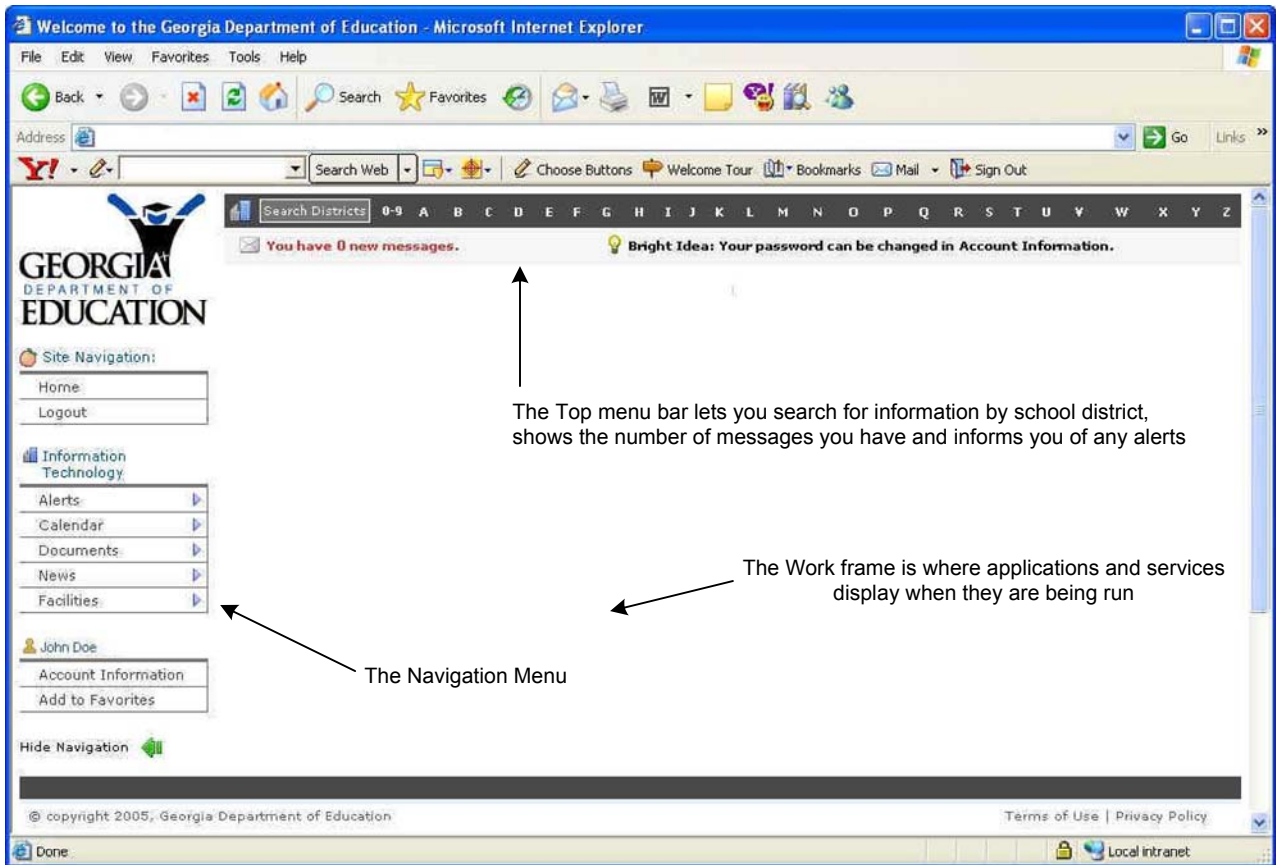
Will I need to use another Username and Password in the Portal?

No. Your current Username and Password will get you into the Portal and specify your access levels and rights within it. If you have specific questions or issues about this, please contact the Help Desk.



The GDOE Portal Login Page

The GDOE Portal



The GDOE Portal Main page, with descriptions of its major sections

The Site Navigation bar provides site-level navigation options. For example, you can return to your Home page or log off from the Portal.

The Organization bar is customized based on your department and access rights. The label will specify which department you work in. You can use the options here to access all GDOE applications and services for which you are authorized.

They also let you access important Alerts...
Calendar information...
many of your documents...
...and important GDOE news items.

This area shows all of the applications for which you have access. It will vary from user to user, depending on what permissions a given user has. New applications will display here, when they are added.

This section provides personal-level navigation. It is labeled with your name, and lets you view your account information and add to your list of favorite site and/or pages.

This button lets you hide or display the navigation menu. Clicking the Hide Navigation arrow hides the Navigation menu. Clicking it again un-hides the menu.

The GDOE Portal Access Dates for Applications

The following table shows the dates on which each data collection/transmission application will be available within the Portal:

Application	Date Active in the Portal
Class Size Cycle 1	October 4, 2005
CPI Cycle 1	October 4, 2005
FTE Cycle 1	October 4, 2005
FY 2005 Financial Report/Budget	October 14, 2005
FY 2006 Initial Budget	October 14, 2005
Free and Reduced Price Eligibility	November 7, 2005
Pre-ID Cycle 2	November 14, 2005