




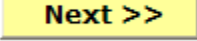
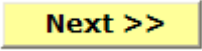
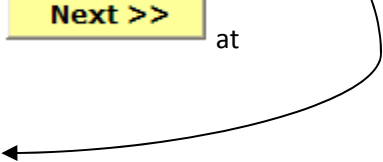




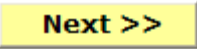

Georgia Department of Education
Principal's Reports in SR and FTE:
Adding the role to an Existing MyGaDOE Portal Account

Requesting Access to SR and FTE Reports

To add a role to your portal account:

1. Log in to the MyGaDOE portal at <https://portal.doe.k12.ga.us/login.aspx>.
2. In the menu on the left-hand side of the home page, click on your name in blue near the bottom of the page.
3. Scroll to the bottom of the page. Verify that you are listed as the Principal of your school. If you see your school's name - Principal, click  .





If you don't see that you are listed as the Principal, you will need to add that role in "STEP 2" (#5 below)

4. On the "STEP 1" page, your current portal information should be visible. Click  at the bottom of the page.
5. On the "STEP 2" page, click  at the bottom of the page. 
6. On the "STEP 3" page, click the  symbol next to "Student Record," then select  School Level User .
If you want to see reports during FTE data collections, click the  symbol next to "Full Time Equivalent," then select  School Level User .
CLICK  at the bottom of the page.
7. On the "STEP 4" page, verify that the application you have selected is visible and correct. Once you have verified, click  .

Upon clicking "Submit," an email will be transmitted to Georgia Department of Education for the application owner to process this request. You will receive an email update indicating whether the request was approved or denied by the application owner.

Technical Difficulties: If you experience technical problems or have any questions related to these instructions, please contact the GaDOE Help Desk. Help Desk analysts are available to assist you.

Help Desk

-  (800) 869-1011
-  (404) 651-9503
-  (404) 651-5006
-  dticket@doe.k12.ga.us