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Accessing the MyGaDOE State Vendor Portal

In order to access the BOOST Grants Program funds awarded to your organization by the Georgia Department of Education you must first gain access to the MyGaDOE vendor portal. From there you'll be able to make modifications to your project budgets, draw-down funds, and even upload reporting documentation. The process can be a bit confusing, especially for first-time users, so the BOOST team put together the following handy guide to accessing and setting up your account.

1. Download the DEPARTMENT OF EDUCATION GRANTS ACCOUNTING SYSTEM ACCESS FORM from the [BOOST Grantee Resource Hub](#).

Vendor Forms & Documents:

[GaDOE Grants Accounting System Access Form](#)

[W-9 Form](#)

[Vendor Management Form](#)

2. Once open, the form will look like this. Grantees may complete the form digitally or print, complete, and scan the form.



DEPARTMENT OF EDUCATION GRANTS ACCOUNTING SYSTEM ACCESS FORM

SYSTEM NAME: _____

ADD: CONSOLIDATED APPLICATION COORDINATOR (S): _____ EMAIL ADDRESS: _____ CONSOLIDATED APPLICATION SUPERINTENDENT (S): _____ EMAIL ADDRESS: _____ NEW GAORS Preparer (S): _____ EMAIL ADDRESS: _____ NEW GAORS SUBMITTER (S): _____ EMAIL ADDRESS: _____ INVOICE APPLICATION PREPARER (S): _____ EMAIL ADDRESS: _____ INVOICE APPLICATION SUBMITTER (S): _____ EMAIL ADDRESS: _____
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CHANGE AND/OR DELETE: (Circle one) PREPARER (S): _____ SUBMITTER (S): _____
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NOTE: This access will allow budgets, invoices, requisitions and reports to be filed electronically via the Internet. Please provide up to two preparers and two submitters. Submitters can also prepare and submit form. We recommend the assigned personnel be in your accounting management area.

If you have questions concerning this matter, please contact Grants Accounting at arezoo.oujany@doe.k12.ga.us.

SUPERVISOR SIGNATURE: _____

TELEPHONE NUMBER: _____

DATE: _____



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- 3.** Complete the form using the method of your choice. Please keep in mind that the individuals listed as "Preparer" and "Submitter" must EXACTLY MATCH the individuals listed in those respective roles in the MyGaDOE system. **Please list a person for each role. This includes those who will continue to have existing access and new roles.**

Once complete, sign and date the form. Email the completed form to boost@georgiavoices.org.

**DEPARTMENT OF EDUCATION
GRANTS ACCOUNTING SYSTEM ACCESS FORM**

SYSTEM NAME: _____

ADD: CONSOLIDATED APPLICATION COORDINATOR (S): _____
EMAIL ADDRESS: _____

CONSOLIDATED APPLICATION SUPERINTENDENT (S): _____
EMAIL ADDRESS: _____

NEW GAORS Preparer (S): _____
EMAIL ADDRESS: _____

NEW GAORS SUBMITTER (S): _____
EMAIL ADDRESS: _____

INVOICE APPLICATION PREPARER (S): _____
EMAIL ADDRESS: _____

INVOICE APPLICATION SUBMITTER (S): _____
EMAIL ADDRESS: _____

CHANGE AND/OR DELETE: (Circle one)

PREPARER (S): _____

SUBMITTER (S): _____

Annotations:

- Red arrow from "This is your organization's name" points to the SYSTEM NAME field.
- Red arrow from "This is the person who will enter your pre-approved budget into the MyGaDOE portal" points to the ADD: CONSOLIDATED APPLICATION COORDINATOR (S) field.
- Red arrow from "This is the person who will approve your budgets" points to the CONSOLIDATED APPLICATION SUPERINTENDENT (S) field.
- Red arrow from "This is the person who will prepare your draw-down requests" points to the NEW GAORS Preparer (S) field.
- Red arrow from "This is the person who will approve and submit your draw-down requests" points to the NEW GAORS SUBMITTER (S) field.
- Red arrow from "This is the person who will prepare your expenditure reports. Recommended this is same person as the New GAORS Preparer" points to the INVOICE APPLICATION PREPARER (S) field.
- Red arrow from "This is the person who will approve and submit your expenditure reports. Recommended this is the same person as the NEW GAORS Submitter." points to the INVOICE APPLICATION SUBMITTER (S) field.
- Red arrow from "If you already have access to the MyGaDOE Vendor Portal and need to change or remove access your existing information, use this box" points to the CHANGE AND/OR DELETE section.

NOTE: Each organization should have a **minimum of two individuals** participating in this process. The same two people can be listed for each section; the same person can be the Consolidated Application Coordinator, GAORS Preparer, and Invoice Application Preparer. The same person can be the Consolidated Application Superintendent, GAORS Submitter, and Invoice Application Submitter. If you do not have two members of staff who can participate in this process, please notify GSAN so that we can explore alternatives with GaDOE.