



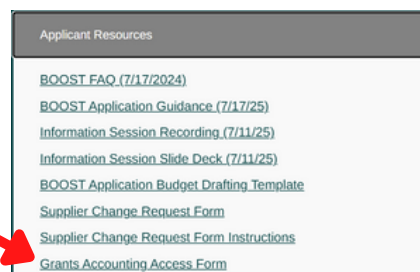
# Learn More

[www.afterschoolga.org/boostresourcehub](http://www.afterschoolga.org/boostresourcehub)


## 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 ACCESS FORM from "Quick Links" section at the bottom of the [BOOST Grants Program 2025](#) page.



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: \_\_\_\_\_

<b>ADD:</b> 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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<b>CHANGE AND/OR DELETE: (Circle one)</b> 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 forms. 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](mailto:arezoo.oujany@doe.k12.ga.us).

SUPERVISOR SIGNATURE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_



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[www.afterschoolga.org/boost/](http://www.afterschoolga.org/boost/)

- 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.

Once complete, sign and date 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:** \_\_\_\_\_

**CHANGE AND/OR DELETE: (Circle one)**

**PREPARER (S):** \_\_\_\_\_

**SUBMITTER (S):** \_\_\_\_\_

**Annotations:**

- This is your organization name
- This is the person who will enter your pre-approved budget into the MyGaDOE portal
- This is the person who will approve your budgets
- This is the person who will prepare your draw-down requests
- This is the person who will approve and submit your draw-down requests
- This is the person who will prepare your expenditure reports. Recommended this is same person as the New GAORS Preparer
- This is the person who will approve and submit your expenditure reports. Recommended this is the same person as the NEW GAORS Submitter.
- If you already have access to the MyGaDOE Vendor Portal and need to change your existing information, use this box

**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 G·san so that we can explore alternatives with GaDOE.