DISTRICT ADMINISTRATORS

Inviting Staff for District Administrators

- or -

Select the red "District Login" button to begin if you have a GMS Portal account.

District Login

Step 1: Account Login

- Enter your District email address and Password
- Click Login



Step 3: Add Staff (2 Methods)

- Enter Staff first, last name, and district email
- Click "Send Invite(s)"



Step 4: Confirmation

A confirmation screen will appear indicating successful addition of the staff. The status for the staff member will change from INACTIVE to ACTIVE once the staff member accepts the email invite and activates their account. Accounts can also be Disabled and Enabled from the Staff dashboard.

Step 2: Staff Invite

- Select "Staff" to access the invite area
- Click "Invite Staff"

Ohio.gov Governor's Merit Scholars	hip	Home Districts Students
Gover	nor's Merit Scholarship	
2023-24 SCHOOL YEAR Sample City SD IRN: 123456 Sample During Advinisator	2023-24 Staff List (1 Staff Members)	Invite Staff
Manage Students	Sample District Administrator	
Staff	Role: Superintendent / Admin Invited: 2023-11-30 Last Login: 2023-12-03 08:48:33	ENABLED / ACTIVE
5/9 Students Submitted		
0 Students Accepted		
5 No Response		
Lasset		
Cogoor		
	-	

- Click the checkbox next to staff name to add staff
- Click "Send Invite(s)"



