

MyGaDOE Portal Message Center

Presented by
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GaDOE Helpdesk Manager





Portal Message Center

The MyGaDOE Portal Message Center is used to send important information, send reminders, and communicate upcoming events to Portal Users. Only users who have subscribed to the proper message tags will receive these messages.

To access the Portal Message Center, log into the MyGaDOE Portal.


Portal Message Center Basics

- Important Notifications from DOE are Sent Through Message Center.
- Message Information Also Sent to User e-mail Address Listed in Portal.
- Users Can Subscribe or Unsubscribe to Message Tags to Begin or Stop Receiving Messages.
- Past Messages are Stored and Can be Viewed Within Message Center.

Logging Into MyGaDOE Portal

To log into the Portal use your browser to navigate to the following website: <https://Portal.doe.k12.ga.us>

MyGaDOE



Georgia Department of Education
Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Please Log In

Username:

Password:

[I forgot my passphrase!](#)

[Or sign up for an account](#)

Helpful links

- ◆ [MyGaDOE Online Guide](#)
- ◆ [GaDOE Public Website](#)
- ◆ [Information Systems](#)
- ◆ [AYP & NCLB](#)
- ◆ [Georgia Standards](#)
- ◆ [Data Collections](#)
- ◆ [Financial Reports](#)
- ◆ [Report Card](#)

This website requires Cookies be enabled in your browser.

Accessing Message Center


Once logged into Portal you will be at your Portal Home Page, click on the Message Center Link in the left-hand Navigation Pane.

The screenshot displays the MyGaDOE Portal Home Page. At the top left is the GaDOE logo. A search bar labeled 'Search Districts' is followed by a navigation menu with letters 0-9 and A-Z. A green banner reads 'Welcome to MyGaDOE' with links for 'Help Desk Portal' and 'Online Documentation'. A blue notification bar states 'You have (0) new messages.' The left-hand navigation pane includes sections for 'Site Navigation' (Home, Logout), 'Information Technology' (COPS Financial, Data Collection, View Documents, Facility and School Registry, Message Center), and user information for 'Chris Rivera' (Account Information, Add to Favorites, Help Desk Portal). A 'Surveys' widget shows counts for New (0), Saved (0), Submitted (10), Approved (10), and Reports, with a 'More' link. A 'My Favorites' widget shows 'Online Web Resources' with a 'More' link. A red arrow points to the 'Message Center' link in the navigation pane with the text 'User must click here'. At the bottom, there is a footer with 'Privacy Policy | Terms of Use | Site Requirements | Feedback' and 'Copyright © 2005-2009 Georgia Department of Education'.

Within Message Center, basic information on the messages which you subscribe to will be shown in the Messages Tab:

- 1. Subject of Message**
- 2. Message Tags used to send message**
- 3. Date Created**
- 4. Author**
- 5. Attachments**

The screenshot displays the 'Message Center' interface. At the top, there is a search bar with the text 'Search for' and a 'Search' button. Below the search bar are two tabs: 'Messages' (selected) and 'Categories'. The main content area shows two message entries. The first entry is titled 'Special Education Record Rejection and Recovery Blackboard/Elluminate Presentation pdf' and includes a 'View Message' link. Its tags are 'Support, Help, Data Collections, SIS Coordinator, FTE Coordinator, Student Record Coordinator, Special Education Director'. It was added on 'Apr 13 2012 1:50PM' by 'Patricha Miller' and has an attached file 'DC and SE Joint Presentation 04062012.pdf'. The rating is 4 stars (2 ratings). The second entry is titled 'Special Education Record Rejection and Recovery Blackboard/Elluminate Session 2' and also includes a 'View Message' link. Its tags are 'Support, Help, Data Collections, FTE Coordinator, Student Record Coordinator, Special Education Director'. It was added on 'Apr 10 2012 10:47AM' by 'Patricha Miller' and has a rating of 4 stars (1 rating). To the right of each message entry is a 'Was this helpful?' section with five radio buttons corresponding to star ratings (1 to 5) and a 'Save Rating' button.

 **Message Center**

Search for

Messages **Categories**

Page: [1]


Special Education Record Rejection and Recovery Blackboard/Elluminate Presentation pdf
[View Message](#) **User must click here**






Tags: [Support](#), [Help](#), [Data Collections](#), [SIS Coordinator](#), [FTE Coordinator](#), [Student Record Coordinator](#), [Special Education Director](#)

Added: Apr 13 2012 1:50PM

Author: [Patricha Miller](#)

Attached: [DC and SE Joint Presentation 04062012.pdf](#)

Rating:  2 ratings


Was this helpful?
 
 
 
 
 






Special Education Record Rejection and Recovery Blackboard/Elluminate Session 2
[View Message](#)

Tags: [Support](#), [Help](#), [Data Collections](#), [FTE Coordinator](#), [Student Record Coordinator](#), [Special Education Director](#)

Added: Apr 10 2012 10:47AM

Author: [Patricha Miller](#)

Rating:  1 rating

Was this helpful?
 
 
 
 
 

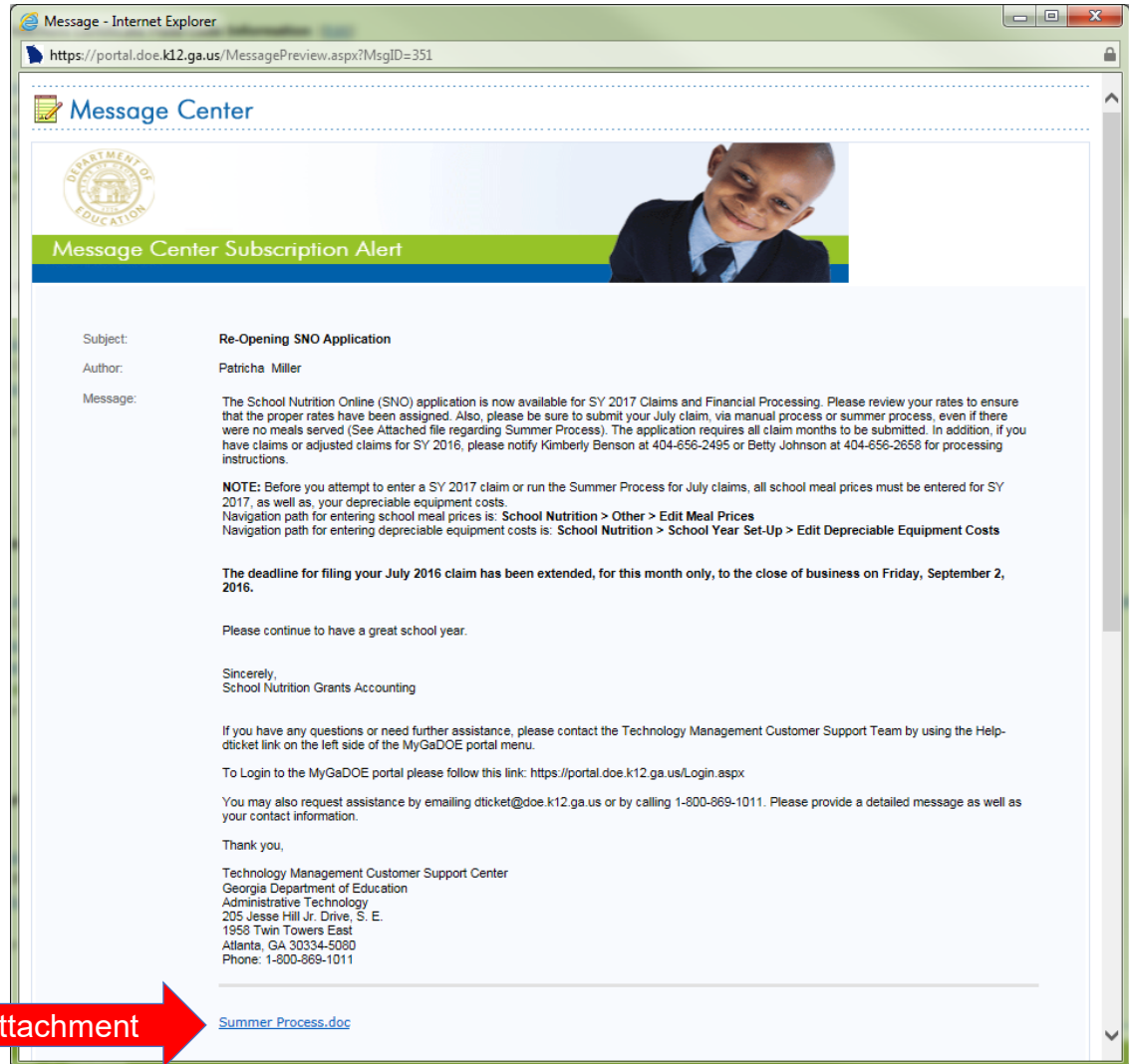
To view a message, scroll to or page through to the desired message and click on the **View Message** link.

Note: Most recent messages will appear at the top by default.

The message will appear in a new browser window for viewing.

Any attachments can be opened by clicking on the **attachment link** at the bottom of the message.

If you are not receiving appropriate messages via e-mail or cannot view them within Message Center, you need to subscribe to the appropriate Message Tags within Message Center.



Message - Internet Explorer
https://portal.doe.k12.ga.us/MessagePreview.aspx?MsgID=351

Message Center

DEPARTMENT OF EDUCATION

Message Center Subscription Alert

Subject: Re-Opening SNO Application
Author: Patricia Miller
Message: The School Nutrition Online (SNO) application is now available for SY 2017 Claims and Financial Processing. Please review your rates to ensure that the proper rates have been assigned. Also, please be sure to submit your July claim, via manual process or summer process, even if there were no meals served (See Attached file regarding Summer Process). The application requires all claim months to be submitted. In addition, if you have claims or adjusted claims for SY 2016, please notify Kimberly Benson at 404-656-2495 or Betty Johnson at 404-656-2658 for processing instructions.

NOTE: Before you attempt to enter a SY 2017 claim or run the Summer Process for July claims, all school meal prices must be entered for SY 2017, as well as, your depreciable equipment costs.
Navigation path for entering school meal prices is: School Nutrition > Other > Edit Meal Prices
Navigation path for entering depreciable equipment costs is: School Nutrition > School Year Set-Up > Edit Depreciable Equipment Costs

The deadline for filing your July 2016 claim has been extended, for this month only, to the close of business on Friday, September 2, 2016.

Please continue to have a great school year.

Sincerely,
School Nutrition Grants Accounting

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by using the Help-ticket link on the left side of the MyGaDOE portal menu.

To Login to the MyGaDOE portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>

You may also request assistance by emailing dicket@doe.k12.ga.us or by calling 1-800-869-1011. Please provide a detailed message as well as your contact information.

Thank you,
Technology Management Customer Support Center
Georgia Department of Education
Administrative Technology
205 Jesse Hill Jr. Drive, S. E.
1958 Twin Towers East
Atlanta, GA 30334-5080
Phone: 1-800-869-1011

[Summer Process.doc](#)

Click here to open Attachment

Subscribing to Message Tags

Message Center

Search for

Messages | **Categories** ← **User must click here**

Please Note: To receive email notifications when a new message has been posted in a category, check desired categories and click the 'Save Preferences/Subscribe' button. By subscribing, you are also setting these categories as your preferred messages. Only preferred messages will then appear in the 'Messages' tab.


| | | |
|--|--|---|
| <p>Accountability Total: 0</p> <p>Category Tags: AYP (Adequate Yearly Progress), NCLB, Principal Access, Report Card, Student Achievement</p> <p><input type="checkbox"/> Subscribe</p> | <p>Audience Total: 0</p> <p>Category Tags: Assessment Director, Charter School Administrator, Charter School Superintendent, Consolidated Application Coordinator, Content Manager, CPI Coordinator, Curriculum Director, Facilities Coordinator, Financial Review Coordinator, FTE Coordinator, GC District Administrator, Gifted Director, Grants Management Preparer, Grants Management Submitter, GTID Coordinator, Media Coordinator, Migrant Coordinator, PCGenesis System Administrator, Principal, School Nutrition Coordinator, School Nutrition Director, Security Officer, SIS Coordinator, SN Supervisor, Special Ed Staff, Special Education Director, Student Record Coordinator, Student Services Director, Superintendents, TAADRA Coordinator, Technology Coordinator, Title I Director, Title I LEA Coordinator, Title II/Staff Development, Title III/ESOL Coordinator, Title IX/ Sports Equity Director, Transportation Director</p> <p><input type="checkbox"/> Subscribe</p> | <p>Communications Total: 0</p> <p>Category Tags: District Communication, Kathy Cox, Newsletter, Official DOE Communication, Press Release, School Communication, School Nutrition Messaging</p> <p><input type="checkbox"/> Subscribe</p> |
| <p>Curriculum and Instruction Total: 0</p> <p>Category Tags: Career, Technical, & Agricultural Education, Curriculum & Instructional Services, Exceptional Students, Innovative Academic Programs, Testing</p> <p><input type="checkbox"/> Subscribe</p> | <p>Finance and Business Operations Total: 0</p> <p>Category Tags: Accounting Services, Budget, Facilities, Financial Review, Internal Support, School and Community Nutrition, Transportation</p> <p><input type="checkbox"/> Subscribe</p> | <p>Help Desk Total: 0</p> <p>Category Tags: Ask DOE, Dticket, Help, Network, Portal, Student Information System, Support, Technology</p> <p><input type="checkbox"/> Subscribe</p> |

To change your current subscriptions in Message Center, go into message Center and click on the **Categories Tab**.

A list of Message Tags (categories) will appear. Scroll to the appropriate grouping of categories and click on the “+” sign next to the Subscribe link.

Audience
Total: 0

Category Tags: [Consolidated Application Coordinator](#), [CPI Coordinator](#), [Curriculum Director](#), [Facilities Coordinator](#), [Financial Review Coordinator](#), [FTE Coordinator](#), [PCGenesis System Administrator](#), [Principal](#), [School Nutrition Coordinator](#), [Security Officer](#), [SIS Coordinator](#), [Student Record Coordinator](#), [Superintendents](#), [Technology Coordinator](#), [Title I Director](#)

 Subscribe ([Subscribers](#))

Superintendents ([Subscribers](#))

Curriculum Director ([Subscribers](#))

Facilities Coordinator ([Subscribers](#))

Principal ([Subscribers](#))

SIS Coordinator ([Subscribers](#))

Security Officer ([Subscribers](#))

Technology Coordinator ([Subscribers](#))

Title I Director ([Subscribers](#))

School Nutrition Coordinator ([Subscribers](#))

FTE Coordinator ([Subscribers](#))

To **BEGIN** receiving messages sent with the relevant message tags, select the check box next to the appropriate message tag(s).

To **STOP** receiving messages sent with the relevant message tags, uncheck the box next to the appropriate message tag(s).



Once you have made all your desired changes, scroll to the bottom of the screen and click on the **“Save Preferences/Subscribe”** to save your changes.

The screenshot displays two category cards within a dashed border. The left card, titled **Teacher and Student Support**, features an icon of a pencil and an apple. Below the title, it shows 'Total: 0' and a list of category tags: [Learning Support](#), [Other Title Programs](#), [Professional Learning](#), [School Improvement](#), [Teacher Quality](#), and [Title I](#). At the bottom of the card is a checked checkbox, a lock icon, and the text 'Subscribe ([Subscribers](#))'. The right card, titled **Technology**, features a computer monitor icon. Below the title, it shows 'Total: 0' and a list of category tags: [Application Development](#), [Data Collections](#), [ETTC](#), [Instructional Technology](#), [Internal Technology](#), [PCGenesis](#), and [Quality Assurance](#). At the bottom of the card is a checked checkbox, a lock icon, and the text 'Subscribe ([Subscribers](#))'. At the bottom of the entire interface is a button labeled 'Save Preferences/Subscribe'. A red arrow points from the right towards this button, with the text 'User must click here' written inside the arrow.

You will be returned to the Messages tab within the Message Center window. You will now have access to view any past messages sent with message tags you are currently subscribed to.

Note the message tags used in the message presented in the screenshot below; **Support, Help, Data Collections, SIS Coordinator, FTE Coordinator, Student Records Coordinator, Special Education Director**. These are the tags the author of the message chose when drafting and publishing these messages.

The screenshot displays the 'Message Center' interface. At the top, there is a search bar with the text 'Search for' and a 'Search' button. Below the search bar are two tabs: 'Messages' (selected) and 'Categories'. The main content area shows two messages. The first message is titled 'Special Education Record Rejection and Recovery Blackboard/Elluminate Presentation pdf' and includes a 'View Message' link. Its tags are 'Support, Help, Data Collections, SIS Coordinator, FTE Coordinator, Student Record Coordinator, Special Education Director'. It was added on 'Apr 13 2012 1:50PM' by 'Patricha Miller' and has an attached file 'DC and SE Joint Presentation 04062012.pdf'. The message has a rating of four stars (4/5) with '2 ratings'. To the right of the message is a 'Was this helpful?' section with five radio buttons corresponding to star ratings from 1 to 5, and a 'Save Rating' button. The second message is titled 'Special Education Record Rejection and Recovery Blackboard/Elluminate Session 2' and also includes a 'View Message' link. Its tags are 'Support, Help, Data Collections, FTE Coordinator, Student Record Coordinator, Special Education Director'. It was added on 'Apr 10 2012 10:47AM' by 'Patricha Miller' and has a rating of four stars (4/5) with '1 rating'. It also has a 'Was this helpful?' section with five radio buttons and a 'Save Rating' button.

Questions?

How to Get Additional Assistance:

The preferred manner to request assistance from the Technology Management Customer Support Team is by using the **Help Desk Portal** link on both the left side of the MyGaDOE Portal menu and on the top blue Information bar.

To Login to the MyGaDOE portal please follow this link:

<https://portal.doe.k12.ga.us/Login.aspx>

You may also request assistance by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.

Technology Management Customer Support Center
Georgia Department of Education

Support Team Staff: Charles Lang, Randy Jackson, Westly Roberson & Vidrine Jones

www.gadoe.org

   @georgiadeptofed

 youtube.com/georgiadeptofed



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