

## for First/Original LEA User Access Administrator

### Instructions:

1. This form is for LEAs with **no existing roles** or User Access Administrator in GEM\$.
2. Complete the user information section.
3. Read and initial the User Access Administrator terms and conditions.
4. Obtain the required signatures. *Adobe Certificated Signatures* are acceptable.
5. Email the completed form to your grant contact listed on the RFP for your funding opportunity.
6. Once DESE receives the completed form, DESE will create your UAA in GEM\$, who will then will be able to set up all additional roles for your LEA. For details on GEM\$ user roles, see [DESE User Role Guidance](#) and [training materials](#).

**LEA Name:**

**LEA Org Code:**

**Name of Proposed User Access Administrator:**

**Email Address:**

**Phone:**

*(Check carefully for accuracy, will serve as user name)*

Each User Access Administrator must agree to the following:	UAA Initials
1. All GEM\$ user roles added by any User Access Administrator for your LEA will be approved by the Superintendent/Chief Executive before the role is assigned.	
2. The UAA(s) will remove roles from any user who terminates employment with the LEA or changes employment responsibilities such that access to some or all GEM\$ roles is no longer necessary, within 72 hours of being made aware of the change.	
3. The UAA will conduct an audit, at least annually, to remove obsolete and/or unused roles from LEA users.	
4. All signed user access forms for either another User Access Administrator or Superintendent/Chief Executive will be uploaded to the LEA Document Library within 10 days of assigning the role. DESE will conduct random checks to make sure the LEA Document Library has the appropriate documents for users.	

### Note

**When determining access for LEA staff and third parties, such as vendors (if applicable), consult with your attorney to ensure compliance with required user access forms and all confidentiality laws, including the Family Educational Rights & Privacy Act (FERPA) and Privacy Act (PII).**

\_\_\_\_\_  
New User Access Administrator Signature and Date

\_\_\_\_\_  
New User LEA Title

\_\_\_\_\_  
Superintendent/Chief Executive Signature and Date

*Adobe Certificated Signatures are acceptable. Instructions are available at: <https://helpx.adobe.com/acrobat/using/certificate-based-signatures.html>*