

## for Additional User Access Administrator Roles

### Instructions:

1. This form is for those LEA employees who are not the original User Access Administrator (UAA), but will hold the UUA role as an alternate.
2. Complete the user information section.
3. Read and initial the User Access Administrator terms and conditions.
4. Obtain/provide the required signatures. *Adobe Certificated Signatures* are acceptable.
5. Upload the completed form to your GEM\$ LEA Document Library in the LEA Users folder, Alternative User Access Administrators subfolder.
6. DESE will randomly check this documentation against funding applications being filed in GEM\$ and may return funding applications bearing a roleholder in this role that does not appear on this form in the LEA Document Library. For details on GEM\$ user roles, see [DESE User Role Guidance](#) and [training materials](#).
7. Update and file a new form to reflect any changes to personnel holding this role.

**LEA Name:**

**LEA Org Code:**

**Name of Proposed UAA:**

**Title:**

**Email Address:**

**Phone:**

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

Each User Access Administrator must agree to the following:	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. The UAA will conduct an audit, at least annually, to remove obsolete and/or unused roles from LEA users.	
3. 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 forms have been uploaded and are current.	
4. <b>Vendors/contractors may not be assigned the role of LEA Superintendent/Chief Executive without prior written authorization from DESE in extenuating circumstances only. See <a href="#">form</a>.</b>	

### 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 Access Administrator 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>*