

Manage Users

What is this?

In the new GAPREK Provider Portal, programs will manage users who have access to the portal and assign user roles, which determine what information a user can see, enter, and edit. The Primary Authorized User and Project Director can manage and update users in the system; however, only a Primary Authorized User can create new users in the system.

User Roles and Access

- **Primary Authorized User** - All functionality of a project director and the ability to create new users in the portal.
- **Project Director** - All functionality across the provider portal.
- **Site Director** - All functionality specific to a certain site in the provider portal.
- **Financial User** - Functionality related to viewing payment advices and payment holds, as well as submitting reconciliation reports.
- **Data Management User** - Functionality related to entering data in the Class Reporting Manager, Waiting Lists, and associated student and teacher documentation.

For more information on User Roles, please click [here](#).

What if I need help?

For support with managing users, refer to the following resources:

- [GAPREK Provider User Guides](#)
- [Provider FAQs](#)
- [GAPREK website](#)
- Click the 'Contact Pre-K' button on your GAPREK navigation bar

What if I still have questions?

If you have additional questions, please contact your Georgia's Pre-K Specialist or GAPREK.support@decal.ga.gov.