



Primary Authorized User

About

The Primary Authorized User (PAU) is the person authorized to access and use the GAPREK system for the Pre-K program. The PAU can authorize additional users by providing each with a unique ID and password.

The PAU is responsible for the acts of any authorized user and for ensuring that all users abide by the terms and conditions of the GAPREK agreement.

* The Project Director and Primary Authorized User could be the same user and thus share the same permissions.

What You See in GAPREK

- Manage Users
- Dashboard
- My Applications
- Manage Sites and Classes
- Calendar
- Requests
- Waivers
- Class Reporting Manager
- Waiting List
- Manage Roster
- Visit Reports
- Payment Holds
- Payment Advices
- Document Library

What You Can Do in GAPREK

- Create new users and manage email addresses and contact details under Manage Users
- Submit annual Pre-K grant applications and view past years' applications under My Applications
- View and maintain contact and address information under Manage Sites and Classes
- View payment advices for monthly, start-up, and special payments from DECAL
- View all documentation uploaded to GAPREK (e.g., application documents, grant agreement) in the Document Library

User Roles in GAPREK



Project Director

About

Each Georgia's Pre-K program designates a Project Director who is responsible for administering the Pre-K grant and for reporting data for their Pre-K program in GAPREK.

* The Project Director and Primary Authorized User could be the same user and thus share the same permissions.

What You See in GAPREK

- Manage Users
- Dashboard
- My Applications
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What You Can Do in GAPREK

- Manage contact details under Manage Users
- Submit annual Pre-K grant applications
- View contact and address information under Manage Sites and Classes
- Submit and maintain school year calendar(s) for Sites and Pre-K Classes
- Submit requests and waivers throughout the school year
- Enter and maintain student and teacher data in the Class Reporting Manager
- Enter and maintain site waiting list data
- Submit rosters for each roster cycle
- Sign and view visit reports for your program
- View and resolve payment holds for your program
- View payment advices for monthly, start-up, and special payments from DECAL

User Roles in GAPREK



Site Director

About

Each individual site housing Georgia's Pre-K classes must designate a Site Director. The Site Director must be on site during the 6.5-hour instructional day.

The Site Director is responsible for maintaining site level data and associated class data in GAPREK.

What You See in GAPREK

- Dashboard
- My Applications
- Manage Sites and Classes
- Calendar
- Class Reporting Manager
- Waiting List
- Manage Rosters
- Visit Reports
- Document Library

What You Can Do in GAPREK

- View important communications, program details, notifications, and upcoming visits on the Dashboard
- View contact and address information for your program under Manage Sites and Classes
- View the school year calendar for your specific site
- Enter and maintain student and teacher data in the Class Reporting Manager
- Enter and maintain waiting list data for each site
- At each roster cycle, verify the information on the rosters before submitting
- View visit reports for your specific site
- View site-related documentation in the Document Library

User Roles in GAPREK



Financial Manager

About

Users authorized to access and manage financial information can view and print payment advices and complete and submit reconciliation reports.

What You See in GAPREK

- Dashboard
- Payment Holds
- Payment Advices
- Document Library

What You Can Do in GAPREK

- View important communications from DECAL and system notifications on the Dashboard
- View and assist in resolving payment holds for the Legal Owner, Site, and/or Pre-K Class
- View payment advices for monthly Pre-K payments, start-up payments, and special payments from DECAL
- At each roster cycle, verify the information on the rosters before submitting
- View financial documentation (e.g., documents submitted for bank verification) in the Document Library

User Roles in GAPREK



Data Management User

About

Users authorized to access and manage data can enter class level data, waiting list information, and specific documentation.

What You See in GAPREK

- Dashboard
- Manage Sites and Classes
- Class Reporting Manager
- Waiting List
- Manage Roster
- Document Library

What You Can Do in GAPREK

- View important communications from DECAL and system notifications on the Dashboard
- View contact and address information for your program under Manage Sites and Classes
- Enter and maintain student and teacher data in the Class Reporting Manager
- Enter and maintain waiting list data for each site
- At each roster cycle, verify the information on the rosters before submitting