

Activating Users in GEMS/MARS

There are two possible roles for district/agency (non-MDE) system users; sub-recipient administrator and sub-recipient user. Administrators have the authority to activate/deactivate systems users for their district/agency.

Sub-recipient Administrator (administrator) logs in at the GEMS/MARS home page <https://mdoe.state.mi.us/GEMS/user/login.aspx> to access the system.

The Michigan Department of Education (MDE) is required by law to monitor implementation of Federal and State programs at the local level to ensure funds and other resources are spent or used appropriately in accordance with State and Federal law and Education policy. GEMS is the Grant Electronic Monitoring System and supports this monitoring process. To access the GEMS application, you must have a valid MEIS ID and an 'Active' user status in GEMS.

If you have any problem accessing the application, please contact **GEMS Help Desk** at (517) 373-1806 or at MDE-GEMS@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

Enter User Name and Password.
Note: Password is case sensitive.

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Click on Admin Tasks>Activate Users .

The screenshot shows the GEMS/MARS Application interface. At the top, there is a navigation bar with the Michigan Department of Education logo and the text 'GEMS/MARS Application'. Below this is a menu bar with options: Home, Admin Tasks, Submission, Compliance, Documentation, Communication, and Logout. The 'Admin Tasks' menu is expanded, showing a list of options: Setup Calendar, Activate Users (highlighted with a red arrow), Assign Users to Program, and Update User Profile. Below the menu, there is a search area with fields for 'First', 'Last Name', 'User Login', and 'Role'. The 'Status' field has radio buttons for 'All', 'Active', 'Inactive', and 'Cancelled'. A 'Search' button is located to the right of the search fields. At the bottom of the page, there is a footer with the user name 'User Name : AkinsKar [K Akins]', the agency 'Agency : Holland City School District', and various links including 'Michigan Department of Education | GEMS Home | GEMS Menu | Contact GEMS | Contact Information | State Web Sites', 'Privacy Policy | Link Policy | Accessibility Policy | Security Policy', and 'GEMS Copyright © 2012 State of Michigan'.

There are two mode options on this screen explained on the next two pages. Administrators will need to be in "Change" mode to activate/deactivate a sub-recipient user (user).

Review

In this mode, administrators can view all the users assigned to their respective sub-recipients (districts/sponsors). You cannot make any changes in this mode.

Admin Tasks > Activate Users (*) - Required Timeout : 20 mins Nov-22-13

Change Review

Enter / Select required fields and click search.

First Name: Last Name:

User Login : Status: All Active Inactive Cancelled

Role: Search

Cancel

Change

In this mode, you can change the status of the users.

Enter selection item(s) such as last name, then click the Search button to find the user to activate or deactivate. If the user does not appear, please remind them to do their profile. Information on doing their profile can be found on the “Getting Access to GEMS/MARS” PowerPoint at www.michigan.gov/gems-mars. Users should choose the role Sub-Recipient User and the sub-recipient should be the district/sponsor.

Department of Education

GEMS/MARS Application

Home Setup Program Administration Review Management Logout

Setup > User Administration > User Status (*) - Required Timeout : 19 mins May-08-14

Change Review

Enter / Select required fields and click search.

First Name:

User Login :

Sub-Recipient:

Role:

Last Name:

Status: All Active Inactive Cancelled

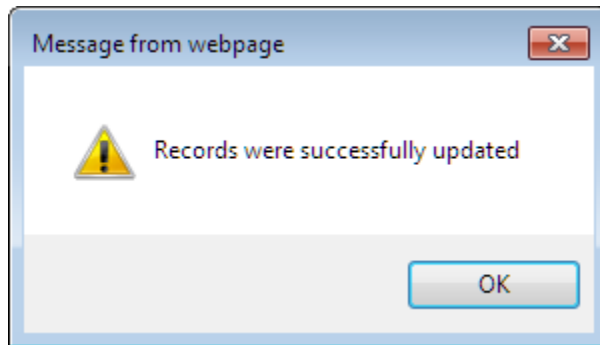
Search

Cancel

Activate /deactivate the user as necessary by checking the box under “Active” to the right of the district/sponsor name.

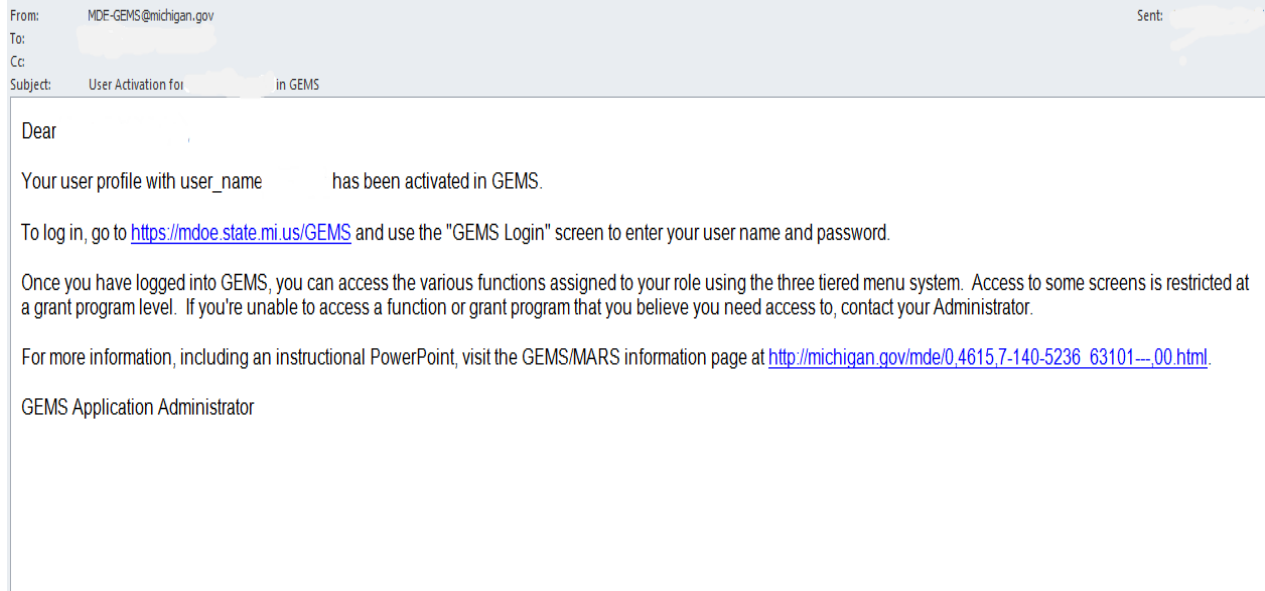
Full Name	Role	Role Description	Sub-Recipient	Active	+Info
GEMS1 Test	SUB	Sub-recipient User	Bloomingdale Public School District	<input checked="" type="checkbox"/>	
GEMS4 Test	SUB	Sub-recipient User	Bloomingdale Public School District	<input type="checkbox"/>	

Click the ‘Save’ button to save your changes. (‘Cancel’ button will discard changes.) If the changes were accepted, a confirmation window will appear.



Click ‘OK’ to close window and return to Activate Users screen.

The user will receive an email similar to the one below informing them they are activated.



Assigning Users to Programs

Assigning Users to Programs is used to assign the existing users to different programs associated with the GEMS/MARS. In this screen, you can view all the users associated with different programs and also add new users to the programs. After activating a new user, you will need to complete this step to actually assign them to your district.

Click on: **Admin Tasks → Assign Users to Programs**

Review

In this mode, administrators can view the assigned users to various programs. Administrators cannot make any changes in this mode.

The screenshot shows the 'Assign Users to Program' application interface. At the top, there is a navigation bar with 'Admin Tasks' and 'Assign Users to Program'. On the right side of the navigation bar, it indicates '(*) - Required', 'Timeout : 20 mins', and the date 'Nov-22-13'. Below the navigation bar, there are two tabs: 'Setup' and 'Review'. The 'Review' tab is selected and highlighted with a red box. Below the tabs, there is a search area with the instruction 'Enter / Select required fields and click search.' This area contains four input fields: '*Program:', '*Review Type:', '*Sub-Recipient:', and 'User:'. Each field has a dropdown arrow on the right. To the right of the 'User:' field is a 'Search' button with a magnifying glass icon. At the bottom right of the search area, there is a 'Cancel' button with a red 'X' icon.

Setup

In this mode, administrators can change an existing user or add an area of responsibility and permission status.

Admin Tasks > Assign Users to Program (*) - Required Timeout : 20 mins Nov-22-13

Setup Review

Enter / Select required fields and click search.

*Program: SNP School Nutrition Program

*Review Type : CRE Coordinated Review Effort

*Sponsor : 74050 East China School District

User: Search

Name	Designation	Active	*Area of Responsibility	*Permission Status	Del.
James Jameson	Director	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Jane Doe	Administrator	<input checked="" type="checkbox"/>	Superintendent	<input checked="" type="checkbox"/>	X

Save Cancel

Click on Search to view sub-recipient/sponsor users for the program.

A check will appear in the box in the permission status column.

Place a check in the box of the Active column if user is active.

Click 'Save' button to save changes ('Cancel' button will discard changes).