

# studentGPS Group Manager Guide

Managing studentGPS Membership for Existing State Active Directory Accounts

## Managing Membership

### studentGPS Groups

*Note: If you have other management capabilities, you may see other fields in the “Modify Account” section. These fields are referenced in other guides.*

*By default all accounts are in the “studentGPS Teacher” group, and you only need to modify if the user needs a different group membership*

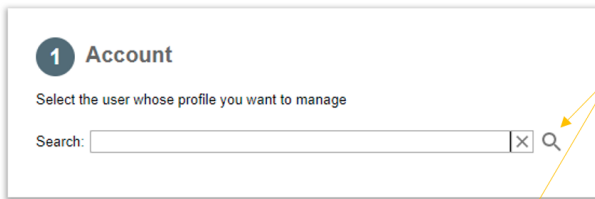
- Visit <https://k12.ade.arkansas.gov> - Enter ‘User ID’ and ‘Password’
- Select the “Modify Account” tab, and then search for the desired account in section 1

### 1 Account

Select the user whose profile you want to manage

Search: 5804jii

You may search by typing the beginning of the ID “5804j” or the First Name “joh” or the Last Name “jaco” and the system will complete the rest



1 Account

Select the user whose profile you want to manage

Search:  X Q

For a more advanced search, click the magnifying glass



1 Account

Select the user whose profile you want to manage

Last Name First Name Username Entity Email Address

- Select the desired “studentGPS” group (or “Select” for no group membership)

### 2 Modify Account

studentGPS: studentGPS Teacher

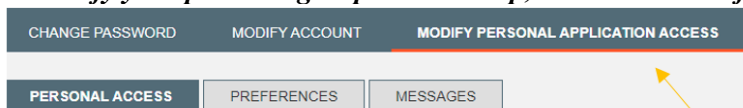
DISCARD CHANGES

- Click “Submit”

### 3 Click the submit button.

SUBMIT

*\*Note – to modify your personal group membership, select the “Modify Personal Application Access” tab*



CHANGE PASSWORD MODIFY ACCOUNT **MODIFY PERSONAL APPLICATION ACCESS**

PERSONAL ACCESS PREFERENCES MESSAGES

Account Information

User Information

## **Monitoring Groups Memberships**

Monitor studentGPS group memberships on the “Account Notification Management System” page, found in the “Information” section of the “Security Resources” page

<https://adedata.arkansas.gov/security>