

GAINS Training and System Navigation

# Requesting Access – (Non-IdM – Charters, CBOs)

## This training will cover how non-IdM users request access into the GAINS platform. This training is applicable to users who complete CDE grants.

## GAINS offers a public site that provides access to those individuals without login credentials. However, if an individual needs more information than the public site offers, the individual will need to complete the Access Request Form so CDE can create the use in GAINS and assign the appropriate roles.

**Charter School Applicants**

Please note: Charter School users will go through the native login and CDE will act as a User Access Administrator.

1. The Charter School individual will need to complete the [Charter School GAINS Application Access Request Form](https://app.smartsheet.com/b/form/6cb9159d35894e76b6875bebc7232d56).
2. When the request form is complete, CDE will create the user and assign the appropriate roles.
3. Users will receive an email from the GAINS platform.
   1. This email will allow the user to create a password for the system.
4. Once the password is created, users can login to GAINS through the Native Login.

**Other Applicants (Community Based Organizations, Institutes of Higher Education, other non-IdM Users)**

1. Non-IdM users (who aren’t charter school users) will need to complete the [Non-District Organization GAINS Access Request Form.](https://app.smartsheet.com/b/form/33fd3633609c48e5bbd656db720f5bfe)
   1. In the form, the user will identify a User Access Administrator. This will allow the individual to create and assign roles within the organization for the future.
2. Once the form is complete, CDE will assign the roles accordingly to the individuals within the organizations.
3. Users will receive an email from the GAINS platform.
   1. This email will allow the user to create a password for the system.
4. Once the password is created, users can login to GAINS through the Native Login.

# Related GAINS Training and Navigation Topics

* Small Bites - Logging into GAINS (Native login- Charters, CBOs)