

Allocation of Client Portal Roles

Terms and Conditions

On being assigned as a user of the Enquire grant management system (GMS) Client Portal for a school's business account, it is a requirement that the user reads the available terms and conditions carefully and makes contact with the QIS BGA office on (07) 3839 2142 or bgaoffice@bga.qld.edu.au should any clarification be required.

The terms and conditions govern the use of the GMS. Client Portal users should be aware that they enter into these terms both personally and as an agent for the Approved Authority which legally operates the school which they represent.

Types of Access

Users enter the Client Portal as a *Basic User*, *General User* (previously *Standard User*), or an *Account Administrator*. Once active, the Account Administrator has the permissions required to allocate a user to the *Key Contact* role or as an *Accountable Officer*, dependent on the school or Approved Authorities business requirements.

IMPORTANT- Note that there may only be ONE Key Contact per school business account. However, multiple users may be assigned to all other roles by the Account Administrator. Table 1 demonstrates the capabilities of each Client Portal user role.

TABLE 1- CLIENT PORTAL USER ROLES

CAPABILITIES	USERS				
	Account Admin.	General User (was Standard User)	Basic User	Key Contact	Acc. Officer
Access and submit applications and support materials within school's business account	X	X	X*	X	X
Access and submit grant administration documentation and support materials within school's business account	X	X	X*	X	X
Receive e-mail notifications from QIS BGA, advising of a task to be completed via the Client Portal				X	
Create and remove users and manage the allocation of roles in the school's business account	X				
Holds overall accountability for the school's participation with QIS BGA as an agent of the Approved Authority					X

* *Basic Users can access individual grants to which they have been allocated and online grant application forms.*