# ePlan: Role Descriptions for the State User Form

An ePlan user role provides individuals with the ability to perform specific functions within ePlan. In order to become an ePlan user, an individual must submit a user access form to [eplan.Help@tn.gov](mailto:eplan.Help@tn.gov). User access forms can be found in TDOE Resources. The list below describes the functions each role can perform.

**Statewide VIEW ONLY Access**

Selecting this will allow a State Employee to view District and School Plans, funding applications, and reimbursement requests, but make no changes.

**Approve LEA PLANS (CORE Offices)**

Selecting this will allow CORE employees to approve LEA Plans.

**Allocation Loader**

This person will load and process allocations for funding.

**Grants Management User**

This person will approve reimbursement requests.

**State Funds Application**

This person will review and approve State Fund Applications.

**All Other Roles on the TDOE User Form**

These are set up by department for different applications. For example, the Consolidated Application is found under the Consolidated Planning and Monitoring section and the IDEA Discretionary Grant is found under the Special Populations & Student Support section.

For each grant application found on the State User Access Form, the state employee will select if they want to be:

1. Initial Reviewer
2. Final Approver
3. Project Approver