ADEConnect / Entity Admin– Portal Release Notes

November, 2014

1. Introduction

The document communicates the newest updates for the ADEConnect Entity Administrator portal.

The ADE Connect Entity Administrator portal is available through a District or Charter Student Information System or through the ADEConnect sign on screen. Both options provide single sign on access to manage ADE applications for a LEA.

2. Compatible Products

ADEConnect portal is intended to be used with any one of the following browsers:

- Internet Explorer (IE) 8+ [Browser and Compatibility Modes]
  - ✓ Entity Administrative portal access requires IE8 or higher

- Google Chrome 24+
- Mozilla Firefox 18+
- Safari

3. Entity Administrator Portal

HR Changes

Action	Expected Results
'Disabled Date' field displays the date and time an ADE account was disabled in the Entity Administrative portal. This field is added to the Account Management Screen	- HR Disables the person's ADE account in the Entity Admin portal on the Account Management tab using the 'ADE AD Disable Flag checkbox - The account is disabled in Active Directory - The ADEConnect disabled user notification is generated to the Human Resources Inbox, the person's manager and other recipients. - The disable date and time is displayed on the person's Account Management tab
Different FTE Email address in HRIS than what is displayed in the Entity Admin portal	- If the email address in the HRIS file differs from what is stored in the Entity Admin portal, no update to the email address will be processed in the Entity Admin portal - A notice is generated to Human Resources inbox indicating the Email discrepancy; the notice will only generate one time to HR - The update to the Email address is completed in HRIS

A change to FTE attributes in HRIS	If HRIS file contains updates to the following FTE attributes they will be updated in the Entity Admin portal: • Department • Title • Office Phone • Office Location • First Name, Last Name, Middle Name • Manager • Address, City, Postal Code
HR Administrator can update the ADE Person Type in the Entity Administrator portal	ADE Person Type – • Update from Contractor to FTE • FTE tab is completed by HR Admin
Additional Contractor attributes fields added to Contractor tab	• Photo - can be uploaded to Entity Admin portal • Job Title • Office Phone • Office Location(cube number) • Department – required • ADE Primary Office Location - required
Additional FTE attributes fields added to FTE tab - populated and updated by HRIS to FIM synch	• ADE HR Email address - Email address from HRIS • Photo - can be uploaded to Entity Admin portal • Job Title • Office Phone –can be manually entered with new account creation • Office Location (cube number) • Department • Address • City • Postal Code
Internal Employee Photo	FTE photo displayed in MS Outlook and Lync: • Photo uploaded to Entity Admin portal on the FTE by HR Admin • Contractor tab also has photo upload function
Person Expiration Warning Email Notification to Contractor Manager	Contractor Managers will receive an Email notification when their Contractors' ADE End Date is within 20 days of expiration

Fixes:

Lock down of User Attributes for ADE accounts created through external source

ADE accounts created through a source other than Entity Administrator portal will be locked out of any manual updates to the person's profile attributes:

- ADE Person Type
- First Name, Last Name, Middle Name
- Office Phone
- Email address
- ADE Stakeholder ID

Updates to these areas will be handled by the source system in which they were created.

Internal Accounts in Educators

Email addresses of domain, AZED.gov, will be filtered out of the Educators view and will not create an account in the Entity Administrative portal.   If the internal account already exists in the Entity Admin portal the roles will be permissioned for the person to see in ADEConnect.

Email address displayed on new ADE account notifications

A new FTE or Contractor ADE account created in the Entity Administrator portal will contain the person's email address as well as their ADE sign in credentials in the ADE account email notification:

A person is added to Educators after being created in Entity Administrator portal

An account that is only created in the Entity Administrator portal but later added to Educators, will be synched to Entity Admin portal and updated with the stakeholder ID coming from Educators.   When the nightly Educators synch to Entity Admin portal is completed, no manual updates for the accounts can be performed; the account profile in the Entity Admin portal is locked out.