

User Management Overview

Updated: April 25, 2017

The Entity Administration Application for allows easy management of ADEConnect user accounts by the entity administrators.

NEED TO KNOW FOR ENTITY ADMIN APPLICATION

- 1) If you are the entity administrator at a Parent Entity level organization (aka District, LEA, Charter Holder, BIE) you will now automatically also be assigned as an entity administrator for all Related Organizations (schools, child care centers, sites).
 - If the entity administrator role is removed at the Parent Entity level, the entity admin role will also be removed for all Related Organizations.
 - If an entity administrator role is directly assigned (manually) at the Related Organizations level, it is not affected when the role is removed at the Parent Entity level.
- 2) The roles and permissions at each parent entity and its related organization are distinct at that parent entity. In other words, you cannot manage ADEConnect user accounts across different Parent Entities.
 - You must update the Parent Entity from the Parent Entity drop-down menu and work with the users under that Parent Entity and/or Related Organizations.
 - You cannot bulk remove ADEConnect accounts from more than one parent entity at a time.
- 3) Account Status indicates a user's ADEConnect account as pending, active or expired. (*This is not associated to pending application role that ADE approves.*)
 - **Pending Status:**
 - A new ADEConnect user who signs into ADEConnect with their email address and password but has not set up their secure ADEConnect password. (*The email address is available to update while in this status.*)
 - A new student information system (SIS) user still within the seven day window before the ADEConnect account email address must match the email address in the SIS. (*The email address is available to update while in this status.*)

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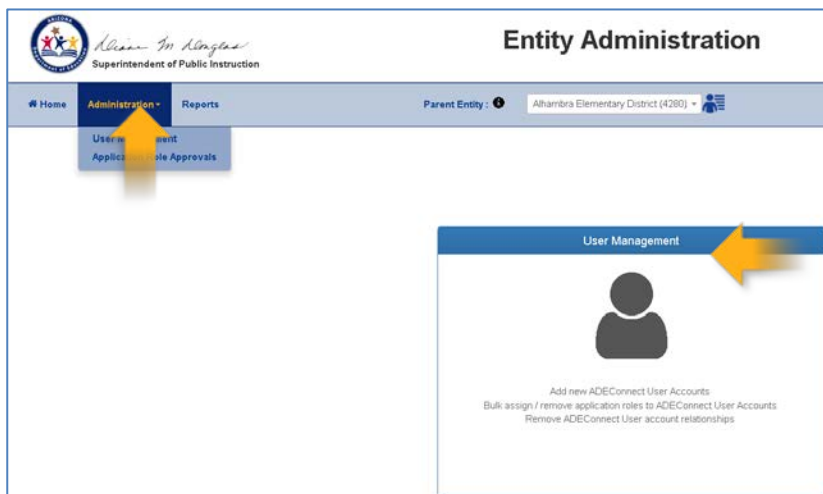
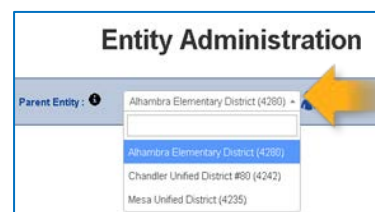


- **Expired Status:**
 - A new ADEConnect user who signs into ADEConnect with their email address and password but has not set up their secure ADEConnect password within seven calendar days from the date/time of the account creation. (*The email address is available to update while in this status.*)
 - This expired status does not apply to SIS users, since their access is always from their SIS and they do not directly sign into ADEConnect.
- **Active Status:**
 - A new ADEConnect user who signs into ADEConnect with their email address and password and has set up their secure ADEConnect password. (*The email address is no longer available to update when in this status.*)
 - A student information system (SIS) user whose ADEConnect account is older than seven days from the date/time their new ADEConnect account was created. The account status is systematically updated to active. (*The email address is no longer available to update when in this status.*)

HOME PAGE

On the application home page, the Parent Entity drop-down menu will list, in descending alphabetical order, the Parent Entity Name – IDs for which you are an entity admin.

- 1) To select a Parent Entity, use the drop-down menu or enter two or more characters to filter the list.

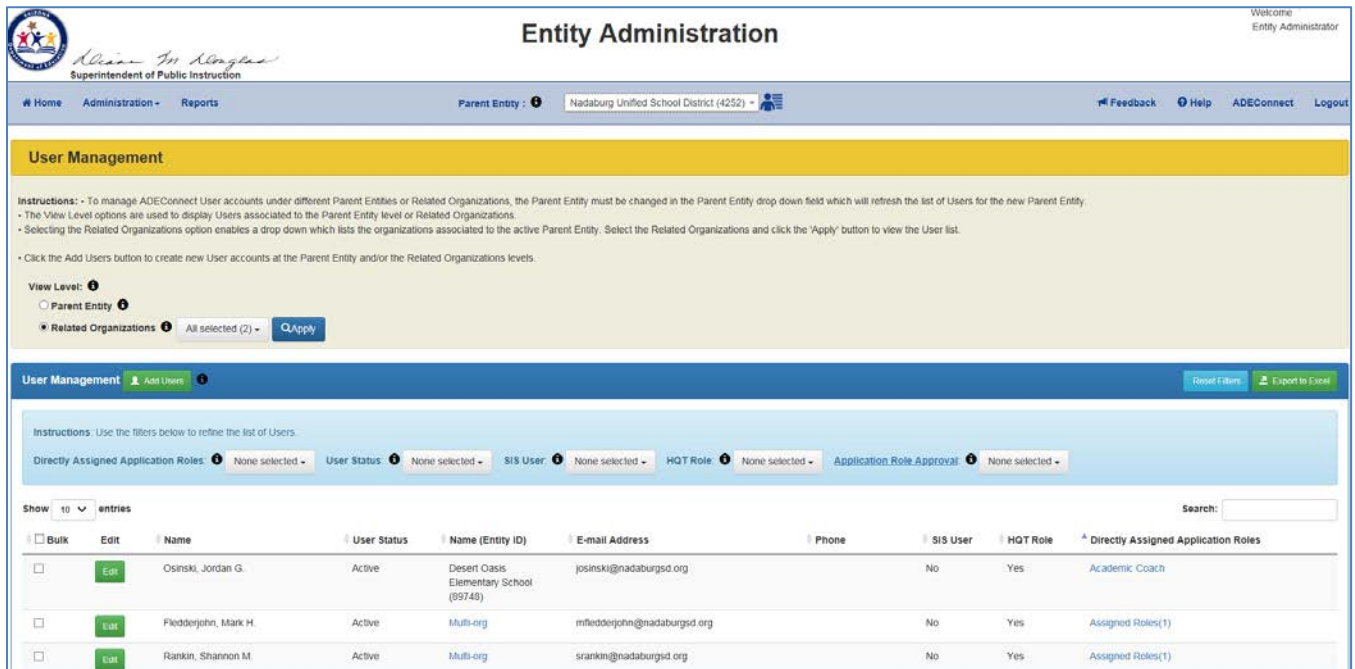


- 2) Once the parent entity is selected, click the person symbol in the User Management box located at the center of the home page window. Alternately select user management from the Administration tab drop-down menu located at the navigation menu choice on left side of this home page.

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- 3) The User Management screen will display. From here you can edit active users, add or remove users, add related organizations to a user, export the user list to Microsoft Excel, and more.



Entity Administration

Parent Entity: Nadaburg Unified School District (4252)

User Management

Instructions: - To manage ADEConnect User accounts under different Parent Entities or Related Organizations, the Parent Entity must be changed in the Parent Entity drop down field which will refresh the list of Users for the new Parent Entity.
 - The View Level options are used to display Users associated to the Parent Entity level or Related Organizations.
 - Selecting the Related Organizations option enables a drop down which lists the organizations associated to the active Parent Entity. Select the Related Organizations and click the 'Apply' button to view the User list.
 - Click the Add Users button to create new User accounts at the Parent Entity and/or the Related Organizations levels.

View Level: **Related Organizations** (All selected (2) - Apply)

Directly Assigned Application Roles: None selected - User Status: None selected - SIS User: None selected - HQT Role: None selected - Application Role Approval: None selected -

Bulk	Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	HQT Role	Directly Assigned Application Roles
<input type="checkbox"/>	Edit	Osinski, Jordan G.	Active	Desert Oasis Elementary School (89748)	josinski@nadaburgsd.org		No	Yes	Academic Coach
<input type="checkbox"/>	Edit	Fledderjohn, Mark H.	Active	Multi-org	mfledderjohn@nadaburgsd.org		No	Yes	Assigned Roles(1)
<input type="checkbox"/>	Edit	Rankin, Shannon M.	Active	Multi-org	srankin@nadaburgsd.org		No	Yes	Assigned Roles(1)

- 4) The instructions area located under the menu bar provides an overview of how to proceed within the User Management screens. For more information regarding User Management screen content, click the *i* text to the right of the field names.



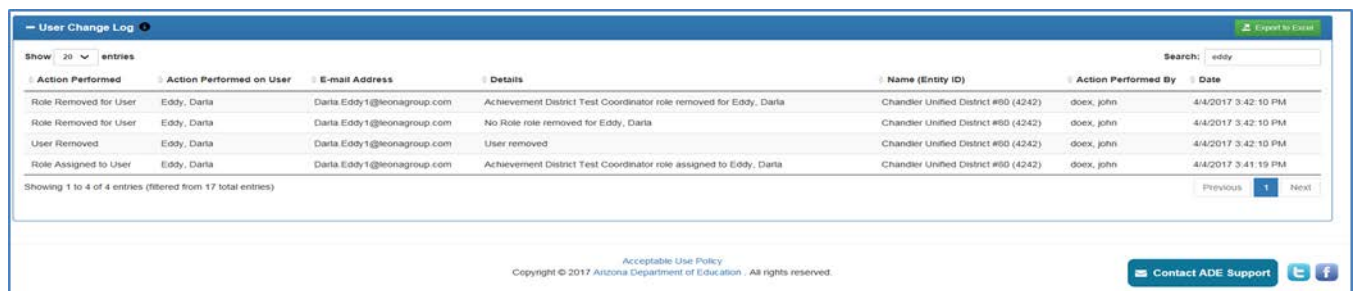
Entity Administration

Parent Entity: Chandler Unified District #60 (4242)

User Management

Instructions: - To manage User accounts under different Parent Entities or Related organizations, the Parent Entity must be changed in the Parent Entity drop down field. This will refresh the list of Users for the Parent Entity.
 - The User Management View Level options are used to display the ADEConnect Users associated to the Parent Entity level or Related Organizations. - Selecting the Related Organizations view option enables a drop down listing of all the organizations associated to the active Parent Entity.
 - Click the Add Users button to Add new User accounts.

- 5) Scroll down the User Management page to find the User Change Log listing recent changes.



User Change Log

Action Performed	Action Performed on User	E-mail Address	Details	Name (Entity ID)	Action Performed By	Date
Role Removed for User	Eddy, Darla	Darla.Eddy1@leonagroup.com	Achievement District Test Coordinator role removed for Eddy, Darla	Chandler Unified District #60 (4242)	doex, john	4/4/2017 3:42:10 PM
Role Removed for User	Eddy, Darla	Darla.Eddy1@leonagroup.com	No Role role removed for Eddy, Darla	Chandler Unified District #60 (4242)	doex, john	4/4/2017 3:42:10 PM
User Removed	Eddy, Darla	Darla.Eddy1@leonagroup.com	User removed	Chandler Unified District #60 (4242)	doex, john	4/4/2017 3:42:10 PM
Role Assigned to User	Eddy, Darla	Darla.Eddy1@leonagroup.com	Achievement District Test Coordinator role assigned to Eddy, Darla	Chandler Unified District #60 (4242)	doex, john	4/4/2017 3:41:19 PM

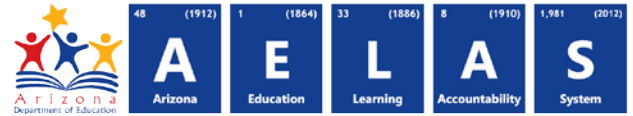
Showing 1 to 4 of 4 entries (filtered from 17 total entries)

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Contact ADE Support

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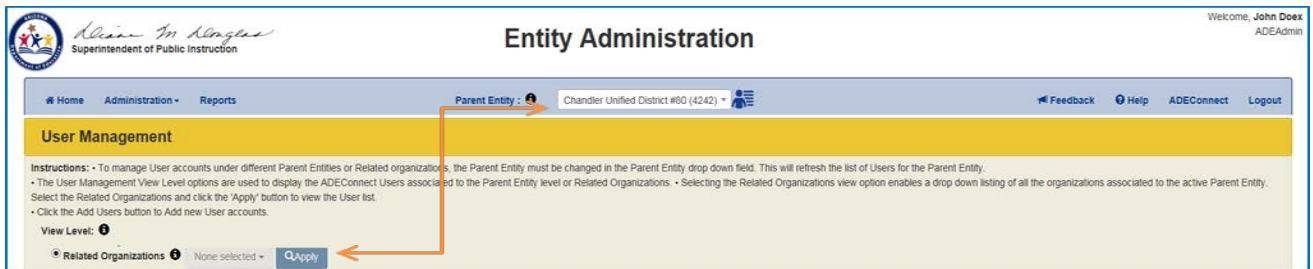
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6) The default view in the User Management screen depends upon the level, Parent Entity or Related Organizations, under which you have the entity administrator role assigned.



A Parent Entity Administrator's level default view is of the Parent Entity View Level option button and a listing of all users assigned to the Parent Entity to see user accounts at the Related Organization level you must select Related Organizations under View Level, then choose the desired organization.



Only at the Related Organizations level does the default view preselect the Related Organizations View Level option button. The selection of the Related Organizations from the drop-down menu will display the list of the associated users.

Note: If you are a Related Organization's entity administrator, but cover different Parent Entities, you must select the higher level Parent Entity from the Parent Entity drop-down menu in order to see the correct Related Organizations list on the User Management screen.

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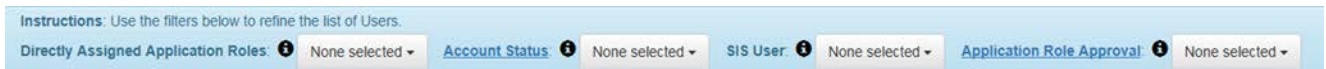


Additional Functionality

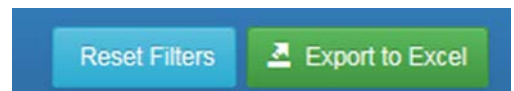
- 1) Click the green Add Users button above the ADEConnect user account display area on the left side of screen. This opens another display page to create new ADEConnect accounts and their association to a Parent Entity and/or Related Organizations.



- 2) Filtering options can be found in the light-blue bar with the instructions: Use the filters below to refine the list of Users. This filtering process can be used to narrow the information displayed on the page. This may be helpful, for example, when searching for user accounts with specific application roles. Click the *i* circle icon next to each gray button for an explanation of these fields.



- a. Use the light-blue Reset Filters button to clear out the filter settings on the right side of the screen.



- b. Use the green Export to Excel button to create a spreadsheet of the default or filtered user list results.

- 3) The Show Entries drop-down button above the display list controls the number of user accounts that show on the left side of the screen.

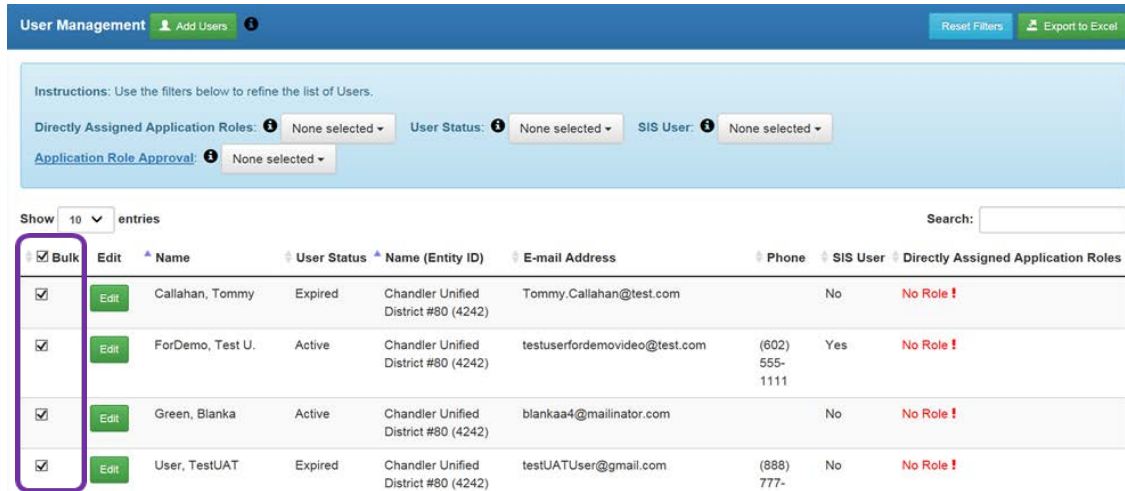


- 4) The Search function is a quick and easy way to find specific user accounts and to find any other information on the page based on the available fields. This is located on the right side of the screen, just below the Export to Excel button.



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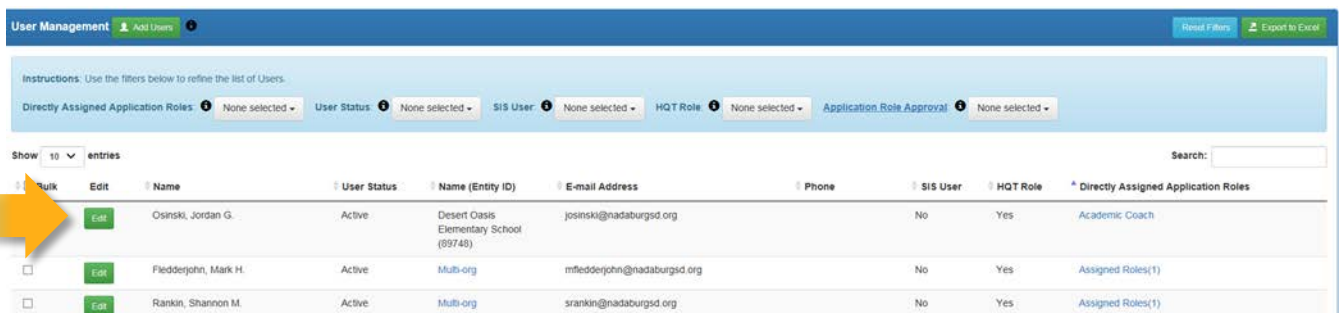


The screenshot shows the 'User Management' interface. At the top, there are buttons for 'Add Users', 'Reset Filters', and 'Export to Excel'. Below this is a filter section with dropdown menus for 'Directly Assigned Application Roles', 'User Status', 'SIS User', and 'Application Role Approval', all currently set to 'None selected'. A 'Show 10 entries' dropdown is on the left, and a search box is on the right. The main table has columns: Bulk, Edit, Name, User Status, Name (Entity ID), E-mail Address, Phone, SIS User, and Directly Assigned Application Roles. Four users are listed, each with a checked checkbox and a green 'Edit' button. A purple box highlights the checkboxes and Edit buttons for the first three users.

<input checked="" type="checkbox"/>	Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	Directly Assigned Application Roles
<input checked="" type="checkbox"/>	Edit	Callahan, Tommy	Expired	Chandler Unified District #80 (4242)	Tommy.Callahan@test.com		No	No Role !
<input checked="" type="checkbox"/>	Edit	ForDemo, Test U.	Active	Chandler Unified District #80 (4242)	testuserfordemovideo@test.com	(602) 555-1111	Yes	No Role !
<input checked="" type="checkbox"/>	Edit	Green, Blanka	Active	Chandler Unified District #80 (4242)	blankaa4@mailinator.com		No	No Role !
<input checked="" type="checkbox"/>	Edit	User, TestUAT	Expired	Chandler Unified District #80 (4242)	testUATUser@gmail.com	(888) 777-	No	No Role !

- The checkboxes to the left of the green Edit buttons can be multi-selected to bulk add or remove application roles to one or more users. You can also click the checkbox at the top of this list (Bulk) to select all of the users at once for bulk application role management. If the Bulk option is used, the section coordinating with that bulk checkbox will automatically select all the listed user accounts.
- The green Edit button provides more detailed information, such as phone number, SIS User indication and which application roles are directly assigned to those users.

EDITING A SINGLE USER



The screenshot shows the 'User Management' interface with a yellow arrow pointing to the 'Edit' button for the user 'Osinski, Jordan G.'. The filter section now includes an 'HQT Role' dropdown set to 'None selected'. The table has columns: Bulk, Edit, Name, User Status, Name (Entity ID), E-mail Address, Phone, SIS User, HQT Role, and Directly Assigned Application Roles. Three users are listed, each with an unchecked checkbox and a green 'Edit' button.

<input type="checkbox"/>	Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	HQT Role	Directly Assigned Application Roles
<input type="checkbox"/>	Edit	Osinski, Jordan G.	Active	Desert Oasis Elementary School (89748)	josinski@nadaburgsd.org		No	Yes	Academic Coach
<input type="checkbox"/>	Edit	Fiedderjohn, Mark H.	Active	Multi-org	mfielderjohn@nadaburgsd.org		No	Yes	Assigned Roles(1)
<input type="checkbox"/>	Edit	Rankin, Shannon M.	Active	Multi-org	srankin@nadaburgsd.org		No	Yes	Assigned Roles(1)

Clicking the green Edit button to the left of a single user name will isolate that user to make individual changes to any of the following fields:

- Name** is the ADEConnect user name listed by last name, first name, middle initial. The Name is sorted within the Parent Entity or Related Organizations by last name ascending alphabetical order.

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- **Account Status** indicates whether or not the non-SIS user has signed into ADEConnect. A SIS user account will display as Pending for seven days and update to Active status systematically on day eight. For more information click the *i* - tool tip to the right of the User Status button for an explanation of the displayed status.
- **Name (Entity ID)** is the Parent Entity of Related Organization description and ID.
- **Email address** is the current email address for the user in ADEConnect.
- **Phone** is the contact phone number for the user.
- **SIS User** (aka student information system) provides an at a glance indication of whether or not the user accesses ADEConnect via a student information system.
- **HQT Role** field will only appear on the User Management screen if at least one account has application roles provided by Highly Qualified Teachers' system. The word 'Yes' will be displayed in the field if this is true.

Click the application role name on the User Management screen to see the HQT indicator in the assigned application roles pop-up window.

Assigned Application Roles

Show 10 entries Search:

Application Role	Source	Application Role Description	Application Name	Name(Entity ID)
Academic Coach	HQT	An individual skilled in teaching adults to meet the Professional Development needs of a subject area.	Multi - App(6)	Desert Oasis Elementary School (89748)

Previous 1 Next Close

Highly Qualified Teacher (HQT) Role

The Application Roles are from the Highly Qualified Teacher (HQT) application and are for informational purposes only. Users with these roles will inherit the permissions automatically via a nightly sync with HQT. Any management of these roles is accomplished solely in the HQT application via Common Logon by a District HR Administrator or other authorized District personnel. For assistance managing MCESA Users within the Entity Administration application, see the MCESA Entity Administrator Training document, linked below.

[Common Logon](#)
[MCESA Entity Admin Manual](#)

Cancel

- **Directly Assigned Application Roles** shows the current application roles assigned to a user.

Bulk		Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	HQT Role	Directly Assigned Application Roles
<input type="checkbox"/>	<input type="checkbox"/>	RoleUser, No	Pending	Desert Oasis Elementary School	Norolreaccount@mailinator.com		Yes	No	No Role !

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Note: All new ADEConnect accounts are created with a default value of No Role!

Bulk	Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	HQT Role	Directly Assigned Application Roles
<input type="checkbox"/>	Edit	Osinski, Jordan G.	Active	Desert Oasis Elementary School (89748)	josinski@nadaaburgsd.org		No		Academic Coach

- Click the Directly Assigned Application Role(s) listed to see the associated ADE application that will be provided to the user in ADEConnect.

Application Role	Source	Application Role Description	Application Name	Name(Entity ID)
RDSS Program Administrator	ADEConnect	Can manage announcements/featured video/featured professional learning resources for all districts, can view observation status and reports for personnel in all districts, can manage participation of educators in REIL program and enable access to reports for district level administrators across school districts.	Multi - App(14)	Alhambra Elementary District (4280)

This application role, for example, provides access to multiple ADE applications. Clicking the Application Name displays the same list.

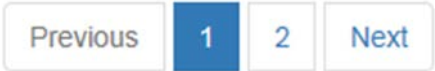
Application Name	Application Description
RDSS: Observation	Data entry and export for Teacher, Academic Coach, and Leader observation scores.
RDSS: PermissionsUI (Dev)	This application's UI server as a interface to manage permission for the users who access Profile and Rostering app.
RDSS: Profile (DEVWEB40)	DSRS(RDSS-Profile Page) is the educator's "first-stop" in the data system experience. It displays the educator's REIL Score, an overview of all observation cycles, an overview of student growth data, and the educator's goal plan. All displays are linked to detailed data sets, and will soon be linked to aligned professional learning resources and videos. This is also the tool where educators verify their REIL Scores and launch necessary inquiries
RDSS: REIL Score & Award Acknowledgement	Verification of teachers assigned to each school; career pathway and monitor course completion.

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- Add Application Roles** (light-blue button) or **Remove Application Roles** (red button) at the bottom of the screen are enabled if the bulk checkboxes are selected. Those buttons display the applicable screens to quickly add or remove application roles to many users at once.
- Pagination** facilitates moving from one page to the next within the user list at the bottom right of each display screen.



SORTING ON THE USER MANAGEMENT SCREEN

The User Management screen sorting rules are as follows:

Parent Entity: sorted by the Directly Assigned Application Roles and Name field values.

- All accounts with the application role of 'No Role' will be at the top of the user list, then sorted by the Name (last name) in ascending alphabetical order.
- Individual application roles and assigned roles driven by the Name (last name) in ascending alphabetical order.

<input type="checkbox"/> Bulk	Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	Directly Assigned Application Roles
<input type="checkbox"/>	Edit	Test, AD	Pending	Mesa Unified District (4235)	adtest@mailinator.com		No	No Role !
<input type="checkbox"/>	Edit	Adams, Dani	Active	Mesa Unified District (4235)	dcadams@mpsaz.org		No	Slate Tutor Fund - General User
<input type="checkbox"/>	Edit	Alcivar, Teresa	Active	Mesa Unified District (4235)	trmpinsonneault@mpsaz.org		No	AzEDS Data Coordinator - Base Reports
<input type="checkbox"/>	Edit	Balazsi, Sunny	Active	Mesa Unified District (4235)	sbalazsi@mpsaz.org		No	Assigned Roles(8)

Related Organizations: sorted by the Directly Assigned Application Roles, Name (Entity ID) and Name fields.

Single Name (Entity-ID) and Multi-org (Entity-ID) accounts:

- All accounts for a single Name (Entity-ID) with a 'No Role' will be at the beginning of the user list and sorted by the Name (last name) in ascending alphabetical order within the Name (Entity-ID).
- All accounts with 'No Role' under a Multi-org Name (Entity-ID) will be sorted by the Name (last name) in ascending alphabetical order.
- Assigned Roles (#)** (if there is still 'No Role' assigned at one of the Related Organizations) then sorted by the Name (last name) in ascending alphabetical order.

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- Assigned Roles (#) or the individual application roles are sorted by the Name (last name) in ascending alphabetical order within the Name (Entity-ID).

Related Organizations: All selected (47) [Apply]

User Management [Add Users] [Reset Filters] [Export to Excel]

Instructions: Use the filters below to refine the list of Users.

Directly Assigned Application Roles: [None selected] Account Status: [None selected] SIS User: [None selected] Application Role Approval: [None selected]

Show 10 entries Search: []

<input type="checkbox"/> Bulk	Edit	Name	Account Status	Name (Entity ID)	E-mail Address	Phone	SIS User	Directly Assigned Application Roles
<input type="checkbox"/>	Edit	Wayne, Bruce	Active	Chandler High School (5127)	bruce@dc.com		No	No Role !
<input type="checkbox"/>	Edit	EntityID, Single	Pending	Bogle Junior High School (5125)	SingleEntityID@test.com		No	No Role !
<input type="checkbox"/>	Edit	Duck, Donald	Expired	Multi-org	Donald.Duck@test.com	(602) 555-1212	No	No Role !
<input type="checkbox"/>	Edit	Assessment, Achievement	Active	Multi-org	Achievement1@test.com		No	Assigned Roles(1)!
<input type="checkbox"/>	Edit	Duck, Daisy	Active	Multi-org	Daisy.Duck@DuckU.com	(602) 555-1212	Yes	Assigned Roles(1)!
<input type="checkbox"/>	Edit	Assessment, Achievement	Active	Multi-org	Achievement1@test.com		No	Assigned Roles(1)
<input type="checkbox"/>	Edit	tescher3, Qa	Active	Anna Marie Jacobson Elementary School (5117)	QAteacher-test3@test.com		No	SLDSTeacher
<input type="checkbox"/>	Edit	Four, Entity A.	Expired	Basha Elementary (79247)	eaportal.ea4@mailinator.com	(987) 654-3210 04	No	Entity Admin
<input type="checkbox"/>	Edit	Wayne, Bruce	Active	Chandler High School (5127)	bruce@dc.com		No	Assigned Roles(2)

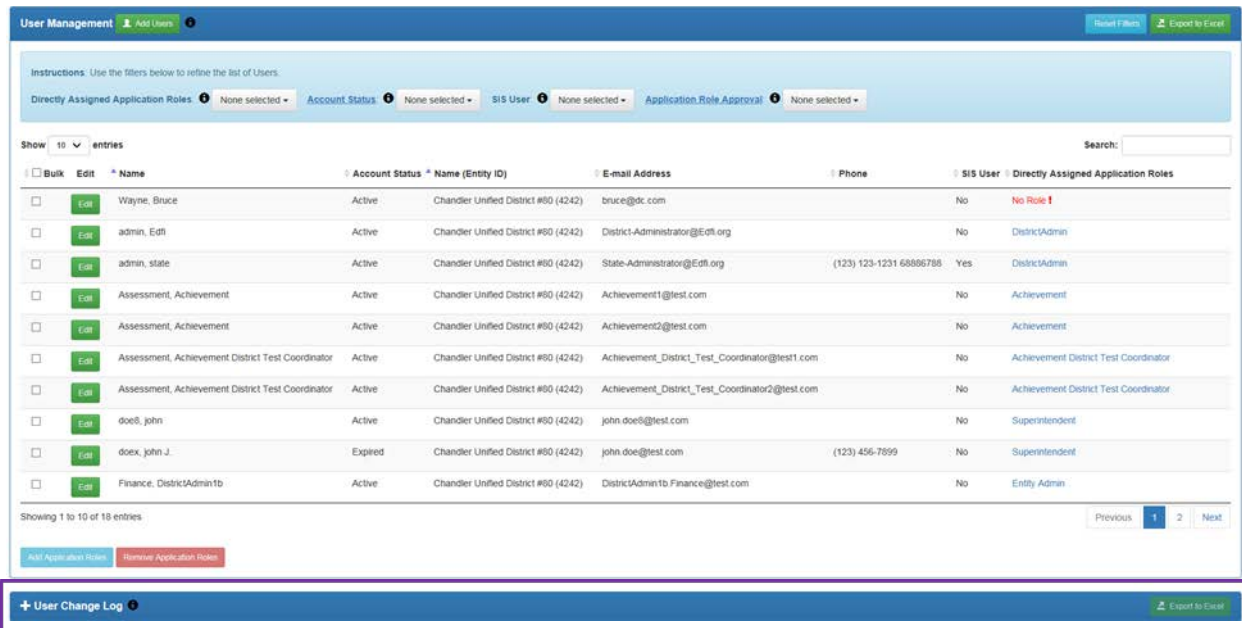
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USER CHANGE LOG

The User Change Log at the bottom of the page displays all of the recent transactions performed by an Entity Administrator for the active Parent Entity or Related Organizations list of users in the User Management screen.


The User Change Log is defaulted as closed upon entering the User Management interface.



The screenshot shows the 'User Management' interface. At the bottom, there is a button labeled '+ User Change Log' with a plus sign icon. The interface includes a search bar, filter options for 'Directly Assigned Application Roles', 'Account Status', 'SIS User', and 'Application Role Approval', and a table of users with columns for Name, Account Status, Name (Entity ID), E-mail Address, Phone, SIS User, and Directly Assigned Application Roles.

Click the '+' to the left of the User Change Log field to expand the log for details of the transactions. The User Change Log displays the most recent transactions in descending date order.

Note: If you are the Entity Administrator on the Parent Entity and/or Related Organizations, you can see the transactions performed by any other assigned Entity Administrator.



The screenshot shows the expanded 'User Change Log' window. It features a search bar with the text 'role' and an 'Export to Excel' button. The table below has columns: Action Performed, Action Performed on User, E-mail Address, Details, Name (Entity ID), Action Performed By, and Date. The entries show role assignments and removals for users like Wayne, Bruce and Eddy, Darla. A yellow arrow points to the search bar, and another points to the 'Showing 1 to 6 of 6 entries' text at the bottom left.

Use 'Showing entries' at the bottom left of this window to define number of transactions are displaying on screen now. Or use the 'Search' box just below the Export to Excel button on right hand side of the 'User Change Log' to refine the transaction(s) displayed on the screen.

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EXPORT TO EXCEL

The screenshot shows the 'User Change Log' interface. At the top right, there is a green button labeled 'Export to Excel'. A yellow arrow points to this button. Below the button is a table with columns: Action Performed, Action Performed on User, E-mail Address, Details, Name (Entity ID), Action Performed By, and Date. The table contains six rows of user change log entries.

The green Export to Excel button at the top right of the User Change Log window will send the default screen or the filtered transactions to a spreadsheet for your manipulation or to save in Microsoft Excel.

Action Performed	Action Performed on User	E-mail Address	Details	Name (Entity ID)	Action Performed By	Date
Role Assigned to User	Wayne, Bruce	bruce@dc.com	Accountability - LEA role assigned to Wayne, Bruce	Chandler Unified District #80 (4242)	doex, john	4/6/2017 11:38:49 AM
Role Removed for User	Wayne, Bruce	bruce@dc.com	Accountability - LEA role removed for Wayne, Bruce	Chandler Unified District #80 (4242)	doex, john	4/6/2017 11:35:52 AM
Role Removed for User	Eddy, Darla	Darla.Eddy1@leonagroup.com	Achievement District Test Coordinator role removed for Eddy, Darla	Chandler Unified District #80 (4242)	doex, john	4/4/2017 3:42:10 PM
Role Removed for User	Eddy, Darla	Darla.Eddy1@leonagroup.com	No Role role removed for Eddy, Darla	Chandler Unified District #80 (4242)	doex, john	4/4/2017 3:42:10 PM
Role Assigned to User	Eddy, Darla	Darla.Eddy1@leonagroup.com	Achievement District Test Coordinator role assigned to Eddy, Darla	Chandler Unified District #80 (4242)	doex, john	4/4/2017 3:41:19 PM
Role Assigned to User	eaportal, adeandentityadmin	eaportal.adea@mailinator.com	Achievement role assigned to eaportal, adeandentityadmin with status Pending	Chandler Unified District #80 (4242)	eaportal, adeadmin	1/24/2017 4:28:57 PM