

## Selecting and Viewing

### Parent Entity & Related Organizations

Updated: April 25, 2017

In the Entity Administration Application, the terms “District, LEA, Charter Holder, or BIE” are replaced by the term Parent Entity. Related Organizations is the new term for any school or charter school and refers to any entity assigned to a higher-level Parent Entity.

#### PARENT ENTITY

On the application homepage, the Parent Entity drop-down menu will list, in ascending alphabetical order, the available Parent Entity names or you will only see those Parent Entities to which you have been assigned.

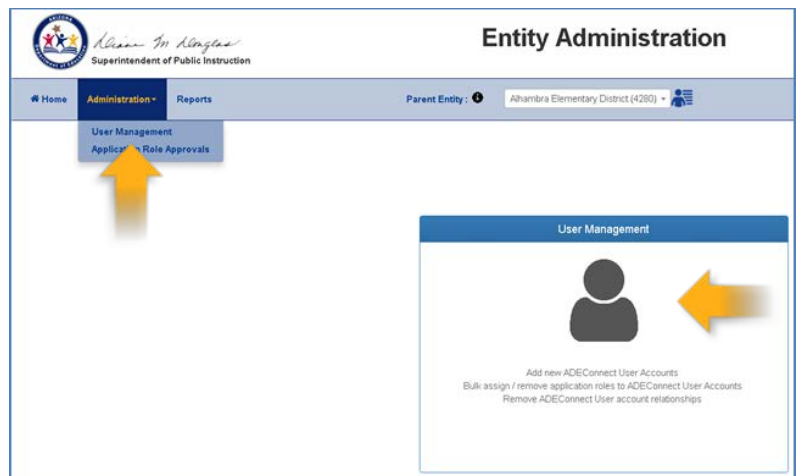
Sequence of steps for finding Parent Entity ADEConnect user accounts:

- 1) Select Parent Entity from the Parent Entity drop-down list located just below the page banner and in center of the gray navigation bar. You can also enter two or more characters to filter the list.

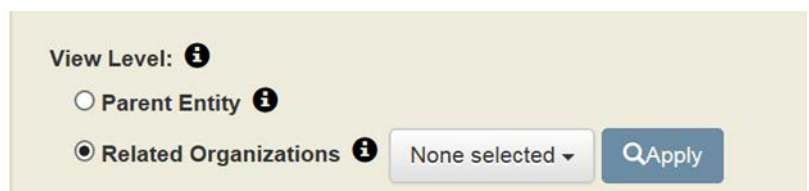


- 2) Once the Parent Entity is selected, click the User Management block from the User Management window.

- a. Alternately, select User Management from the Administration tab drop-down menu located to the left of the Parent Entity menu on that same gray navigation bar.



- 3) The User Management screen displays for the selected Parent Entity. Listed users are those assigned at the Parent Entity level only, not Related Organizations.



# ADE Quick Reference Guides

## Entity Admin Application



**Entity Administration** Welcome Entity Administrator

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### 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:   
 Parent Entity   
 Related Organizations All selected (2)

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

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

Show 10 entries

<input type="checkbox"/>	Bulk Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	HQT Role	Directly Assigned Application Roles
<input type="checkbox"/>	<input type="button" value="Edit"/>	Osinski, Jordan G.	Active	Desert Oasis Elementary School (89745)	josinski@nadaburgsd.org		No	Yes	Academic Coach
<input type="checkbox"/>	<input type="button" value="Edit"/>	Fledderjohn, Mark H.	Active	Multi-org	mfledderjohn@nadaburgsd.org		No	Yes	Assigned Roles(1)
<input type="checkbox"/>	<input type="button" value="Edit"/>	Rankin, Shannon M.	Active	Multi-org	srankin@nadaburgsd.org		No	Yes	Assigned Roles(1)

**Note:** The ADEConnect users listed here are associated to the Parent Entity.

# ADE Quick Reference Guides

## Entity Admin Application



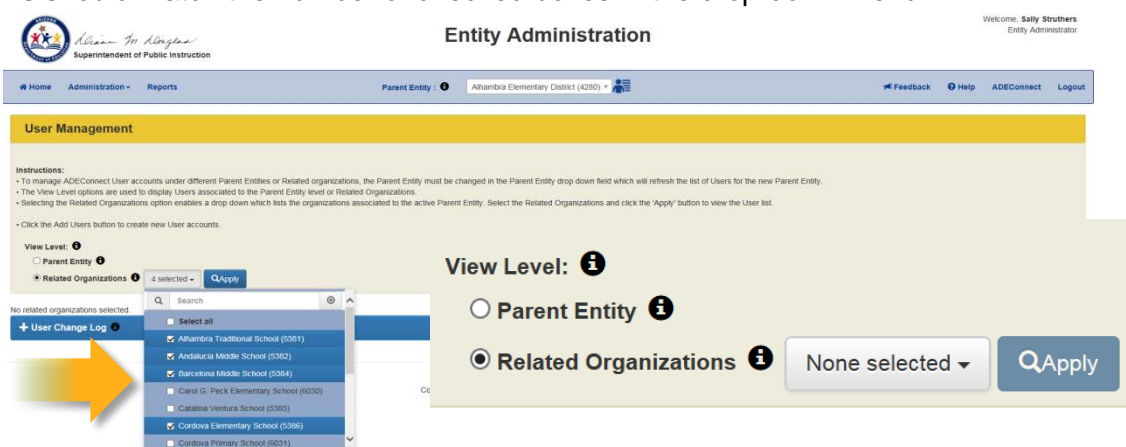
### RELATED ORGANIZATIONS

Sequence of steps for locating a Related Organization and associated ADEConnect user accounts:

- 1) Related Organizations are not included in the Parent Entity drop-down list. Once you have selected a Parent Entity and opened the User Management screen, change the View Level option button to Related Organizations.
- 2) Use the gray drop-down button located to the right of the Related Organization's radio button to select the Related Organization(s) you wish to manage.
  - a. You can select all or just select some of the Related Organizations from this list.
  - b. Click the blue Apply button to see the list of ADEConnect user accounts for the selected related organizations.

**Note:** Notice the gray drop-down button now

indicates the number of related organizations you selected to display on the user management screen. This should match the number of checked boxes in the drop-down menu.



### Entity Admin at Related Organization Level Only

If you are an entity administrator only at the Related Organization level, your User Management screen will default to the Related Organizations View Level.