



HOW TO GRANT PERMISSIONS IN ADECONNECT

CHILD AND ADULT CARE FOOD PROGRAM
ARIZONA DEPARTMENT OF EDUCATION



How to Grant Permissions in ADEConnect

Thank you for taking the time out of your day to learn how to grant permissions to online systems in ADEConnect.

To submit applications and claims for reimbursement, administrative staff must have access to the two online systems:

1. CNP Management Plans and Budgets
2. CNPWeb

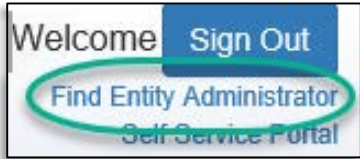
To access these systems, permissions must be granted. The following slides will walk you through the steps of granting permissions to those two systems.



WHO can grant permissions?

Only Entity Administrators are able to grant permissions in ADEConnect.

To identify who your organization's Entity Administrator is, login to ADEConnect and select 'Find Entity Administrator'



WHO should be given permissions?

Staff members responsible for submitting CACFP applications and claims need access to the CNP Management Plans and Budgets and the CNPWeb.

Note! Entity Administrators must grant permissions for themselves, if needed.




How to Grant Permissions in ADEConnect

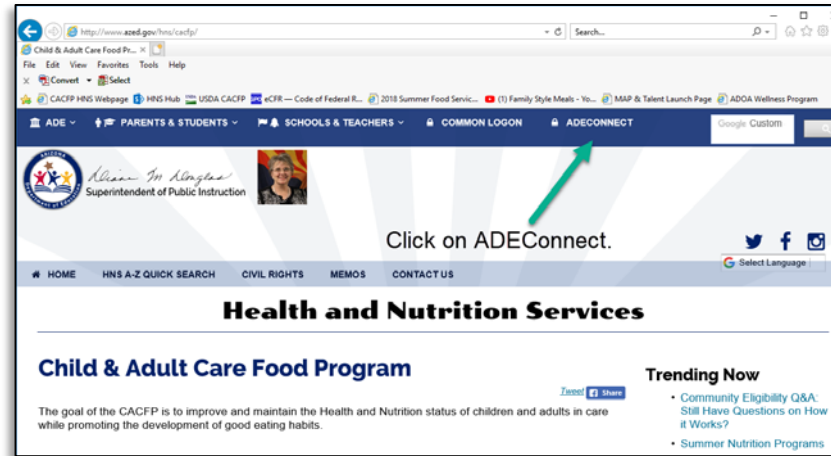
Now that we know who
can grant permissions
and who needs
permissions, let's dive in!



Step 1: Login to ADEConnect.

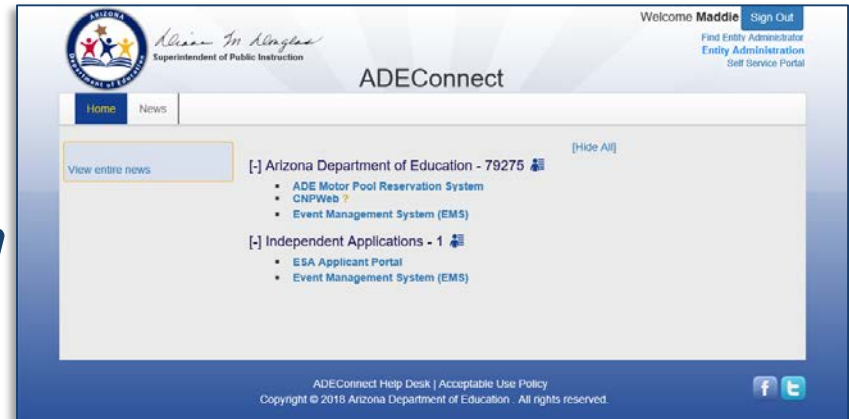
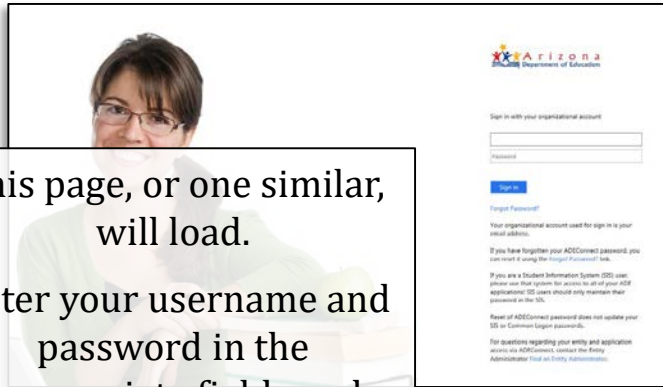
To access ADEConnect, visit the ADE Health and Nutrition Webpage at <http://www.azed.gov/hns/cacfp>. This page, or one similar, will load.

Once loaded, click on  found on the top of the webpage.



This page, or one similar, will load.

Enter your username and password in the appropriate fields and press 'Sign in.'



If this page, or one similar, opens, you have successfully logged into ADEConnect.

How to Grant Permissions in ADEConnect

If you were not able to successfully load ADEConnect, fear not! Contact ADESupport at (602) 542-2222 and they'll be happy to assist you. Let's continue!

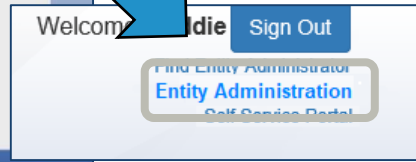


Step 2: Select 'Entity Administration'

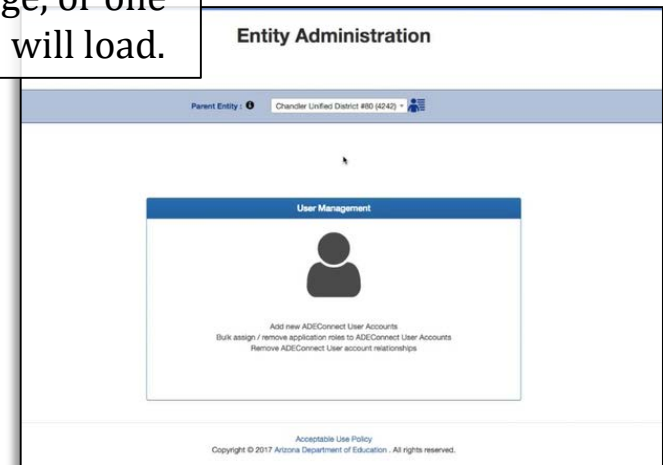
Select the link titled 'Entity Administration' on the top right-hand side of the webpage.



If you do not see Entity Administration listed, you likely are not the Entity Administrator. Revisit slide 3 for assistance.

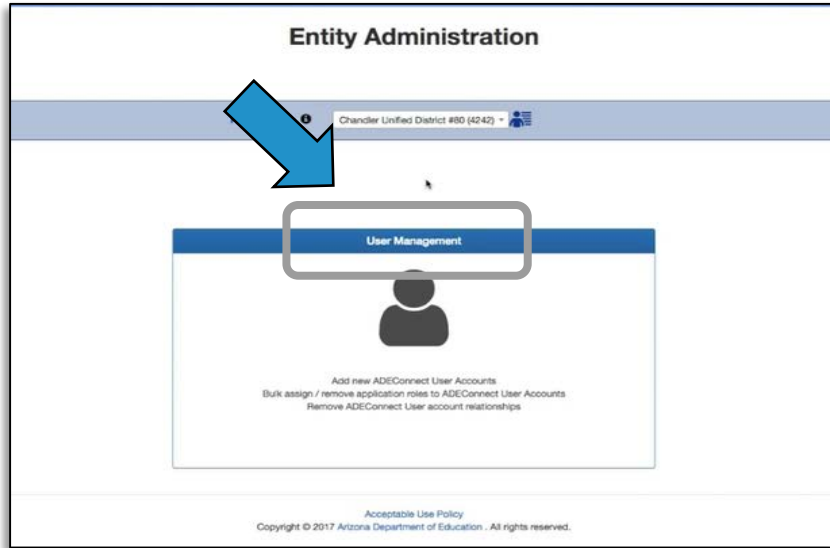


This page, or one similar, will load.

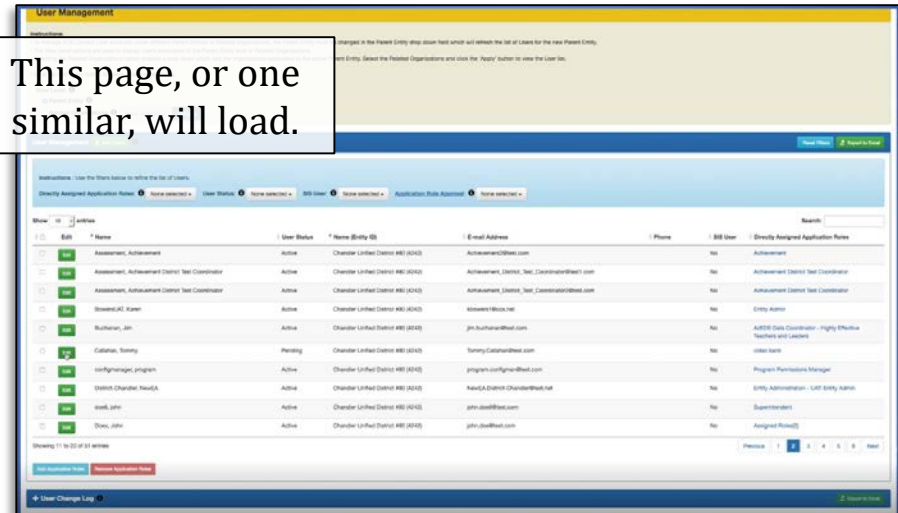


Step 3: Select 'User Management'

Select 'User Management' on the dark blue toolbar.



This page, or one similar, will load.



This is the User Management page. Here, we will begin the process of granting permissions to the CNP Management Plans and Budgets & CNPWeb to specific users.



User Management

Instructions:

- To manage ACEConnect 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.

View Level:

- Parent Entity
- Related Organizations None selected

User Management

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

Directly Assigned Application Roles: **User Status:** **SIS User:** **Application Role Approval:**

Show 10 entries

<input type="checkbox"/>	<input type="button" value="Edit"/>	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	Directly Assigned Application Roles
<input type="checkbox"/>	<input type="button" value="Edit"/>	Assessment, Achievement	Active	Chandler Unified District #80 (4242)	Achieveme1@test.com		No	Achievement
<input type="checkbox"/>	<input type="button" value="Edit"/>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator@test1.com		No	Achievement District Test Coordinator
<input type="checkbox"/>	<input type="button" value="Edit"/>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator@test.com		No	Achievement District Test Coordinator
<input type="checkbox"/>	<input type="button" value="Edit"/>	BowersUAT, Karen	Active	Chandler Unified District #80 (4242)	kbowers1@cox.net		No	Entity Admin
<input type="checkbox"/>	<input type="button" value="Edit"/>	Buchanan, Jim	Active	Chandler Unified District #80 (4242)	jim.buchanan@test.com		No	AufEDS Data Coordinator - Highly Effective Teachers and Leaders
<input type="checkbox"/>	<input type="button" value="Edit"/>	Callahan, Tommy	Pending	Chandler Unified District #80 (4242)	Tommy.Callahan@test.com		No	video bank
<input type="checkbox"/>	<input type="button" value="Edit"/>	configmanage, program	Active	Chandler Unified District #80 (4242)	program.configman@test.com		No	Program Permissions Manager
<input type="checkbox"/>	<input type="button" value="Edit"/>	District-Chandler, NewEA	Active	Chandler Unified District #80 (4242)	NewEA.District-Chandler@test.net		No	Entity Administration - UAT Entity Admin
<input type="checkbox"/>	<input type="button" value="Edit"/>	doeh, john	Active	Chandler Unified District #80 (4242)	john.doeh@test.com		No	Superintendent
<input type="checkbox"/>	<input type="button" value="Edit"/>	Does, John	Active	Chandler Unified District #80 (4242)	john.doe@test.com		No	Assigned Role(s)

Showing 11 to 20 of 51 entries

User Changes Log

Step 4: Find the user to be granted permissions.

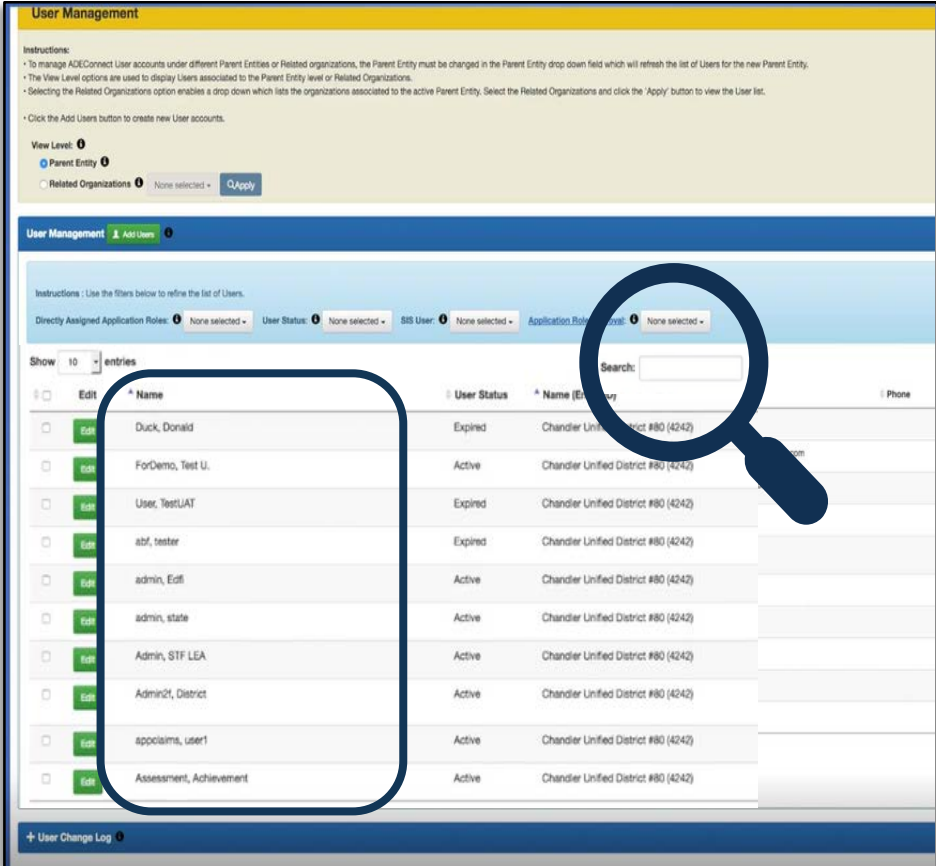
Find the individual you wish to grant access.

To do so, either:

1. Search for the user utilizing the 'Search' bar on the right-hand side of the page and typing in their name.

OR

2. Find their name by scrolling through the names listed.

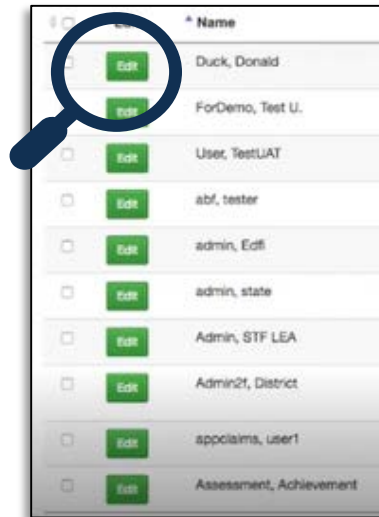


The screenshot displays the 'User Management' interface. At the top, there are instructions and a 'View Level' dropdown menu set to 'Parent Entity'. Below this, there are several filter dropdowns for 'Directly Assigned Application Roles', 'User Status', 'SIS User', and 'Application Role'. A search bar is located on the right side of the page, with a magnifying glass icon overlaid on it. The main content area shows a table of users with columns for 'Name', 'User Status', and 'Name (Email)'. A blue rounded rectangle highlights the first few rows of the table, including the user 'Duck, Donald'.

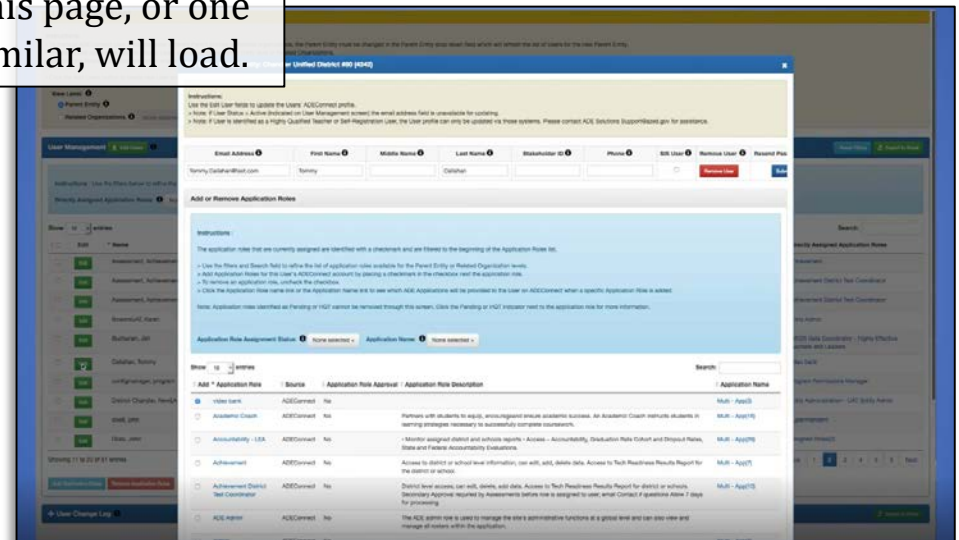
	Name	User Status	Name (Email)	Phone
<input type="checkbox"/>	Duck, Donald	Expired	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	ForDemo, Test U.	Active	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	User, TestUAT	Expired	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	abf, tester	Expired	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	admin, Edif	Active	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	admin, state	Active	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	Admin, STF LEA	Active	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	Admin0t, District	Active	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	appoints, user1	Active	Chandler Unified District #80 (4242)	
<input type="checkbox"/>	Assessment, Achievement	Active	Chandler Unified District #80 (4242)	

Step 5: Click 'Edit' next to the user.

Once the user has been found, press the green edit button to the left of their name.



This page, or one similar, will load.



Step 6: Search for Management Plan & Budgets.

Once the page has loaded, type 'CNP Management Plans and Budgets' in the search bar located about halfway down on the right-hand side of the page. Once typed, press enter on your keyboard to search.

The screenshot displays the 'Edit User - Parent Entity: Chandler Unified District #60 (4342)' interface. The main content area is titled 'Add or Remove Application Roles'. A search bar is located on the right side of this section, with a magnifying glass icon and a callout box containing the text 'Search: CNP Management Plans and Budgets'. Below the search bar is a table of application roles. The table has columns for 'Add Application Role', 'Application Role', 'Source', 'Application Role Approval', and 'Application Role Description'. The first row is selected, showing 'video bank' as the application role, 'ADEConnect' as the source, and 'No' for approval. Other roles include 'Academic Coach', 'Accountability - LEA', 'Achievement', 'Achievement District Test Coordinator', and 'ADE Admin'.

Add Application Role	Application Role	Source	Application Role Approval	Application Role Description
<input checked="" type="checkbox"/>	video bank	ADEConnect	No	
<input type="checkbox"/>	Academic Coach	ADEConnect	No	Partners with students to equip, encourage and ensure academic success. An Academic Coach implements learning strategies necessary to successfully complete coursework.
<input type="checkbox"/>	Accountability - LEA	ADEConnect	No	Monitor assigned district and schools reports - Access - Accountability, Graduation Rates, State and Federal Accountability Evaluations.
<input type="checkbox"/>	Achievement	ADEConnect	No	Access to district or school level information; can edit, add, delete data. Access to Tech Readiness Results Report for the district or school.
<input type="checkbox"/>	Achievement District Test Coordinator	ADEConnect	No	District level access; can edit, delete, add data. Access to Tech Readiness Results Report for district or schools. Secondary Approval required by Assessments before role is assigned to user; email Contact if questions Allow 7 days for processing.
<input type="checkbox"/>	ADE Admin	ADEConnect	No	The ADE admin role is used to manage the site's administrative functions at a global level and can also view and manage all rosters within the application.

Step 7: Select 'Add' and 'Submit.'

Once the page has loaded, verify that the 'Application Role' reads 'CNP Management Plans and Budgets'. Once verified, check the box under 'Add'.



Check the box under 'Add'.



Verify that the 'Application Role' reads 'CNP Management Plans and Budgets'



After you have checked the box under the 'Add' column, click the blue 'Submit' button on the bottom of the page.

Pressing 'Submit' will complete the assignment of the CNP Management Plans and Budgets to the user.

After pressing 'Submit', you will be redirected to the User Management Screen.





After pressing submit, permissions to the CNP Management Plans and Budgets system has been granted to the selected user.

To grant permissions to additional users:
Repeat steps 4-6.

To grant permissions to the CNPWeb:
Repeat steps 4-6. At step 6, search for 'CAC CNPWeb.'

After permissions have been granted, the user will receive a system generated email similar to the one imaged below when the applications are available on their ADEConnect.

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNP Management Plans And Budgets
- **Addition of Application(s):** CNP Management Plans and Budgets
- **Entity-ID(s):** Arizona Department of Education (79275)
- **Requested by:** Erin Raczynski,

Thank you,

ADE Solutions Support Team

Email: adesupport@azed.gov

Phone: (602) 542-2222

Toll free: 1(866) 577-9636

Fax: (602) 542-2560

Monday - Friday, 7:00 AM - 5:00 PM

It may take up to 30 minutes for the assigned applications to be available in the user's ADEConnect.

If you experience any difficulty, please repeat steps 1-7 or contact ADESupport at (602) 542-2222.

A screenshot of the ADEConnect web application interface. The header includes the Arizona Department of Education logo, the name of the Superintendent of Public Instruction, and a welcome message for a user named Maddie. The main content area shows a list of applications, with 'CNP Management Plans and Budgets ?' and 'CNPWeb ?' highlighted by a green checkmark. A 'View entire news' button is visible on the left side of the page.

ARIZONA
Department of Education

Alison M. Douglas
Superintendent of Public Instruction

Welcome **Maddie** [Sign Out](#)

[Find Entity Administrator](#)
[Entity Administration](#)
[Self Service Portal](#)

ADEConnect

[Home](#) [News](#)

[View entire news](#)

[-] Arizona Department of Education - 79275 [\[Hide All\]](#)

- [ADE Motor Pool Reservation System](#)
- [CNP Management Plans and Budgets ?](#)
- [CNPWeb ?](#)
- [Event Management System \(EMS\)](#)

[-] Independent Applications - 1 [\[Hide All\]](#)

- [ESA Applicant Portal](#)
- [Event Management System \(EMS\)](#)

This concludes the How to Grant Permissions in ADEConnect guide.

Thank you for viewing!



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