



How to Manually Register One Student for a CTE Technical Skills Assessment



First...

To avoid multiple errors, please ensure each of your teachers' emails on your template have access to ADEConnect. This can be done by choosing "Download Available Teachers" under the Registration tab.

VIDEO: [How to Download Available Teachers](#)

- ❖ The Entity Administrator must grant access to each teacher at a school. Every 15 minutes this information is pulled from ADEConnect into the CTE Assessment System. This allows the teacher emails to automatically appear in the dropdown field during manual registration.
- ❖ During bulk registration, the user must use the same email used to grant the ADEConnect access to the teacher; otherwise, registrations will be marked as partial.
- ❖ The user does not have to delete the registration records to change the teacher, but the user can just use the Bulk Changes functionality to update information for all the records.
- ❖ Once ADEConnect access is granted to a teacher, the bulk registration user must wait 30 minutes for the teacher to display in the dropdown to register a student.

When teacher email is not listed

Contact your Entity Administrator—the only person who can enter teachers into the system. To find your Entity Administrator, go to <https://adeconnect.azed.gov/> then “Find an Administrator” to identify this person in your district/school to help you get access to ADEConnect and the CTE Technical Skills Assessments.

Sign in with your organizational account

Sign in

Forgot Password?

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

If you cannot create an ADEConnect Account or if you do not want to create an ADEConnect Account, [Click here](#) to contact ADE.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).



Enter the Entity
ID, CTDS, or
Entity Name
(see example)

Find Administrator

Education Organizations

Peoria Unified School District (4237) × |

Search

Reset



Peoria Unified School District (4237)

Search...



Entity Admin	Contact	Phon...
Laura Vesely	ivesely@pusd11.net	
Jill Thomas	JThomas@pusd11.net	(623) 486- 6140
Judy Meredith	jmeredit@pusd11.net	(623) 412- 5309
Michelle Myers	mmyers@pusd11.net	(623) 486- 6000

Your Entity Administrator(s) will appear
(see example for Peoria Unified School District)

How to Access the Registration Tab

- Go to the ADEConnect Portal at <https://adeconnect.azed.gov/>
- Click on “CTE Technical Skills Assessments”
- Select the Registration tab
- Video: [How to Access the Registration Tab](#)

GO

Go to Registration tab and choose “Manual Registration”

ENTER

Enter the Student Unique ID (SAIS ID) and Birthdate

VIEW

First, Last, and Middle Name fields will populate

CLICK

Click dropdown boxes on all other fields

SAVE

Click “Save Changes”

If nothing happens, check these things:

- A skipped field will highlight
- No selection was made in a dropdown box

CORRECT

Make corrections and click “Save Changes”

VIDEO

Video: [How to Manually Register One Student](#) is currently being updated to reflect the new version of ADEConnect.

Registering One Student

CTE
Technical
Skills
Assessments
User Guide

This guide will answer most of your questions:

[CTE Technical Skills Assessments User Guide](#)

If you have additional questions, please call the assessment helpline at 602-542-5452 or send an email to: CTEAssessmentHelp@azed.gov