



How to Use the Change Request Tab



Change Request Tab

The Change Request Tab is available to electronically request items relating to the Career and Technical Education's Technical Skills Assessments



GO

Go to the ADEConnect Portal at <https://adeconnect.azed.gov/> and click on “CTE Technical Skills Assessments” and select the “**Change Request tab.**”

CLICK

Click on the “Create New Request” link; Change Request pop-up screen will appear.

CHOOSE

Click the dropdown menu and choose the Request Type, i.e., Delete Assessment, Delete Registration, Reprint Certificate, and Other. Selecting Delete Assessment will delete only the assessment; Selecting Delete Registration will delete only the registration.

ENTER / CLICK

Enter the Student Unique ID (SAIS ID); Click on the “Search” button (Change Request screen updates).

VERIFY

- a. Verify grayed-out Request Type and Student Unique ID.
- b. Information is displayed below the green bar.
- c. Click in the box located at beginning of student row.
- d. In the Justification box, type in reason for request (i.e., student’s IEP allows retesting, registered for incorrect assessment, etc.).
- e. Click “Submit Request” button.
- f. You will be returned to the Change Request Management screen.
- g. Click on “View” by student name to see the pending change.

APPROVAL / REJECT

Your Change Request will be reviewed by ADE/CTE’s Assessment Program Specialist, and you will receive a notification email when it’s approved / rejected

VIDEO

VIDEO: [How to Use the Change Request Tab](#) is currently being updated to reflect the new version of ADEConnect.

Change Request

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