

Voucher Role Assignments

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Entity Administrators at your district, charter, state placing agency, residential treatment center, or institution will need to assign roles for the ESS Vouchers application in ADEConnect. To identify your entity administrator, click “Find Entity Administrator” on the ADEConnect home page. If you have further questions or are having difficulties, contact the Vouchers Unit at vouchersunit@azed.gov.



The necessary roles for the ESS Vouchers application in ADE Connect are as follows:

- **Residential Treatment Centers** only need the role of **ESS Vouchers: RTC User**
- **Home School Districts** only need the role of **ESS Vouchers: HSD User**
- **State Placing Agencies** only need the role of **ESS Vouchers: SPA User**
- **Institutional/ASDB** only need the role of **ESS Vouchers: Institutional User**

Please be sure your entity administrator assigns you the **correct** role for your entity. You will receive an error message if you have multiple roles or if you are assigned the wrong type of role.

Too many roles or the wrong type of role assigned will result in this error message:

This user is not authorized to access the system at this time. Please view the Voucher Role Assignments guide, then contact the ESS Vouchers team if needed.

Once the role is assigned, allow ADEConnect up to 30 minutes to refresh, then you will be able to access the application. [Entity Administrator Training Videos](#) are also available, click “Entity Admin Training.”

Contact vouchersunit@azed.gov for questions.