

ACCESSING THE CTE DATA PORTAL THROUGH ADECONNECT

Access to the CTE Data Portal is requested and granted through the Arizona Department of Education's ADEConnect system. CTE Data Portal access requests are submitted to the ADE-CTE unit and are approved on a case-by-case basis. Only districts that are participating in CTE programs, Career and Technical Education Districts, and Community Colleges are eligible for access to the CTE Data Portal. The ADEConnect application role for the CTE Data Portal is called CTE Data Portal: Modify (for Secondary school districts and CTEDs) or CTE Data Portal: Postsecondary (for Community Colleges).

Secondary school districts and CTEDs that wish to gain "read-only" access should request the CTE Data Portal: Read Only role in ADEConnect. A member of the CTE Accountability team will contact the ADEConnect administrator to properly establish a CTE Data Portal login.

The instructional steps below assume that the desired user already has an ADEConnect account but does not have access to the CTE Data Portal. For assistance on creating an ADEConnect for a new user, please contact ADEConnect Support or visit ADEConnect help at <https://adeconnect.azed.gov/Help>.

Steps 1 through 8 must be completed by an ADEConnect Entity Administrator. To find your entity administrator, please click: <https://adeconnect.azed.gov/FindEA> and search for your organization. Please be sure to check the entity ID number when searching for your organization. Only the ADEConnect Entity Administrator(s) may assign or edit ADEConnect user roles within their organizations.

STEP 1 (ENTITY ADMINISTRATOR): Log into ADEConnect through your SIS or at <https://adeconnect.azed.gov/>.

STEP 2 (ENTITY ADMINISTRATOR): From the ADEConnect home page, click on "User Management" in the main window or in the main toolbar area (blue bar at the top). If you select User Management from the main toolbar area, click on "User List".

The screenshot shows the ADEConnect home page. At the top, there is a navigation bar with the following items: Home, Applications, User Management (with a dropdown arrow), Application Role Approvals, Admin (with a dropdown arrow), Reports, Help, Feedback, and Account (with a dropdown arrow). The dropdown menu for User Management is open, showing options: Add User, User List, Add/Remove ADEConnect Roles, Resend Registration Email, and Global Search (with a magnifying glass icon). A red arrow points from the 'User List' option to the 'User Management' button in the main content area. Below the navigation bar, there is a large banner with the text 'ADEConnect' and 'Your connection to all ADE applications' over a background of wooden blocks spelling 'TEACH'. Below the banner, there is a welcome message: 'Welcome Samuel Irvin' and 'No announcements available'. At the bottom, there are four main content boxes: 'Applications' (Access and use ADE applications, View Applications), 'My Profile' (Manage your profile, View My Profile), 'User Management' (Manage users in your education organization, Go to User Management), and 'Help' (Find help regarding the portal, Help and FAQ's). A red arrow points from the 'User Management' button to the 'Go to User Management' button.

STEP 3 (ENTITY ADMINISTRATOR): Search for the desired user in the Search box to the right of the screen. Ensure that the entity name and entity ID in the top right selection box is correct. In the example below, the Entity is

“Arizona Department of Education (79275)” but should be the name and ID number for your organization (at the district level). In the example below, we have searched for the user “Samuel Irvin”.

User List

Arizona Department of Education (79275) [Change](#)

Below is the list of users under selected education organization and all the organizations related to it. Click on View Details button to review details regarding user's profile.

AZED ID	Name	Email Address	Education Organizations	Contact Types
32148236	Samuel Irvin	Samuel.Irvin@azed.gov	Arizona Department of Education (79275)	

1 - 1 of 1 items

STEP 4 (ENTITY ADMINISTRATOR): Click the small binoculars icon to view the user’s profile. The red “remove person” button will delete the user and the blue copy button will clone the user. Be careful not to click either of these two options unintentionally.

User List

Arizona Department of Education (79275) [Change](#)

Below is the list of users under selected education organization and all the organizations related to it. Click on View Details button to review details regarding user's profile.

AZED ID	Name	Email Address	Education Organizations	Contact Types
32148236	Samuel Irvin	Samuel.Irvin@azed.gov	Arizona Department of Education (79275)	

1 - 1 of 1 items

STEP 5 (ENTITY ADMINISTRATOR): From the user’s profile, click on “Edit ADEConnect Roles”, and then click on “Add ADEConnect Roles”.

User Profile

Arizona Department of Education (79275) [Change](#)

AZED ID: 32148236 **Name:** Samuel Irvin **Birth Date:**

Email Address: Samuel.Irvin@azed.gov

Phone Number: **Extension:**

How will this user login? Login through ADEConnect

- Edit User Login
- Edit Education Organizations
- Edit Contact Types
- Edit ADEConnect Roles**
- Clone User
- Remove User

Add ADEConnect Roles

Remove ADEConnect Roles

Education Organizations	Contact Types	Applications	ADEConnect Roles
Arizona Department of Education (79275)		Entity Administrator, ADEConnect Portal, Entity Administration,....	Entity Admin, ADEAdmin, ADEConnect Reporting,...

1 - 1 of 1 items

[Back to User List](#)



Tip: To view the roles that a user currently has assigned, click on the gray “Show More” button (gray arrow above).

Tip: The Entity Administrator may edit user roles, including organization assignment, by removing the ADEConnect role and re-adding it with the updated information.

STEP 6 (ENTITY ADMINISTRATOR): From the “Edit ADEConnect Roles” page, search for the **CTE Data Portal** role in the “ADEConnect Roles” section.

CTE Data Portal: Modify – For secondary schools, charter schools, and CTEDs.

CTE Data Portal: Postsecondary – For community colleges.

CTE Data Portal: Read Only – To assign read only access to the user for your organization. If you select this role, a CTE staff person will contact you (entity administrator) with additional steps.

The screenshot shows the 'Edit ADEConnect Roles' page for Samuel Irvin. The 'User Information' section includes AZED ID 32148236, Name Samuel Irvin, and Email Address Samuel.Irvin@azed.gov. Below this, the 'ADEConnect Roles' section has a search bar containing 'CTE Data Portal'.

STEP 7 (ENTITY ADMINISTRATOR): Select the checkbox for the role you wish to assign. In the example below, the role “CTE Data Portal: Modify” is selected. Click “Next”.

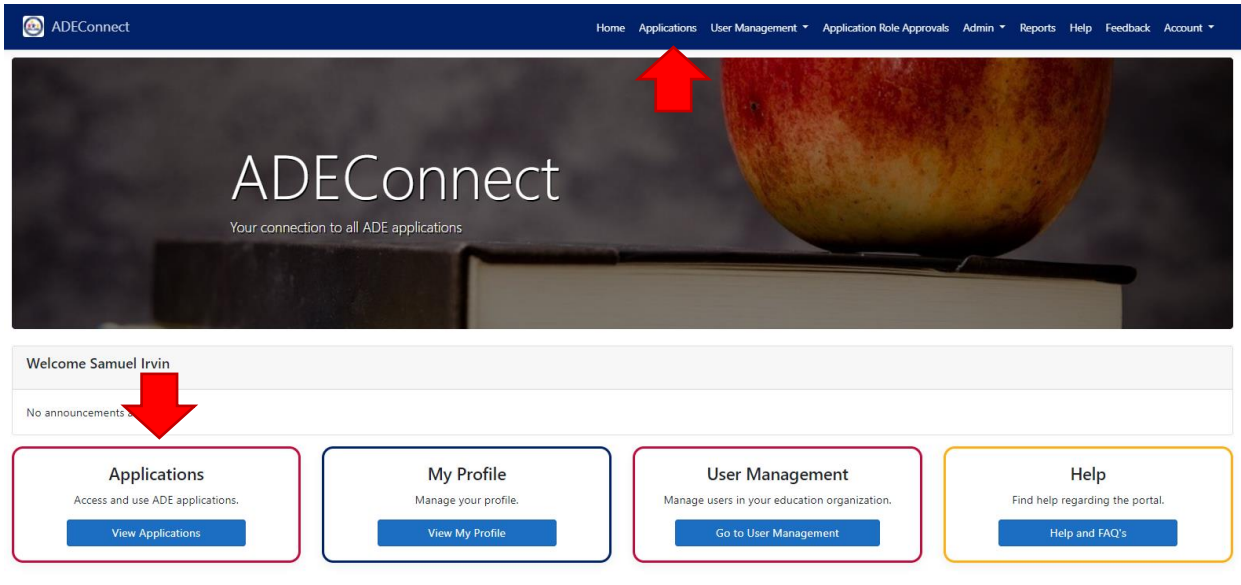
The screenshot shows a table of ADEConnect Roles. The first row, 'CTE Data Portal: Modify', is selected with a checked checkbox. The table has columns for 'ADEConnect Role', 'Secondary Approval', 'ADEConnect Role Description', and 'Application Name'. A 'Next' button is visible at the bottom left.

<input type="checkbox"/>	ADEConnect Role	Secondary Approval	ADEConnect Role Description	Application Name
<input checked="" type="checkbox"/>	CTE Data Portal: Modify	Yes	"For District and EVIT/NAVIT and JTED entities this role will need to be assigned. Role gives modification access to user to enter the following data elements - enrollments, participant concentrator, coherent sequence, placement, exemption request and funding details requested by CTE program area. This role requires a secondary approval from ADE before role is assigned to person. Please allow 7 days for processing."	View App List (2)
<input type="checkbox"/>	CTE Data Portal: Read Only	Yes	"For District and EVIT/NAVIT and JTED entities this role will need to be assigned. Role gives read only access user to view the following data elements - enrollments, participant concentrator, coherent sequence, placement, exemption request and funding details requested by CTE program area. This role requires a secondary approval from ADE before role is assigned to person. Please allow 7 days for processing."	CTE Data Portal (1)
<input type="checkbox"/>	CTE Data Portal: Post Secondary	Yes	"For District and EVIT/NAVIT and JTED entities this role will need to be assigned. Role gives read only access user to view the following data elements - enrollments, participant concentrator, coherent sequence, placement, exemption request and funding details requested by CTE program area. This role requires a secondary approval from ADE before role is assigned to person. Please allow 7 days for processing."	CTE Data Portal (1)

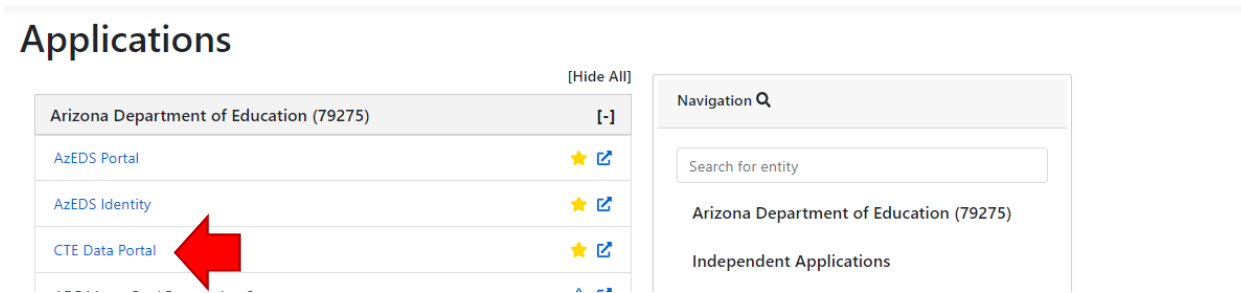
STEP 8 (ENTITY ADMINISTRATOR): Select the organization to which you will assign the role for the user. For all CTE Data Portal roles, select the top-most level of the organization (district, charter district, CTED, or community college). In the example below, the role is being saved to the “Arizona Department of Education” but should be saved to your own individual organization(s). Click “Save” to assign the role.

The screenshot shows the 'Assign to education organizations' page. The 'ADEConnect Roles' section lists 'CTE Data Portal: Modify'. The 'Education Organizations' section has a dropdown menu with 'Arizona Department of Education (79275)' selected. 'Save' and 'Cancel' buttons are at the bottom.

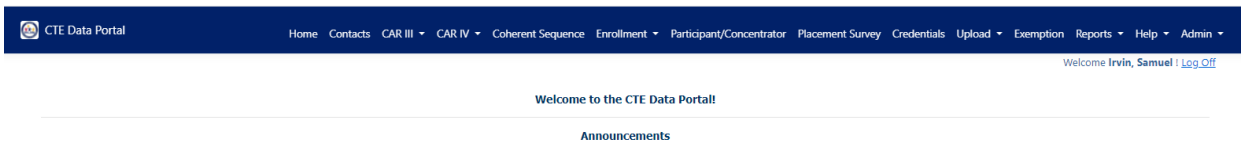
STEP 9 (USER): Once the Entity Administrator assigns the role, the CTE Data Portal will appear as an application on your ADEConnect Applications List page. To view this list, log into ADEConnect and click on “Applications” in the main window area or in the main toolbar area (blue bar at the top).



STEP 10 (USER): Click on “CTE Data Portal” in the Applications list to access the CTE Data Portal. Be sure that the link to the CTE Data Portal appears under the correct organizational heading. In the example below, the organizational heading is “Arizona Department of Education (79275)”, but will be your own district, charter, CTED, or community college. The CTE Data Portal should not appear under a single school site. If it is appearing under a single school site, please contact your entity administrator to have it reassigned to the district level.



CTE Data Portal Home Page (may appear slightly differently based on user type):



ADE-CTE Data Portal Information Website: <https://www.azed.gov/cte/cte-data-portal-information>