

EMAC Administrator Guide



Setup User
Access to EMAC

EMAC User Roles Available in ADEConnect

Role Name	Description
EMAC User	<p>EMAC user Level. Access to the EMAC Portal to view and provide monitoring program submissions for district level tasks.</p> <p>Additional permissions below based on monitoring program settings:</p> <ul style="list-style-type: none">• View school level tasks• Perform submissions for school level tasks• Approve school submissions
EMAC User Read Only	<p>For audit purposes- district read only view to monitoring program tasks. This role will not be able to update forms or submit documentation.</p>
EMAC School User	<p>School user Level. Access to the EMAC Portal to provide monitoring program submissions for the school.</p>
EMAC School User Read Only	<p>For audit purposes- school read only view to monitoring program cycle tasks. This role will not be able to update forms or submit documentation.</p>
EMAC Administrator	<p>Each Entity will have an EMAC admin role. Assign EMAC roles by monitoring program and cycle. District Administrators can assign district and school users to the monitoring program cycle.</p> <p>This is a separate role from the ADEConnect Entity Administrator.</p>



ADEConnect Checklist

New EMAC User This EMAC user does not have the EMAC link on the ADEConnect Page

- ✓ Add User to ADEConnect
- ✓ Add EMAC Role to User
- ✓ Select EMAC Role based on the access needed
 - EMAC User
 - EMAC User Read Only
 - EMAC School User
 - EMAC School User Read Only

ADEConnect Entity Administrator

Steps to Add a User to EMAC

- Step 1: Go to <https://www.azed.gov/>
- Step 2: Select ADEConnect Menu Option

Visit OpenBooks Ombudsman-Citizens Aide Get the facts on COVID-19 AZ.Gov

Select Language



SY 2021-2022 Students & Families Educators Administrators Programs & Supports

About ADE **ADEConnect** 🔍



ADEConnect Entity Administrator

Step 3: Select the **User Management** menu option to setup user access to EMAC

Connect Home Applications User Management Admin Reports Help Feedback Acc

ADEConnect

Your connection to all ADE applications

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Recommendations available

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](#)

Help
Find help regarding the portal.
[Help and FAQ's](#)

ADEConnect Entity Administrator

Do Not Know How to Add a User in ADEConnect?

Select the **Help** menu option for step by step **How to videos** or to view **Frequently Asked Questions**



How to videos

Are you new to ADEConnect. We can help with these how to videos.

[Go to Videos](#)

Frequently asked questions

You have questions. We have answers.

[FAQ](#)

How to videos

[How to add a new user?](#)

[How to access applications?](#)

[How to edit my profile information?](#)

[How to remove ADEConnect Roles?](#)

[How to add ADEConnect Roles?](#)

[How to edit a user?](#)

[How to remove a user?](#)

Frequently Asked Questions

[How do I add a new user to ADEConnect?](#)

[How do I update my profile details?](#)

[How do I update my email if I login through ADEConnect?](#)

[How do I add a user coming from another education organization to my education organization?](#)

[How do I see the list of application that I have access to?](#)

EMAC Application



EMAC Checklist

EMAC User has access to the EMAC link on the ADEConnect Page

- ✓ Add EMAC User to Monitoring Program Cycle

EMAC Administrator

Steps to add a user to an EMAC monitoring cycle

- Step 1: Go to <https://www.azed.gov/>
- Step 2: Select ADEConnect Menu Option



EMAC Administrator

- Step 3: Select View Applications

Applications
Access and use ADE applications.

[View Applications](#)

- Step 4: Select EMAC

EMAC[☆](#) [↗](#)

- Step 5: Select Home\Assign Monitoring Cycle

The screenshot shows the EMAC Administrator interface. The top navigation bar includes the EMAC logo and a 'Home' dropdown menu. The main content area is titled 'Monitoring Program Cycle Assignment by Organization'. On the left, there is a sidebar for 'Chandler Unified District #80 (4242)' with a 'Monitoring Programs' section showing 'Fiscal Year : 2021-2022'. The main table displays the following data:

Education Organization Name	Program Area	Monitoring Program	Cycle Name	Fiscal Ye...	As
Chandler High School (5127)	21st CCLC	Test PAG	Test 1	2022	

A dropdown menu is open from the 'Home' button, showing 'Organization Dashboard' and 'Assign Monitoring Cycle' (the latter is highlighted with a red box). A search bar is also visible below the menu.

EMAC Administrator

- Step 6: On the **Organization User Assignment Page**, Select the **Fiscal Year**, **Organization**, **Monitoring Program**, and **Cycle** for assignment. Select the **Search** button.

Fiscal Year	2022	▼
Organization	Chandler Unified District #80	▼
Monitoring Program	BA Demo Monitoring Program	▼
Cycle	Cycle1	▼
	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

- Step 7: On the **Assignment Tab**, Select the arrow next to the add button. Select the user from the dropdown list you wish to assign and then select the **Add** button.

Select the user to add to the monitoring program cycle selected above.

▼	<input type="button" value="Add"/>
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EMAC Administrator

- Step 8: User will appear on the list below the Add button.

Assignment is complete.

Assignment [Users](#)

Select the user to add to the monitoring program cycle selected above. Add

Search...

First Name	Last Name	Email Address	Actions
uatuser	leuserreadonly	uatuser.leuserreadonly@mailnesia.com	⋮

EMAC Administrator – EMAC User List

Organization User Assignment Page, Select User tab to view a list of available EMAC users for your organization



Organization User Assignment

Select the Fiscal Year, Organization, Monitoring Program and Cycle you would like your users to access, then select the Search button. [Learn more.](#)

Fiscal Year

2022

Organization

Chandler Unified District #80 (4242)

Monitoring Program

BA Demo Monitoring Program

Cycle

Cycle 1

Search

Clear

Assignment

Users

Search...



First Name	Last Name	Email	Role
John	Doex	john.doe@test.com	Organization EMAC Administrator
John	Doe7	john.doe7@test.com	Organization EMAC Administrator

EMAC Administrator - Organization Dashboard

- View list of monitoring programs

The screenshot shows the EMAC Administrator interface. On the left, there is a sidebar for "Chandler Unified District #80 (4242)" with a "Monitoring Programs:" section. Below this, a "Fiscal Year : 2021-2022" is selected, and a list of monitoring programs is displayed, including "2021-2022 DEMO: Desktop Monitoring for EL Programs (Cycle 6)", "BA Demo Monitoring Program", "ESEA - BA Demo Monitoring Program", "ESS- Monitoring FY2022", "MP3", "NP-1", "QADemo-StudentMP", "Student Level Monitoring Program", and "Student Services".

The main content area is titled "Monitoring Program Cycle Assignment by Organization" and features a table with the following data:

Education Organization Name	Program Area	Monitoring Program	Cycle Name	Fiscal Ye...
Chandler High School (5127)	21st CCLC	Test PAG	Test 1	2022
Chandler Unified District #80 (4242)	Exceptional Student Services	ESS- Monitoring FY2022	Cycle 4	2022
Anna Marie Jacobson Elementary School (5117)	Educator and School Excellence	ESEA - BA Demo Monitoring Program	Cycle 2	2022

Navigation controls below the table show "1" items per page. A search bar is located at the top right of the table area. A "Home" button is visible in the top right corner of the dashboard.

- View list of monitoring program cycle assignments by Organization

The screenshot shows the "Monitoring Program Cycle Assignment by Organization" table with the "Include Assigned Cycles" filter checked. The table displays the following data:

Education Organization Name	Program Area	Monitoring Program	Cycle Name	Fiscal Ye...	Assigned
Chandler Unified District #80 (4242)	Educator and School Excellence	ESEA - BA Demo Monitoring Program	Cycle1	2022	✓
Chandler Unified District #80 (4242)	Exceptional Student Services	Student Level Monitoring Program	MP Cycle 4	2022	✓
Chandler Unified District #80 (4242)	Office of English Language Acquisition Services	BA Demo Monitoring Program	Cycle 1	2022	✓
Chandler Unified District #80 (4242)	Office of English Language Acquisition Services	2021-2022 DEMO: Desktop Monitoring for EL Programs (Cycle 6)	EL Desktop Monitoring (Cycle 6)	2022	✓

The "Assigned" column contains green checkmarks for all rows. A search bar is located at the top right of the table area. The Department of Education logo is visible at the bottom right.