EMAC AdministratorGuide



Setup User Access to EMAC

EMAC User Roles Available in ADEConnect

Role Name	Description
EMAC User	EMAC user Level. Access to the EMAC Portal to view and provide monitoring program submissions for district level tasks. Additional permissions below based on monitoring program settings: View school level tasks Perform submissions for school level tasks Approve school submissions
EMAC User Read Only	For audit purposes- district read only view to monitoring program tasks. This role will not be able to update forms or submit documentation.
EMAC School User	School user Level. Access to the EMAC Portal to provide monitoring program submissions for the school.
EMAC School User Read Only	For audit purposes- school read only view to monitoring program cycle tasks. This role will not be able to update forms or submit documentation.
EMAC Administrator	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. This is a separate role from the ADEConnect Entity Administrator.



ADEConnect



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

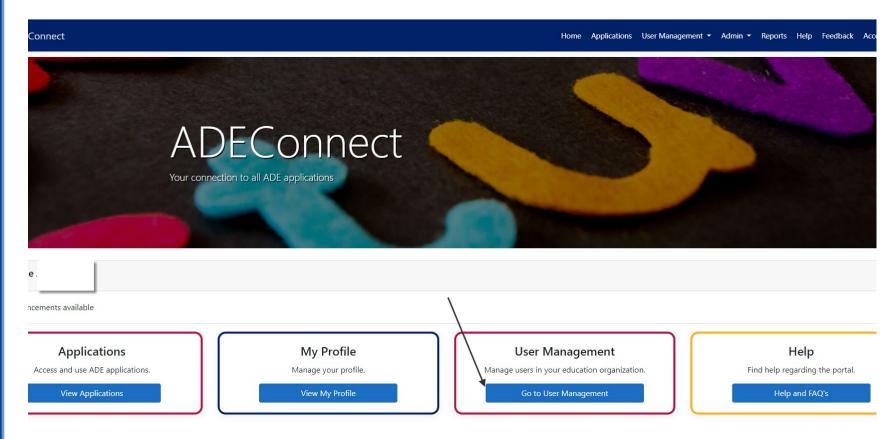
Steps to Add a User to EMAC

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



ADEConnect Entity Administrator

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

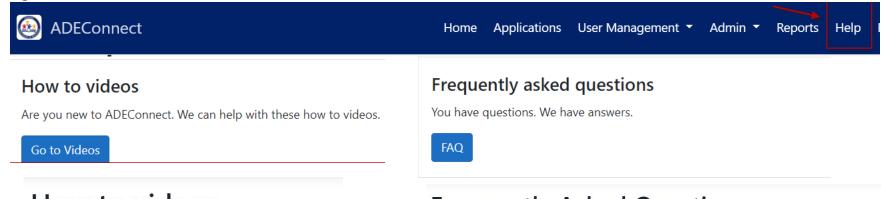




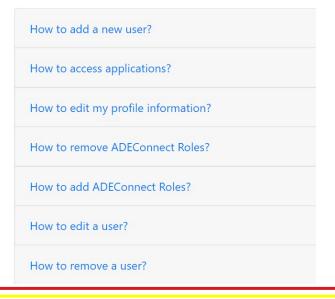
ADEConnect Entity Administrator

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



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

Steps to add a user to an EMAC monitoring cycle

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

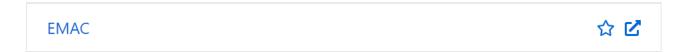




Step 3: Select View Applications



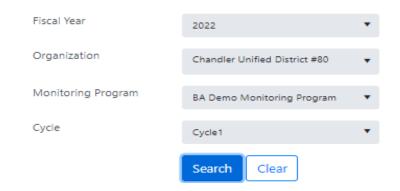
Step 4: Select EMAC



Step 5: Select Home\Assign Monitoring Cycle



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



• 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.

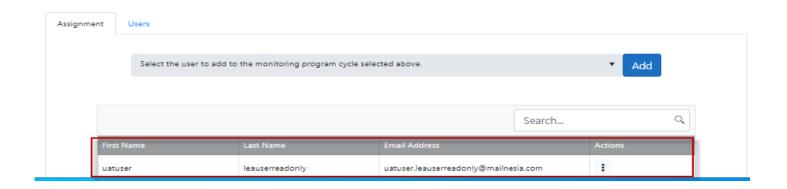
Select the user to add to the monitoring program cycle selected above.



Add

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

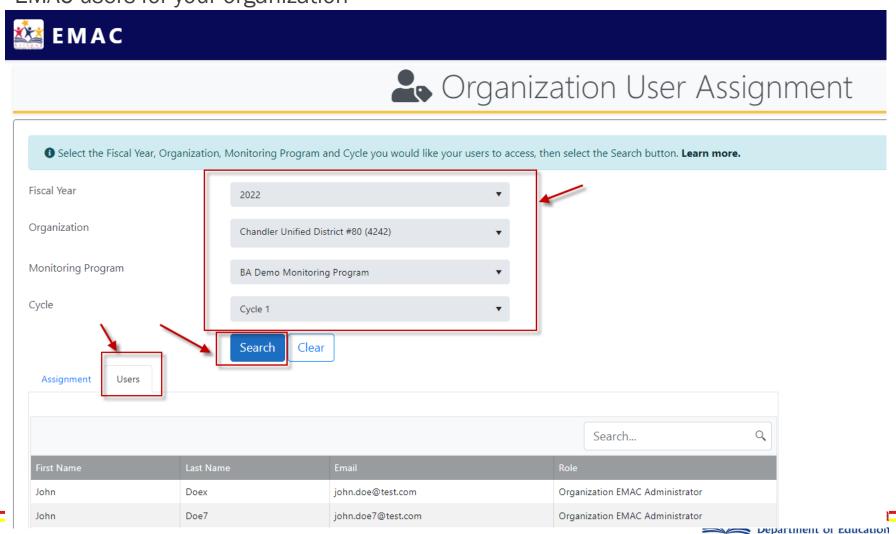
Assignment is complete.





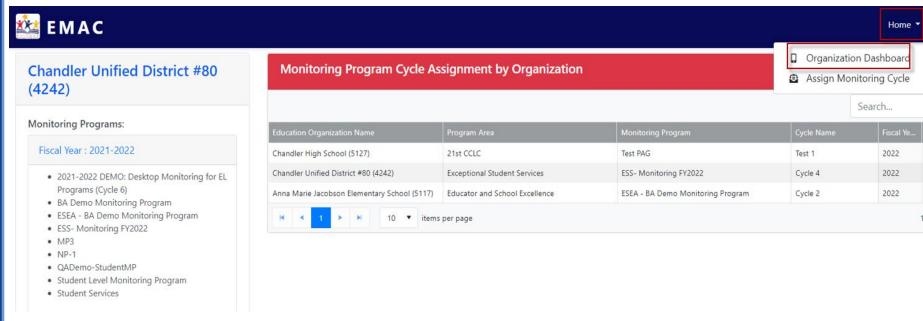
EMAC Administrator - EMAC User List

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



EMAC Administrator - Organization Dashboard

View list of monitoring programs



View list of monitoring program cycle assignments by Organization

