

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

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Select Language



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About ADE **ADEConnect** 🔍



ADEConnect Entity Administrator

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

The screenshot shows the ADEConnect Entity Administrator interface. At the top, there is a dark blue navigation bar with the word "Connect" on the left and a menu on the right containing "Home", "Applications", "User Management", "Admin", "Reports", "Help", "Feedback", and "Account". Below the navigation bar is a large banner with the text "ADEConnect" and the tagline "Your connection to all ADE applications". The banner background features colorful, abstract shapes in shades of red, yellow, and purple. Below the banner is a search bar with the text "e." and a placeholder "ncements available". At the bottom of the page, there are four main menu options, each in a rounded rectangle with a colored border: "Applications" (red border), "My Profile" (blue border), "User Management" (red border), and "Help" (yellow border). The "User Management" option is highlighted with a red box and an arrow pointing to it. Each menu option includes a description and a blue button to access the feature.

Connect Home Applications User Management Admin Reports Help Feedback Account

ADEConnect

Your connection to all ADE applications

e.

ncements 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



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

Select Language ▾

ARIZONA DEPARTMENT OF EDUCATION

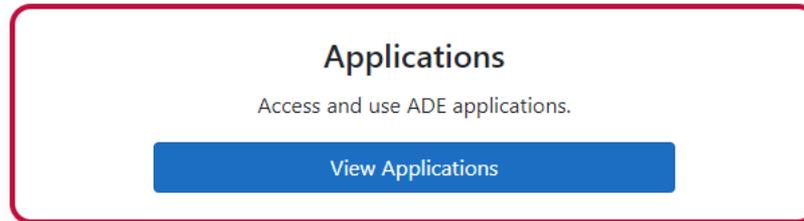
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About ADE **ADEConnect** 🔍



EMAC Administrator

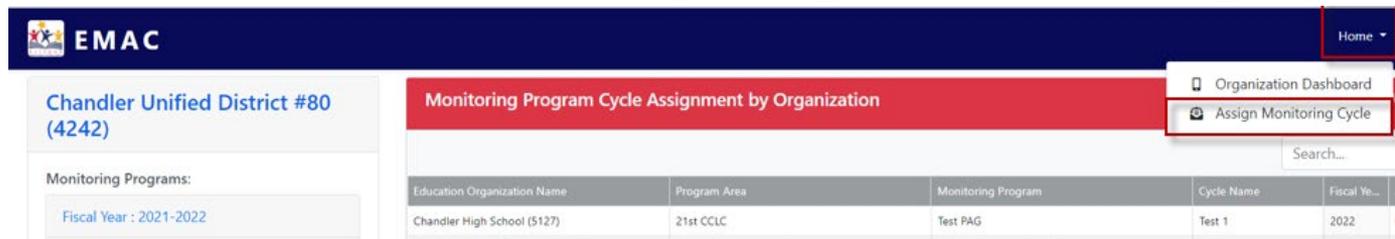
- Step 3: Select View Applications



- Step 4: Select EMAC



- Step 5: Select Home \ Assign Monitoring Cycle



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

Organization

Monitoring Program

Cycle

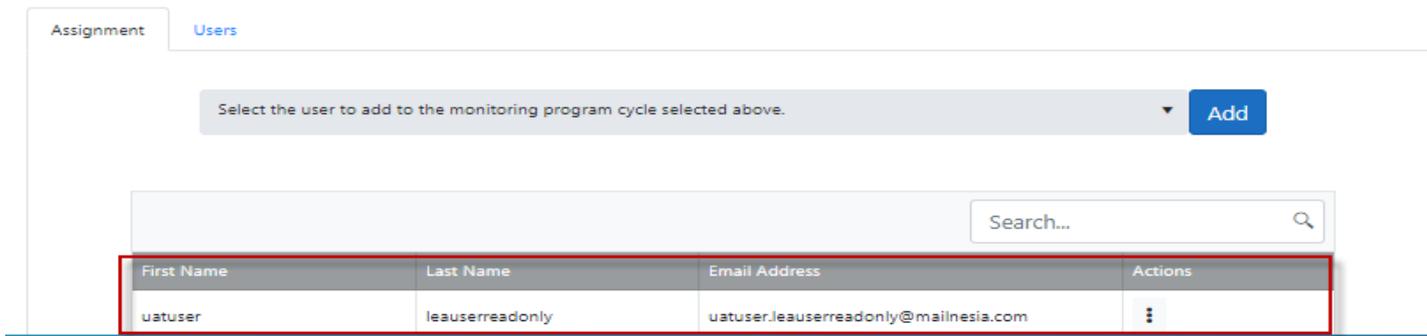
- Step 7: On the **Assignment Tab**, Select the arrow next to the add button. Select the user from the dropdown list you wish to assign and then select the **Add** button.

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

EMAC Administrator

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

Assignment is complete.



The screenshot displays the 'Users' tab in the EMAC Administrator interface. At the top, there is a dropdown menu with the text 'Select the user to add to the monitoring program cycle selected above.' and a blue 'Add' button. Below this is a search bar with the placeholder text 'Search...'. A table with four columns is shown below the search bar. The columns are 'First Name', 'Last Name', 'Email Address', and 'Actions'. The table contains one row of data: 'uatuser', 'leuserreadonly', 'uatuser.leuserreadonly@mailnesia.com', and a vertical ellipsis icon in the 'Actions' column.

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

EMAC Home

Chandler Unified District #80 (4242)

Monitoring Programs:

Fiscal Year : 2021-2022

- 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
- Student Services

Monitoring Program Cycle Assignment by Organization

Search...

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

10 items per page

- View list of monitoring program cycle assignments by Organization

Monitoring Program Cycle Assignment by Organization

Include Assigned Cycles

Search...

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	✓

Department of Education