ADEConnect and EMAC Administrators: Assigning Users in EMAC

New EMAC Users: Add User in ADEConnect and then add user to a monitoring program cycle in EMAC.

1. **New EMAC User**: If the user does not have a link to EMAC on the ADEConnect Page, then they will need to contact the ADEConnect Entity Administrator to add them as an EMAC user.



2. **ADECONNECT Entity Administrator**: If the user does not have a link to EMAC on the ADEConnect Page, then you will need to select user management and add the user.



3. **EMAC Administrator**: Once the user has access to the EMAC link on the ADEConnect page, then the EMAC administrator will assign the user to a monitoring program cycle.

Steps have been included below, but under the SUPPORT menu at the top of the EMAC Administrator's dashboard, there is an FAQ and a tutorial video within Help

🕍 ЕМАС		1	Home	• Support •	9
Chandler Unified District #80 (4242)				Contact Us	
	Monitoring Program Cycle Assignment by Organization		0	Help	ycles
		Search.			q

a. Select the EMAC link on the ADEConnect Page.

EMAC	☆ 🗹
------	-----

b. A dashboard should appear.

Chandler Unified District #80 (4242)	Monitoring Program	n Cycle Assignm	ent by Organization	Include A	ssigned C	lycles
District #00 (4242)			Sea	rch		٩
Monitoring Programs:	Education Organization Name	Program Area	Monitoring Program	Cycle Name	Fisc	Ass
Fiscal Year : 2021-2022	John M Andersen Jr High School (5123)	21st CCLC	21st CCLC Program At-A-Glan (PAG)	PY22	2022	⊛ ˆ
2021-2022 DEMC: Destop Monitoring for EV.Pograms (Cycle 6) BA Demo Monitoring Program BA Demo Monitoring Program MP3 NP-1 QADemo-StudentMP Student Level Monitoring Program Student Services	Frye Elementary School (5116)	21st CCLC	21st CCLC Program At-A-Glan (PAG)	FY22	2022	ی
	4					•
		10 🔻 items per page		1 - 2	of 2 items	O

c. Select the menu option Home/Assign Monitoring Cycle.



d. The Organization User Assignment Page will appear

			Organ	ization	User A	Assignr	nen
Monitoring Pro	Year, Organizatic gram and Cycle y o access, then sel	ou would					
Fiscal Year		2022	•				
Organization		Select LEA/School	•				
Monitoring Prog	ram	Select Monitoring Program	٣				
Cycle		Select cycle	Ŧ				
		Search Clear					
Assignment	Users						
	Select the user	to add to the monitoring progr	am cycle selected abov	e.		▼ Add	
					Search		٩
First	Name	Last Name	Email A	ldress		Actions	

e. On the user assignment page, Enter the fiscal year, Organization, Monitoring Program, and Cycle you would like to assign. Select the **Search** button.

Fiscal Year	2022	•
Organization	Chandler Unified District #80	•
Monitoring Program	BA Demo Monitoring Program	•
Cycle	Cycle1	•
	Search Clear	

f. On the assignment tab, Select the arrow next to the add button. A dropdown list with all of the available users for your organization will appear. Select the user you wish to assign and then select the add button.

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

g. The added user should appear on the list below.

ssignment	nt Users						
	Select the user to add to	the monitoring program cycle sele	cted above.		▼ Add		
				Search	C		
First	Name	Last Name	Email Address		Actions		
uati	iser	leauserreadonly	uatuser.leauserreadonly@mailne	sia.com	:		

h. Select the Users tab to view all users available for assignment.

Assignment	Users					
					Search	٩
First Name		Last Name	Email	Role		

i. Assignment is complete.