

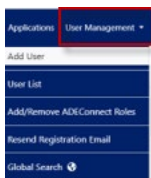
ADEConnect and EMAC Administrators: Assigning Users in EMAC

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.

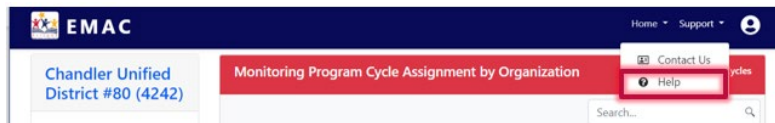


2. **ADECONNECT Entity Administrator:** If the user does not have a link to EMAC on the ADEConnect Page, then you will need to select user management and add the user.



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.

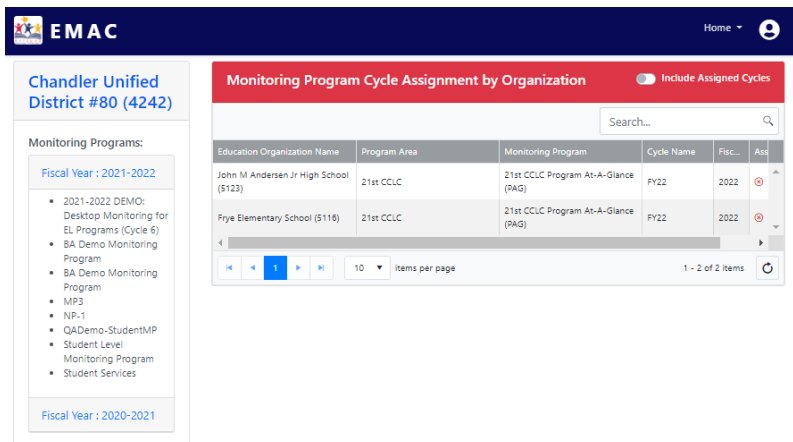
Steps have been included below, but under the SUPPORT menu at the top of the EMAC Administrator's dashboard, there is an FAQ and a tutorial video within Help



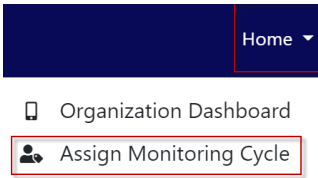
- a. Select the EMAC link on the ADEConnect Page.



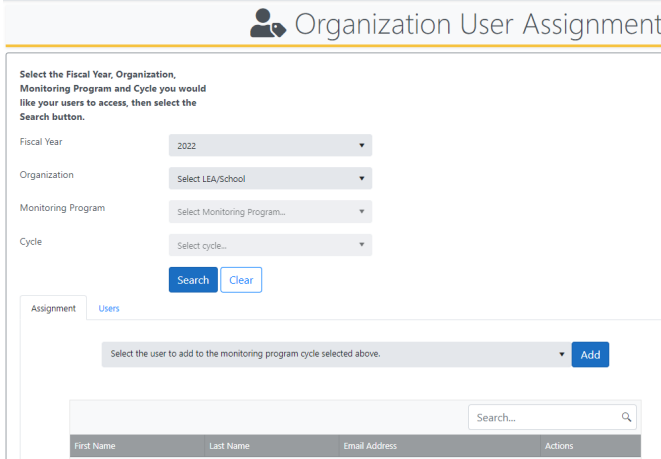
- b. A dashboard should appear.



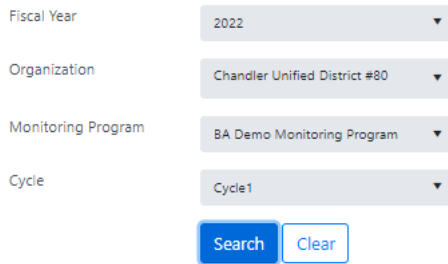
- c. Select the menu option **Home/Assign Monitoring Cycle**.



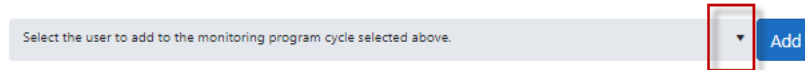
d. The **Organization User Assignment Page** will appear



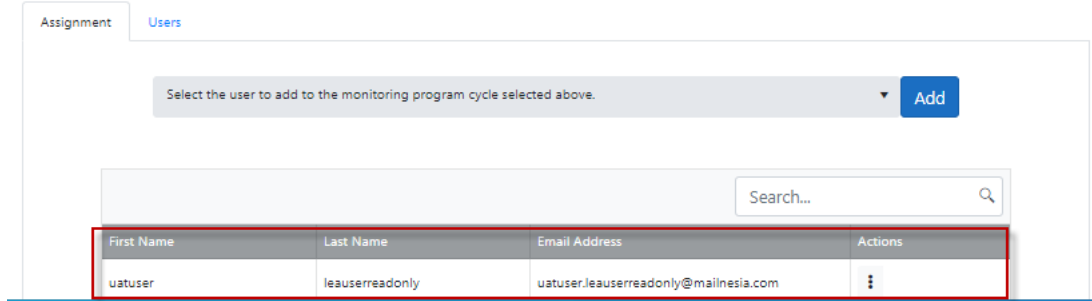
e. On the user assignment page, Enter the fiscal year, Organization, Monitoring Program, and Cycle you would like to assign. Select the **Search** button.



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.



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



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

Assignment **Users**

First Name	Last Name	Email	Role
Search... <input type="text"/>			

i. Assignment is complete.