

EMAC Administrator Guide



Setup User
Access to EMAC

EMAC User Roles Available in ADEConnect

Role Name	Description
EMAC LEA 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: <ul style="list-style-type: none">• View school level tasks• Perform submissions for school level tasks• Approve school submissions
EMAC LEA 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 Checklist

- ✓ Add User to ADEConnect
- ✓ Add EMAC Role to User
- ✓ Select EMAC Role based on the access needed
 - ☐ EMAC LEA User
 - ☐ EMAC LEA 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** 🔍



School Year 2021-2022

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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 Account

ADEConnect

Your connection to all ADE applications

Search

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](#)

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

You have questions. We have answers.

[FAQ](#)

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?](#)

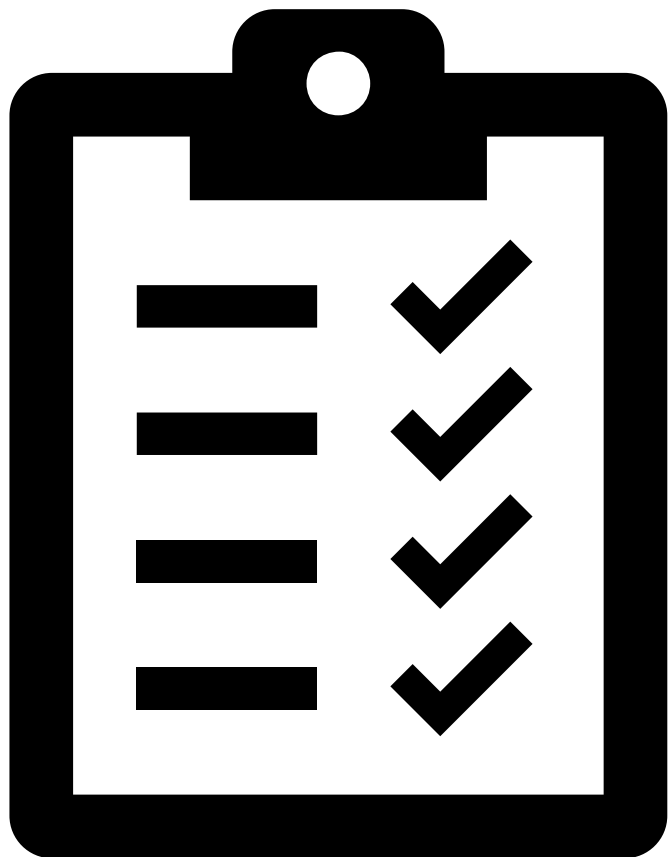
[How do I see the list of application that I have access to?](#)

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


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Select Language ▾

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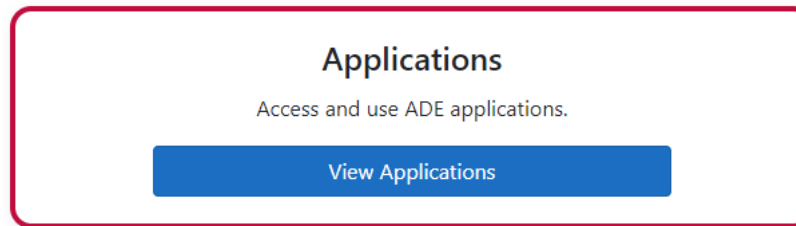
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EMAC Administrator

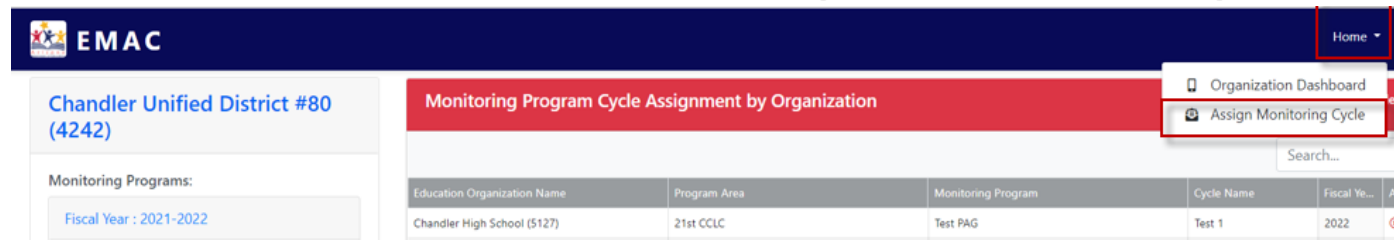
- Step 3: Select View Applications



- Step 4: Select EMAC

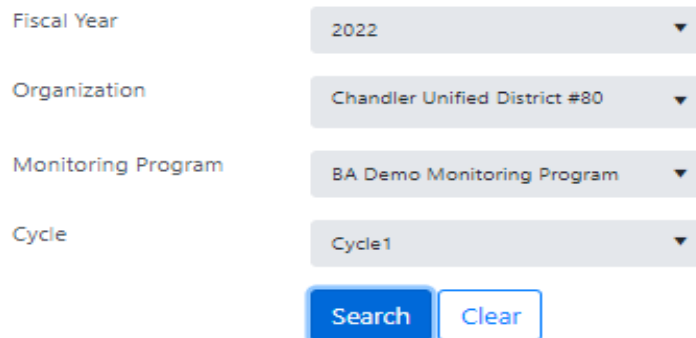


- Step 5: Select Home\Assign Monitoring Cycle



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.

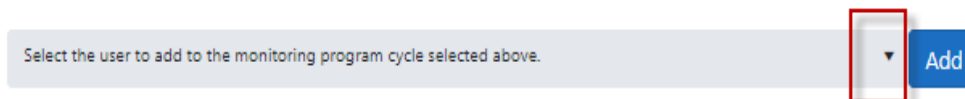


A screenshot of a web form for searching user assignments. It contains four dropdown menus labeled 'Fiscal Year', 'Organization', 'Monitoring Program', and 'Cycle'. The selected values are '2022', 'Chandler Unified District #80', 'BA Demo Monitoring Program', and 'Cycle1' respectively. Below the dropdowns are two buttons: 'Search' (solid blue) and 'Clear' (white with a blue border).

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

Search **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.



A screenshot of a web form for adding a user. It features a text input field with the placeholder text 'Select the user to add to the monitoring program cycle selected above.' To the right of the input field is a dropdown arrow icon, which is highlighted with a red rectangle. To the right of the dropdown is a blue 'Add' button.

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

Add

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	leouserreadonly	uatuser.leouserreadonly@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

i 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 ▾

Organization Dashboard
Assign Monitoring Cycle

Search...

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

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

◀ 1 ▶ 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	✓

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