

Educational Monitoring Assistance and Compliance (EMAC)

Any person responsible for 21st CCLC document and report submission should have access to EMAC. The EMAC application system offers both direct upload of documents and online forms that will collect required 21st CCLC reports and/or specific program data.

Please verify the following:

- 1) **Verify** you have a login to ADEConnect

Note: If you do not have access, request access by selecting this link: [HelpDesk](#) (Application Support Service Request/ADEConnect)

- 2) **Verify** you have been setup to access the EMAC system by your Entity Administrator*
 - a. LEA's Entity Administrator provides permission and assigns roles in ADEConnect for EMAC access for one of the following user roles.

LEA User	Ability to be assigned to all monitoring programs assigned to all district schools, they can enter information, review information, and submit information
LEA User Read Only	Ability to be assigned to all monitoring programs assigned to all district schools, they can review information, cannot enter or submit information
School User	Ability to be assigned to the single school identified, they can enter information, review information, and submit information for that one school
School User Read Only	Ability to be assigned to the single school identified, they can enter information, they can review information, cannot enter or submit information

**Note: To find your Entity Administrator select "Help" on the top of the ADEConnect Page. Then click "Search" in the "Find an Administrator" section of the page and reach out to them to request access.*



- 3) **Verify** that you have been setup to access the EMAC system by your Entity Administrator.

- a. Login to ADEConnect.
- b. Verify there is a link to "EMAC" on your list of applications.

- 4) **Verify** that you have been assigned to the 21st CCLC Required Reporting Monitoring Program by your EMAC Administrator.

- a. Select "EMAC" from your list of available applications in ADE Connect.
- b. School Users will see it listed on their dashboard.
- c. LEA Users use School Search menu to search for 21st CCLC Data Collection Tasks.

Click here for the 21st CCLC Website for EMAC Resources