

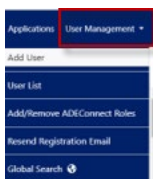
# ADEConnect and EMAC Administrators: Assigning Users in EMAC

**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.

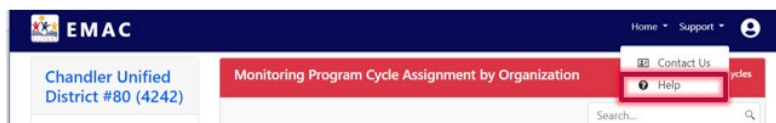


2. **ADECONNECT Entity Administrator:** If the user does not have a link to EMAC on the ADEConnect Page, then you will need to select user management and add the user.

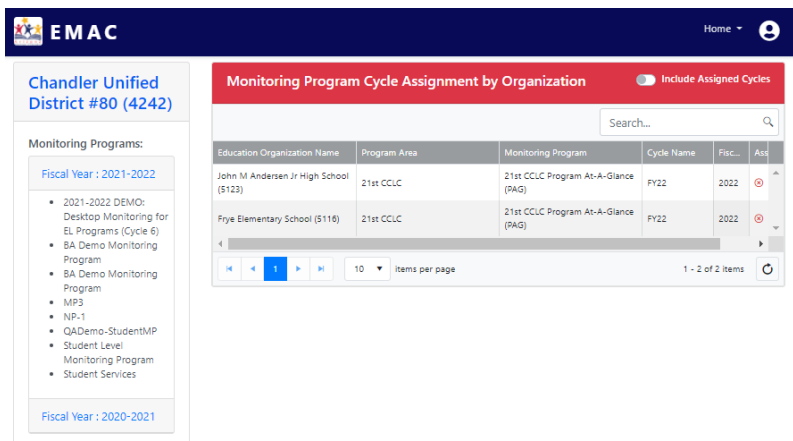


3. **EMAC Administrator:** Once the user has access to the EMAC link on the ADEConnect page, then the EMAC administrator will assign the user to a monitoring program cycle.

*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. A dashboard should appear.



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

Organization User Assignment

Select the Fiscal Year, Organization, Monitoring Program and Cycle you would like your users to access, then select the Search button.

Fiscal Year: 2022

Organization: Select LEA/School

Monitoring Program: Select Monitoring Program...

Cycle: Select cycle...

Search Clear

Assignment Users

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

Search...

First Name	Last Name	Email Address	Actions
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- c. 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

- d. 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

- e. The added user should appear on the list below.

Assignment Users

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

Search...

First Name	Last Name	Email Address	Actions
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- f. Select the Users tab to view all users available for assignment.

Assignment Users

Search...

First Name	Last Name	Email	Role
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- g. Assignment is complete.