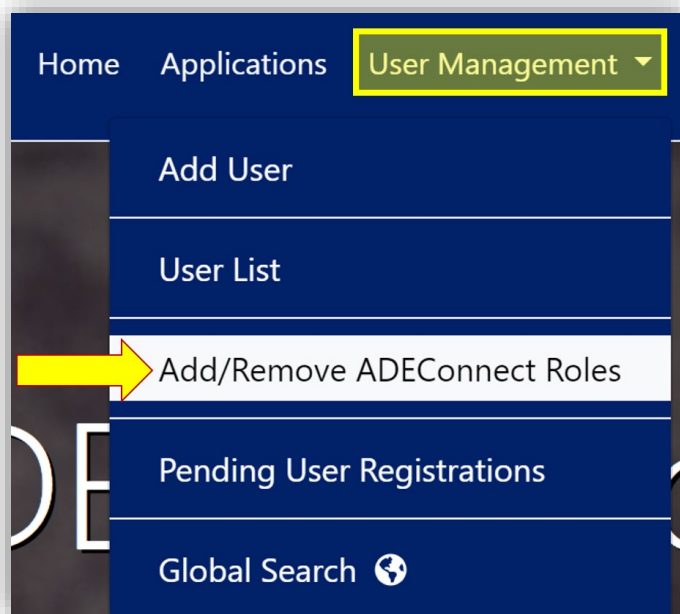


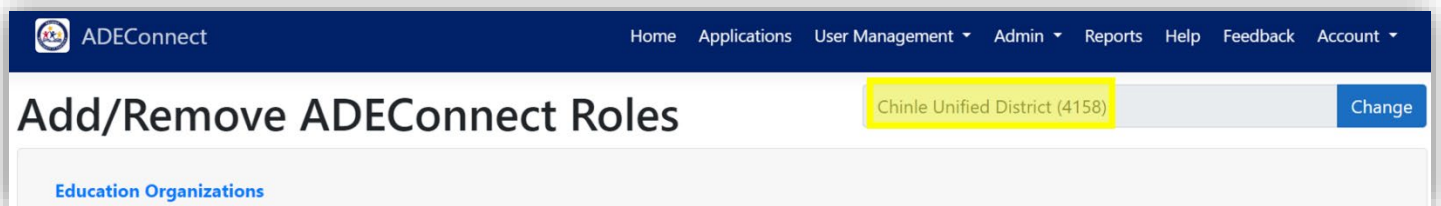
ADEConnect Quick Guide:

How to Add ADEConnect Roles to Multiple Users at one time Using Bulk Enroll

- ❖ From the ADEConnect home page, in the top bar select user management and ADE/Remove ADEConnect Roles.

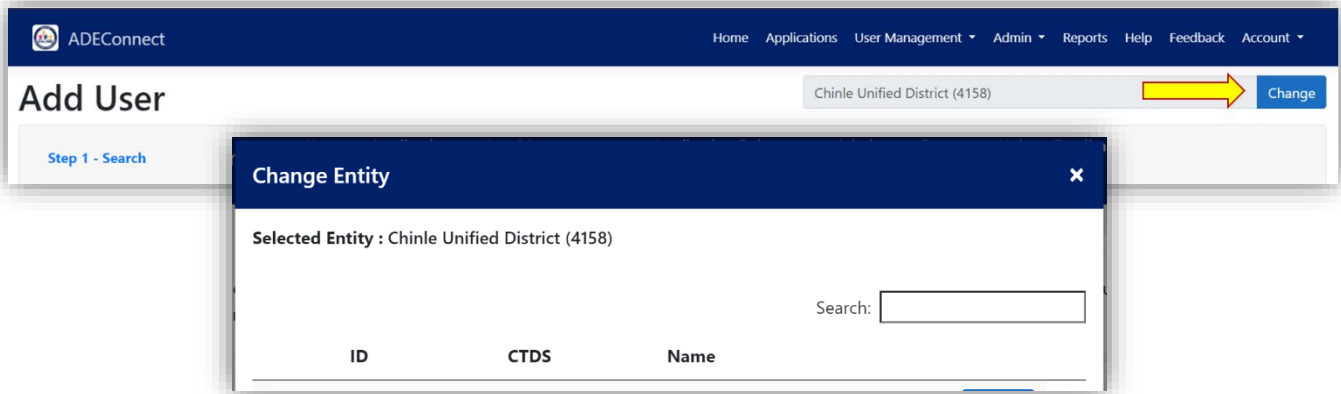


- ❖ On the Add/Remove ADEConnect Roles page, make sure the parent level Education Organization you selected on top is the one for which you are adding roles.

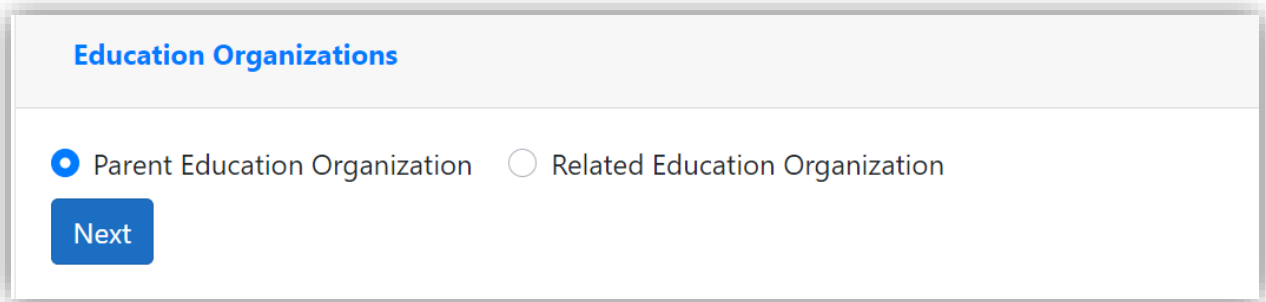


- In this example, we've selected Chinle Unified District, so this means we can add roles to users that are *assigned* to Chinle Unified District or users that are *assigned to organizations associated* with Chinle Unified District.

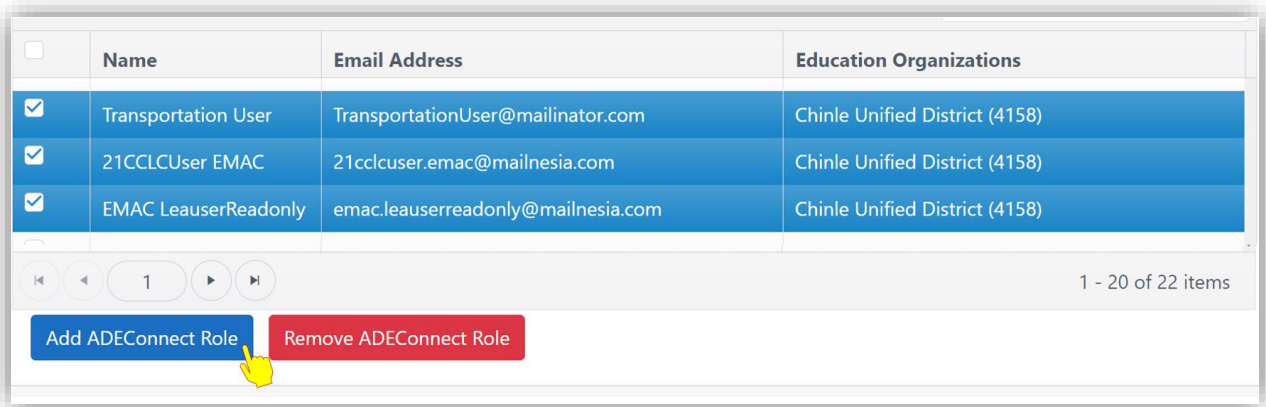
- Click change to update the parent level Education Organization if it's not the one you want to add user roles to.



- ❖ Select whether the users you will be adding roles to are included under the Education Organization itself or a related/associated Education Organization and then click “Next.”



- ❖ Select all the users you are adding the role to and click “Add ADEConnect Role.”



- ❖ Search for and select the role(s) which you are adding to the users and click “Save.”

ADEConnect Role Selection

EMAC LEA User - Read Only

EMAC

<input checked="" type="checkbox"/>	ADEConnect Role	Secondary ...	ADEConnect Role Description	Application Name
<input checked="" type="checkbox"/>	EMAC LEA User - Read Only	No	For audit purposes- district read only view to monitoring program cycle tasks. This role will not be able to update forms or submit documentation.	View App List (4)

1 - 1 of 1 items

Save Cancel

- ❖ A pop up will display confirming the bulk add was successful.
 - From this popup screen, you can either move forward to add additional roles to users (1), including additional bulk enrolls, or view the User List from the EdOrg (2).

Bulk ADEConnect roles actions is successful.

[Add/Remove ADEConnect Roles](#) [View Users](#)