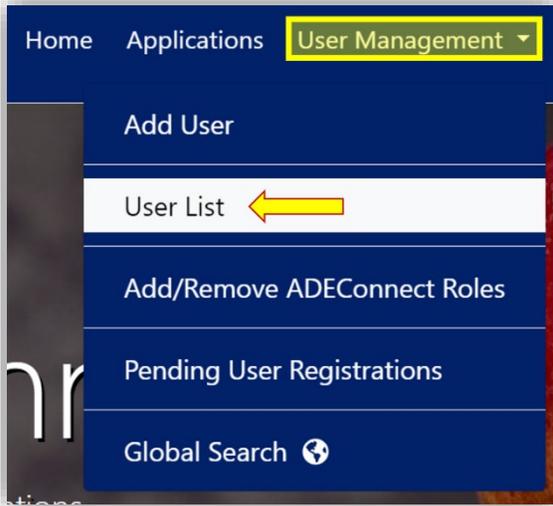


## ADEConnect Quick Guide:

### How to Add ADEConnect Roles

- ❖ From the ADEConnect home page, in the top bar select User Management and User List.



- ❖ On the User List page, make sure the parent level education organization you selected on top is the one you want to add a user role to



- If not, click change and search for the name of the organization you want.



- In this example, we've selected Page Unified District so I now have access to the users that are *assigned* to Page Unified District or users that are *assigned to organizations associated* with Page Unified District.
- ❖ Select whether the user you will be adding roles to is included under the Education Organization itself or a related/associated Education Organization and click "Next."

**Education Organizations**

Parent Education Organization     Related Education Organization

**Next**

- ❖ Search for the user you want to add the role to and click view details.

John D

1 - 1 of 1 items

- ❖ On the user profile page, click edit ADEConnect Roles and then Add ADEConnect Roles.

Edit User Login

Edit User Details

Edit Email Address

Edit Education Organizations ▶

**Edit ADEConnect Roles ▶**

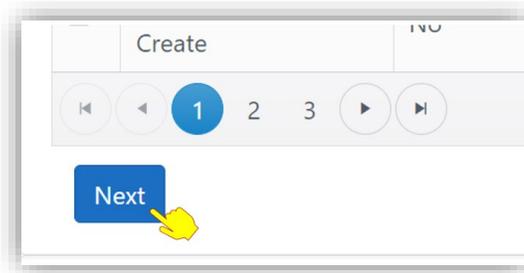
Remove User

Add ADEConnect Roles ←

Remove ADEConnect Roles

❖ In the list of roles, select the role you want to add to the user and click Next

<input type="checkbox"/>	ADEConnect R...	Secondary Ap...	ADEConnect Role Description	Application Name
<input checked="" type="checkbox"/>	AzEDS Data Coordinator - Base Reports	No	Provides access to the following reports:• Transmission Detail Report (TRANS10)• Student Data Verification report (STUD10)• Staff Data Verification report (STAFF10)• Course Data Verification report (CRS10)• Integrity Report (INTEG15)• Access to the AzEDS Identity application (for searching student state ID numbers)Users already assigned the AzEDS Data Coordinator role will automatically transition to this role	<a href="#">View App List (12)</a>
<input type="checkbox"/>	AzEDS Data Coordinator - ELL	No		<a href="#">View App List (10)</a>
<input type="checkbox"/>	AzEDS Data Coordinator - SPED	No		<a href="#">View App List (10)</a>
<input type="checkbox"/>	EMSSelfRegister	No		<a href="#">View App List (4)</a>
<input type="checkbox"/>	Post School Outcomes Survey: ESS Post School Outcomes	No		<a href="#">View App List (9)</a>



❖ Associate the new role with all applicable Education Organizations by clicking on one or more in the Education Organizations menu. Select “Save” to finish adding the new role.

**ADEConnect Roles**

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**ADEConnect Roles - Assign to education organizations**

**i** Select education organizations for ADEConnect roles.

**ADEConnect Roles**

AzEDS Data Coordinator - Base Reports

Page Unified School District #8 (4196)

Desert View Elementary Intermediate (4829)

Lake View Elementary Primary (4830)

Page Middle School (4831)

Page High School (4832)

Manson Mesa High School (92913)

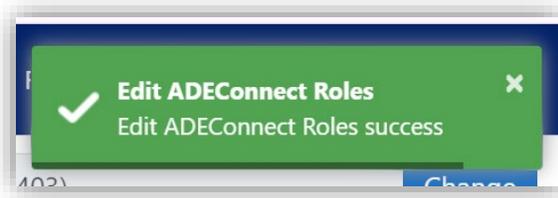
Sage & Sand Academy (1001183)

Page Middle School (4831) × Lake View Elementary Primary (4830) ×

Manson Mesa High School (92913) × |

Save
Cancel

- ❖ You will see a confirmation of the change in the top right corner of the screen.



- *Note: Some roles require a Secondary Approver from ADE before the User has access under the role. Roles that have this requirement show in the list with “Yes” in the Secondary Approver column.*

<input type="checkbox"/>	ADEConnect ...	Secondary Approval	ADEConnect Role Description
<input type="checkbox"/>	Indirect Cost Admin	Yes	Admin for Indirect cost

- *Any roles that are still pending approval will be visible under the user in the “User Profile Page” once the user’s account has been fully updated.*

Education Organizations	Applications	ADEConnect Roles	Pending ADEConnect Roles	
Chinle Unified District (4158)	Event Management System (EMS) (Test), Help Desk Loc ...	TransportationInventory - LEA User	Indirect Cost Admin	Show More