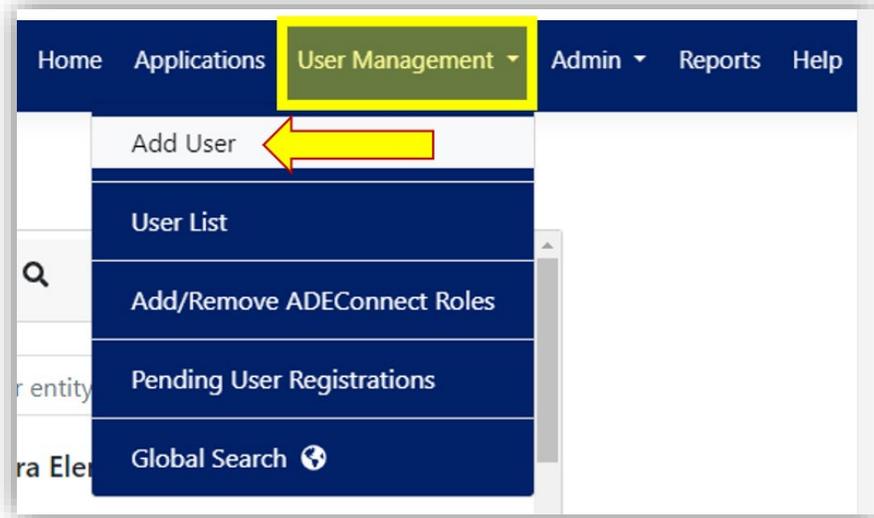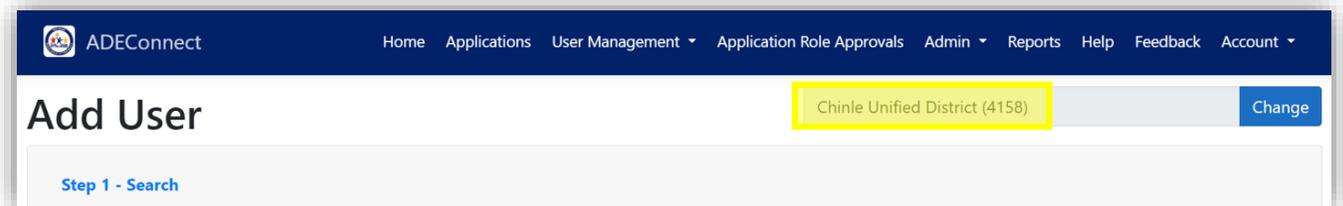# ADEConnect Quick Guide:

How to Add a New ADEConnect User

❖ Navigate to the ADEConnect home page, and in the top bar, choose "User Management" to add a new user.

❖ Make sure the Education Organization selected on top of the "Add User" page matches the organization you are adding a user to.

- In this example, choosing the Chinle Unified District allows us to add users assigned to the Chinle Unified District or organizations linked to it.
  - o Click "Change" to switch the parent level Education Organization if it is not the one where you want to add a new user.
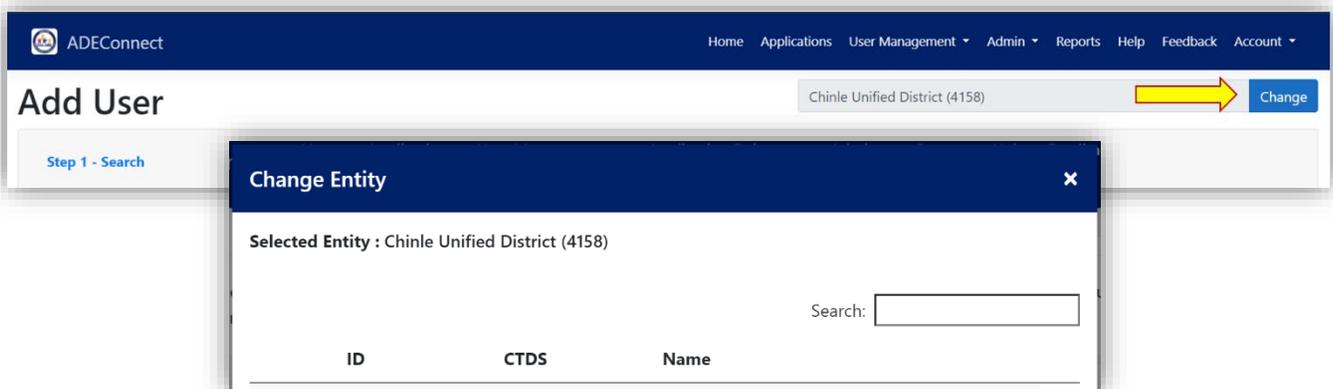
❖ Step 1 – Search
  o Before adding a new user, check to make sure they are not already in the system using Search.
  o If the user you search for appears in a returned list, select the user's name. The next screen will ask you to add an email address.

Add User

Chinle Unified District (4158) [Change]

Step 1 - Search

● User Profile ○ Email Address

| john | | AND | doex |

[Search] [Reset]

> Possible matches found. If you are adding a user who is present in the search results below then select that user or else continue to add as new user.

Search... 🔍

Name	▼	Email Address	▼	Education Organizations	▼	Status	▼	
John Doex		j******e@test.com		Alhambra Elementary District, Alhambra Traditional School, Alice Vail Middle School, ...,				[Select] [...]

|◁ ◁ **1** ▷ ▷| 1 - 5 of 5 items

[Continue to add as new user]

  o If the search does not return any matches, click "Continue to add as new user."

Add User

Step 1 - Search

● User Profile ○ Email Address

| Abraham | | AND | Lincoln |

[Search] [Reset]

> No matches found. You can continue to add as new user.

[Continue to add as new user]

❖ Step 2 - Enter more user details, including an email address.
- o If the entered email matches the one found in the Add User Search, the system will record any modifications under the existing EdOrgs assigned to the user.
- o If the entered email is different (for example, if the user had an account with a different EdOrg and is now a new employee at your EdOrg), the system will generate a new user for this employee with the new email address. Any changes to EdOrgs or Roles will be applied to the selected EdOrg.

- o Remember: How a user logs into ADEConnect depends on an organization's policy.
  - ▪ Some organizations require users to log int through their Student Information System (SIS), while others permit direct login to ADEConnect.
➔ Choose the option that suits your organization's requirements and then click "Next."

❖ Step 3 – Choose the Education Organizations you want to link to the new user, then click "Next."
- o Keep in mind that these entities can belong to Chinle Unified District or organizations linked to Chinle Unified District.

- ❖ Step 4 - Assign ADEConnect roles for the new user by selecting the role(s) you want to assign and click "Next."
  - ○ You can search for an ADEConnect role using a search field

  - ○ or if you know where to find the roles you want, go directly to them.

	ADEConne... ▼	Secondary ... ▼	ADEConnect Role Description	Application Name
☑	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	View App List (12)
☐	AzEDS Data Coordinator - ELL	No		View App List (10)
☐	AzEDS Data Coordinator - SPED	No		View App List (10)

  - ○ *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.*

	ADEConnect ... ▼	Secondary Approval ▼	ADEConnect Role Description
☐	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 created.*

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

- ❖ Step 5- Assign ADEConnect roles to the previously selected Education Organizations under Education Organizations dropdown. Add an Education Organization or multiple to the role and click "Save"

❶ Select education organizations for ADEConnect roles. This step is mandatory if ADEConnect roles are selected.

ADEConnect Roles	Education Organizations
AzEDS Data Coordinator - Base Reports	Chinle Junior High School (4731) ✕ Chinle Elementary School (4732) ✕
AzEDS Data Coordinator - ELL	Chinle Junior High School (4731)
AzEDS Data Coordinator - SPED	Chinle Elementary School (4732)
AzEDS Data Coordinator - Support Program	Canyon De Chelly Elementary School (4733)
AzEDS Data Coordinator - ADM	Many Farms Elementary School (4734)
AzEDS Data Coordinator - Highly Effective Teachers and Leaders	Tsaile Elementary School (4735)
	Select ...
AzEDS Data Coordinator - October 1	Select ...

Save   Cancel

- ❖ Verifying email address:
  - o If the user you added connects directly to the ADEConnect site (as identified in step 2), they will receive an e-mail requesting that they set up a password and verify their e-mail address.
  - o If the user connects to ADEConnect through their Student Information System (as identified in step 2), they'll just need to verify their e-mail address.

Congratulations! You now have an ADEConnect account!

This email is to let you know that your ADEConnect account has been created by your education organization administrator. You are one step away from completing the account registration and gaining access the ADE applications. Please activate your account by clicking on this verification link.

If you are not able to access the verification link above from this email, copy and paste this url below into your browser:
https://adeconnectwebuiqaaps.azurewebsites.net/Account/Register?personTransactionGuid=76a76eac-ef41-4a74-b171-08dc024cc1d9&personType=EAAAAHaFK6psQmYi81wt6hnGkR4eDY52nlXq%2FDYTlQ40hjAS

If you have received this email in error, please contact us by calling (602) 542-7378.

Thank you,

Sincerely,
Your ADEConnect team.

❖ Once the new user has verified their account, they'll receive a welcome email. They will be able to access their ADEConnect account in 10 to 15 minutes after they receive the welcome email.

Welcome to ADEConnect, Your Name

We have successfully completed your ADEConnect account setup. Your user ID is: youremail@yourentity.edu

Please allow at least 15 minutes for your account setup. Once the account setup is complete you can now use that account to access the ADE applications by visiting the ADEConnect portal link: https://home.azed.gov/Portal/.

You have been granted access to this list of applications under your education organization:

- Your Entity (Entity ID#)

If you have received this email in error, please contact us by calling (602) 542-7378.

Thank you,

Sincerely,
Your ADEConnect team.