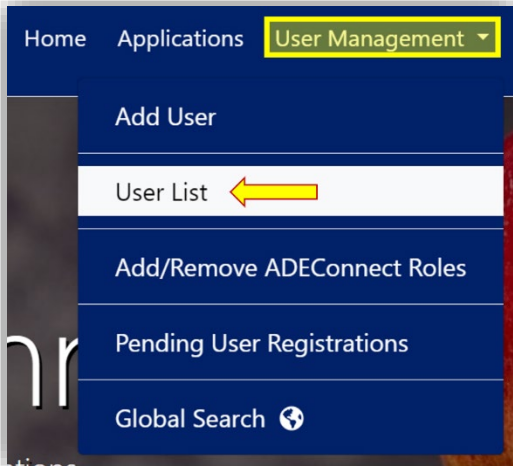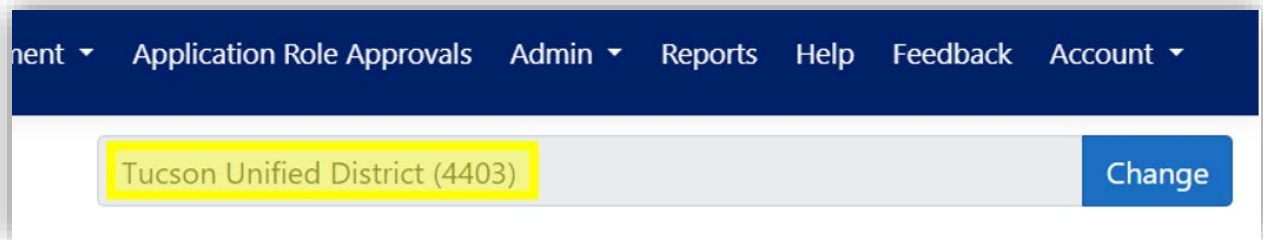# ADEConnect Quick Guide:

How to Edit a User

❖ To begin editing a User Profile, 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 correct one associated with the user profile you want to edit.

○ In this example, we've selected Tucson Unified District, so this means we can edit users that are *assigned* to Tucson Unified District or users that are *assigned to organizations associated* with Tucson Unified District.

❖ Search for the user whose profile you want to edit and click view details.
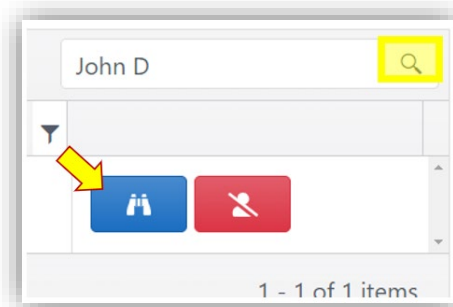
❖ From the User Details page, you can edit the User Name, User Email address, or the way a User Logs into ADEConnect,
  o To edit a User's name, click on "Edit User Details."
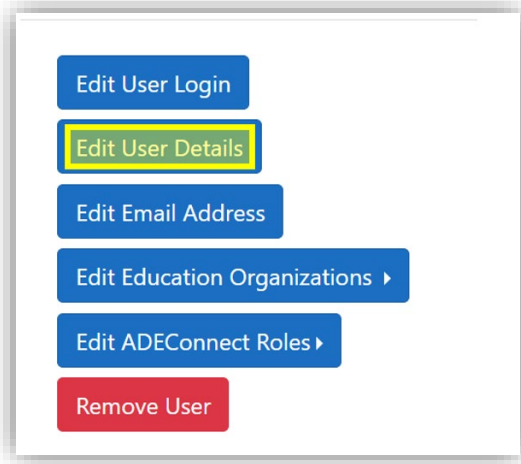
  o Once you have finished making changes, click "Save"

  o To edit a User's email address, click on "Edit Email Address."
    ▪ Update with the new e-mail address, confirm it, and click "Submit."

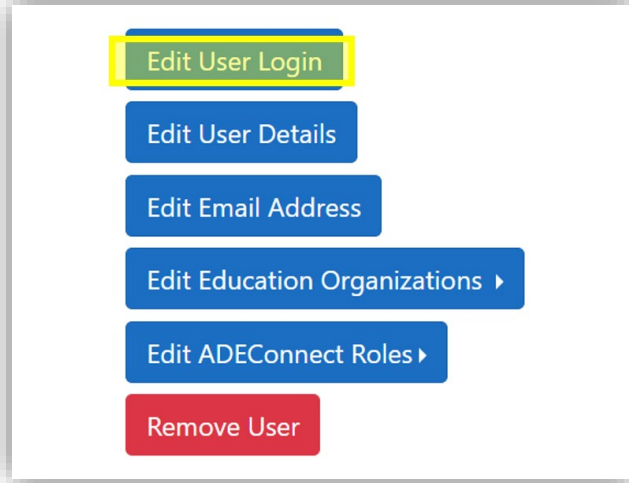➤ To edit the way a user logs into ADEConnect, select "Edit User Login."

○ From here, you select if this user will login directly through ADEConnect or if they will login through their Student Information System (SIS). Select the change you wish to make and then click "Save."
  ▪ Note: Not every SIS user has the ability to log in through their SIS so ensure this is the correct choice by verifying with your LEA SIS Manager prior to changing this option for a user.
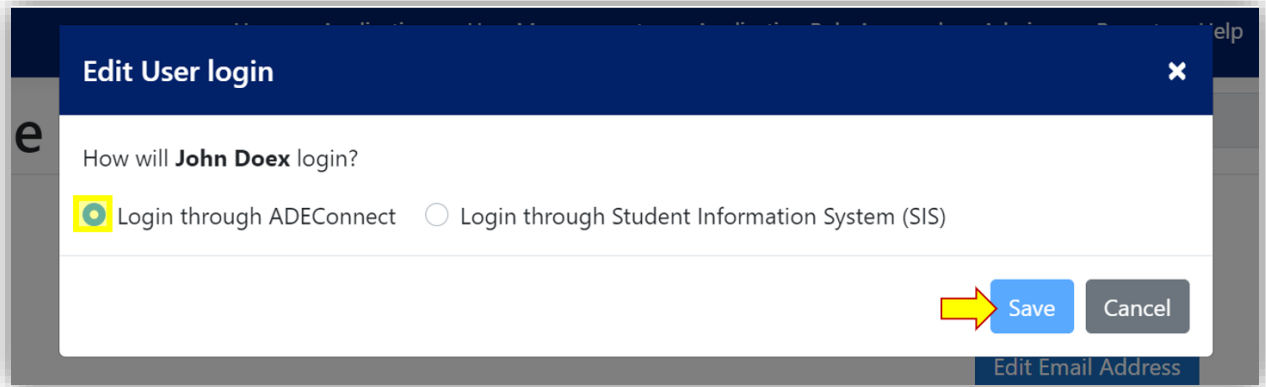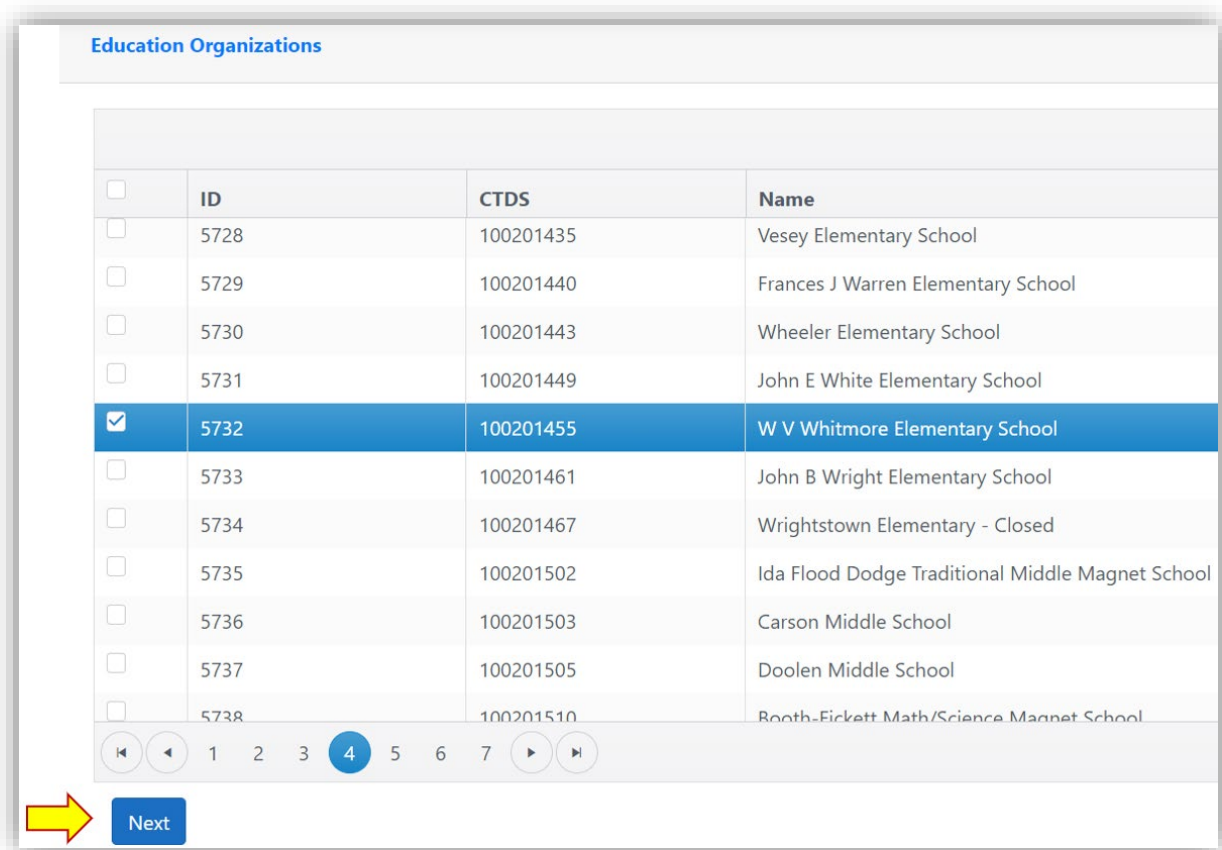

○ To add or remove education organizations associated with the user, click on "Edit Education Organizations "
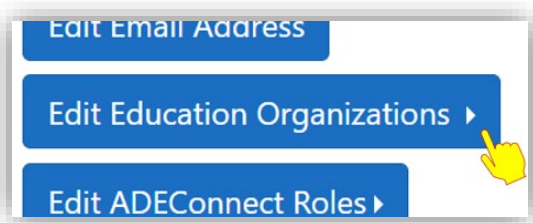
○ To add an education organization, click on "Add Education Organizations"
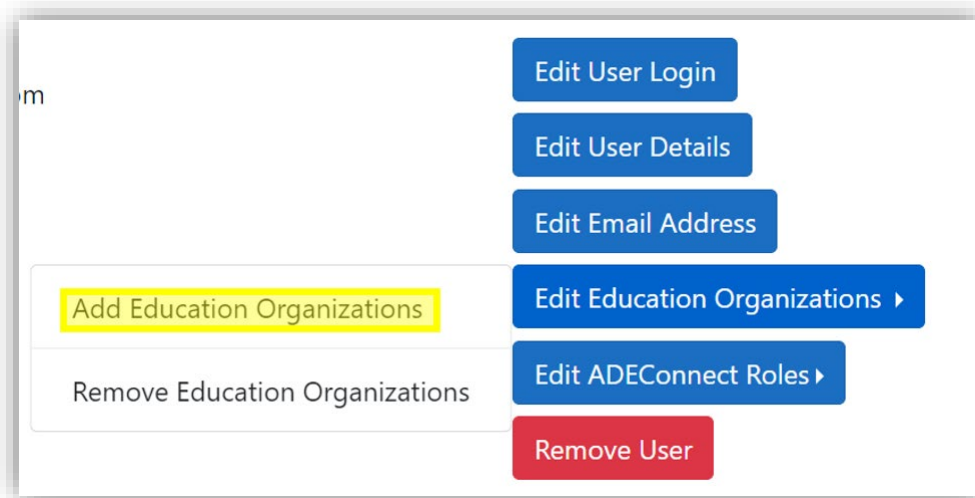
▪ On the edit education organizations page, check the organizations that you want to add and click next

o Optionally, you can add ADEConnect Roles for the user at this time.

User Information

Name
John Doex

Email Address
john.doe@test.com

Education Organizations

ADEConnect Roles

ℹ Select ADEConnect roles for the user. This is an *optional* step.

Assign Status | All |

	ADEConnect Role ▼	Secondary Approval ▼	ADEConnect Role Description
☐	Teacher	No	Access to assigned student level details.
☐	Principal	No	Access to school, teacher, and student level details.

▪ If you choose to add ADEConnect roles, you are required to assign the role to an Education Organization.

ADEConnect Roles

ADEConnect Roles - Assign to education organizations

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

ADEConnect Roles	Education Organizations
SchoolAdmin	
	W V Whitmore Elementary School (5732)

▪ To save your changes to Education Organizations, click "Save"

Next

ADEConnect Roles - Assign to education o

➡ Save   Cancel

o To disassociate a user with one or more education organizations, select "Remove Education Organizations"
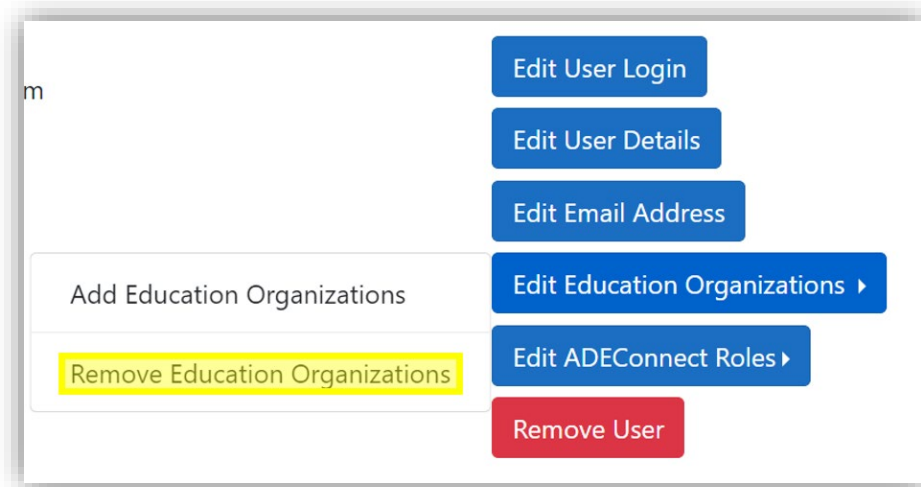
▪ On the edit education organizations page, uncheck the organizations that are no longer valid associations with the user and then click save