

Step 1: LEA Administrator to Assign the task to LEA User or School User.

Note: **For now, this step has been completed by ADE User.**

1.1: LEA Administrator to Log into EMAC and Select “EdOrg User Assignment” from “Home” Dropdown.



1.2: LEA Administrator will select Fiscal Year, Organization (School or District), Monitoring Program and Cycle and click on “Search” Button.

1.2.1: A list of assigned user list would appear

1.2.2: To add a LEA or School user, select the user from dropdown and click “Add User”, So that selected LEA or School user can access the tasks.

OR

1.2.3 To remove a user click on “Delete” button.

 Select the Fiscal Year, Organization, Monitoring Program and Cycle you would like your users to access, t

Fiscal Year

2023

Organization 

Imagine Camelback Elementary(88366)

Monitoring Program

Early Literacy Grant Annual Report

Cycle

ELG Annual report

Search

Clear

Assignment

Users

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

User

Roles

Name : Kathy Patton

Email :

Last Login : about 5 hours ago

 EMAC LEA User



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