

# Guidance to Uploading ECAP in EMAC

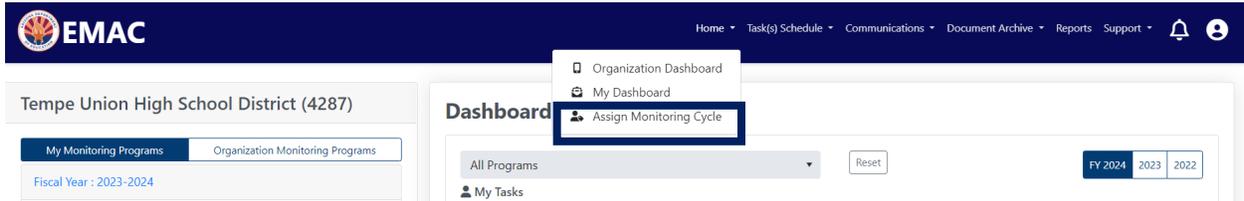
[EMAC Portal User Guide](#) – Use this guide as an overview of EMAC.

**Step 1:** Make sure the person who is going to upload the documents has an ADE Connect account and is assigned an EMAC user in the system. The following guidance will walk you through these steps if they are not set up in ADE Connect and/or EMAC.

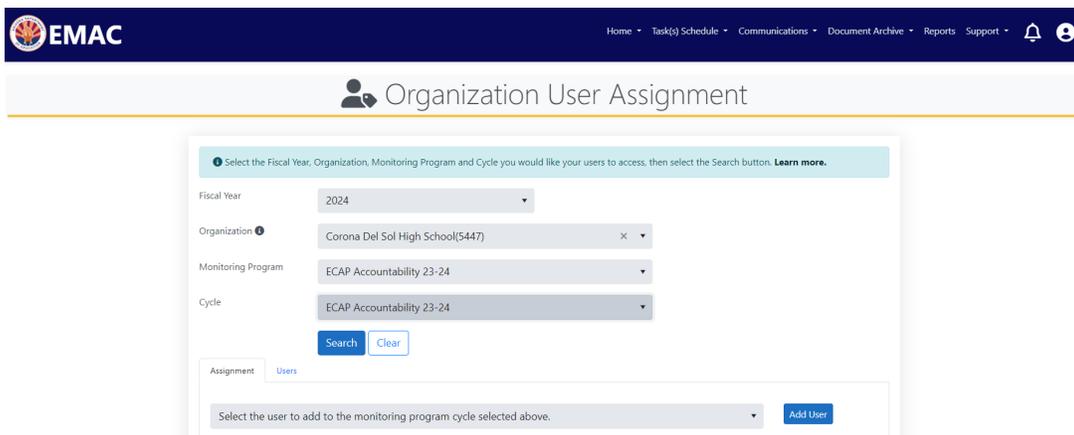
[EMAC Administrator Guide – Setup User Access to EMAC](#)

**Step 2:** ECAP was assigned to the school and not the district/charter entity, so it will not appear on the district/charter entity dashboard. You will need to assign the monitoring cycle to upload.

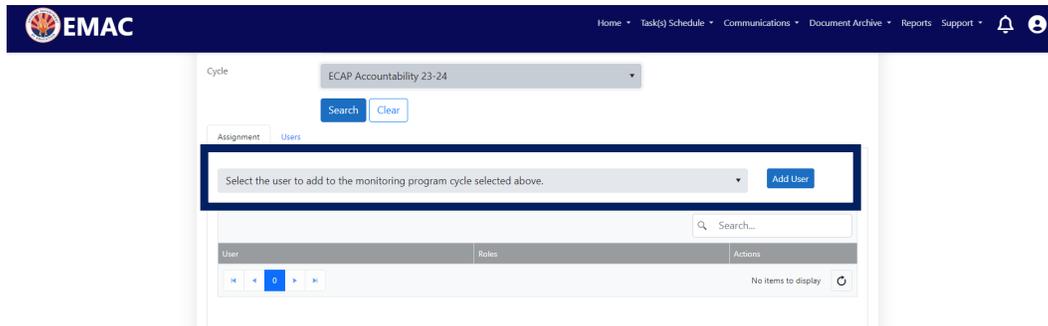
- Select Home/Assign Monitoring Cycle



- On the Organization User Assignment page, select the fiscal year, organization year monitoring program, and cycle for the assignment. Select the search button.

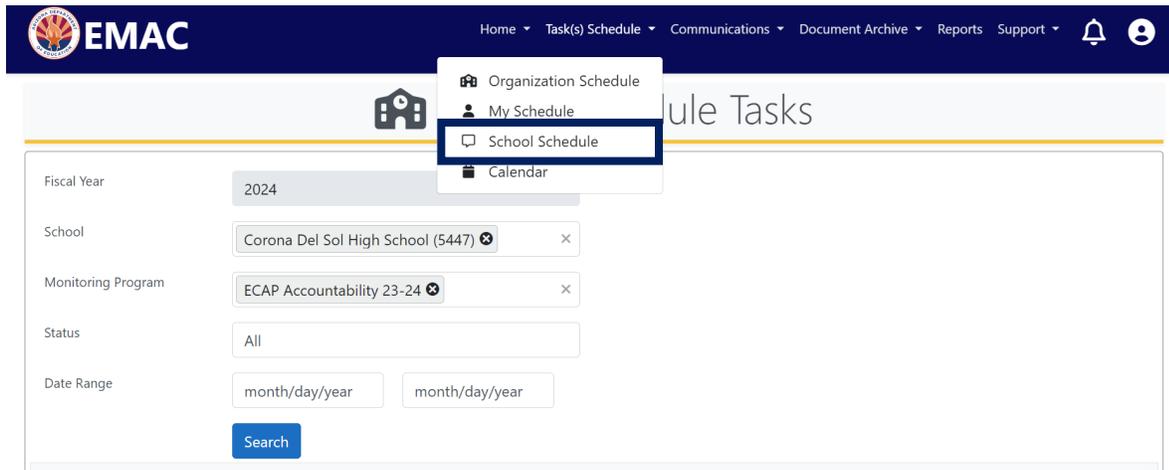


- On the assignment tab, select the arrow next to the add button. Select the user from the dropdown list you wish to assign and then select the add button.



- User will appear on the list below the add button. Assignment is complete.

**Step 3:** From the district/charter entity dashboard, click on the tab titled “School Schedule on the top blue bar. When the drop down appears, only put in the year and the monitoring program. Take out the dates and then hit search. This will pull up where you can upload the documents.



**Step 4:** Each school must upload the implementation plan for task 1. Each school must upload the student sample for task 2. If your school is a registered user for My Future AZ, you do not have to upload a task for the student sample, just submit with no attachments. When you upload the documents, please make sure you complete all 3 steps: select file, upload, and then submit for review.





Corona Del Sol High School (5447)

Data Collection

Not Started

### ECAP Implementation Plan 2024 #140705

<b>Program Area</b> Academic Standards	<b>Monitor Program</b> ECAP Accountability 23-24	<b>Cycle</b> ECAP Accountability 23-24	<b>Fiscal Year</b> 2024
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Assigned On: 7/26/2023

Last Modified On: 7/26/2023  
4:27:22 PM

IsOnsite Visit: ☺

Start Date: 7/1/2023

Data Collection Method: Desktop  
Review

End Date: 4/30/2024

#### Quick Actions

Bookmark

#### Staff Assigned

Name	E-Mail	Internal	Type
Emily Brown	Emily.Brown@azed.gov	Yes	Primary



Submission Resource Communication Related Tasks History

#### Online Forms

Not Available

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

Not Available

You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload





### Evidence Documents Uploaded

Not Available

Select files...

Implementation Plan 2023-2024.docx 11.75 KB	×
Implementation Plan 2023-2024.docx 11.75 KB	×

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB

Upload

Submit for Review

If you still need assistance, please email Emily Brown at [Emily.Brown@azed.gov](mailto:Emily.Brown@azed.gov)

