**ELG Submissions in EMAC Guidance**

**LEA Administrators** must assign an LEA AND School User to the ELG task in EMAC before schools can access and complete the ELG report.

**Follow these steps to access EMAC:**

1. Go to [ADEConnect](https://adeconnect.azed.gov/) Menu
2. Select Applications
3. Select EMAC

**LEA Administrator steps to assign ELG to LEA and School Users in EMAC:**

1. You will see **Unassigned Tasks** on your **Dashboard** here:

A screenshot of a computer

AI-generated content may be incorrect.



1. Under **Home** (on top), select **Assign Program Cycle**:



1. Select **Fiscal Year, Organization** (must be at School level, not District Level), and **ELG Program & Cycle**, then click **Search**.
2. Select **Assignment**, then in the drop-down box, select both LEA and School Users (may be the same person assigned to both), and select **Add User**. You can select the **Users** tab to view a list of available EMAC users for your organization.

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1. If the LEA or School User is not shown in the drop-down box, the LEA Administrator will need to add the name (delete old ones as needed). LEA Administrator name changes need to be made through [ADE Connect](https://adeconnect.azed.gov/Help) (Support information under **Help** button).

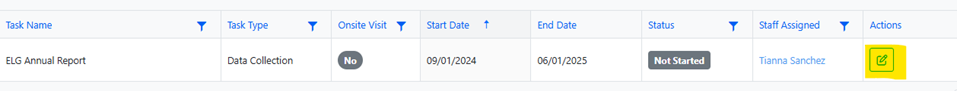
**School User instructions to complete and submit ELG report:**

1. Select the number behind **Not Started** under **My Tasks** (if this is not showing, contact your LEA Administrator to assign the task to you). Make sure the correct year is selected for the Early Literacy Grant Annual Report.

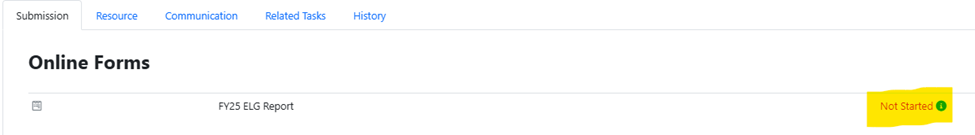
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1. Next, select the pencil icon under **Actions** (bottom right):



1. Scroll down and select **Not Started**:



1. This will take you to the form where you will fill in the ELG information. You can save your information as a draft if you need to come back and finish/submit it later (**Save Draft** at bottom). Select **Complete** when finished.

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1. **Important:** Once you have completed and submitted the information in the ELG Report as a School User, your submission will go to your **LEA User, who will then need to review it and send on the final submission to ADE**.