

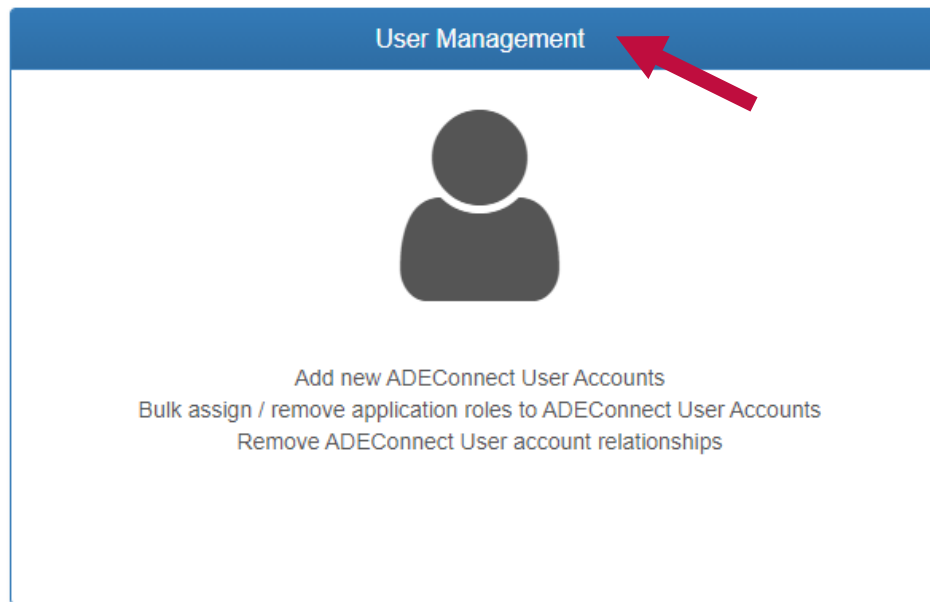
Adding Vendor Tutors to ADEConnect Step-by-Step Guide

STEP 1: Log into [ADEConnect](#)

STEP 2: Click on "Entity Administration" on top right



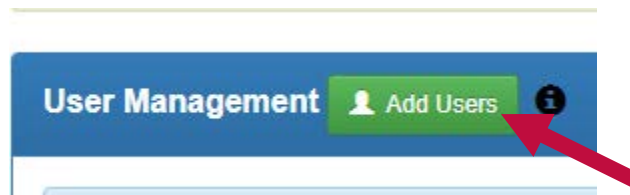
STEP 3: Click on "User Management"



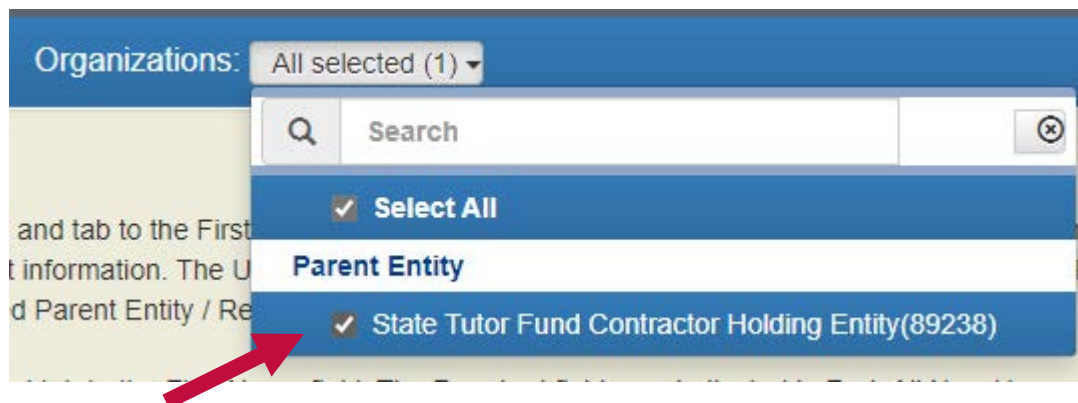
STEP 4: Check Parent Entity (make sure it says “State Tutor Fund Contractor Holding Entity”)



STEP 5: Click “Add Users”



STEP 6: Click “Organizations” at the top and Select “State Tutor Fund Contractor Holding Entity”



STEP 7: Enter Email Address of New Tutor

Email Address ⓘ	First Name ⓘ	Middle Name ⓘ	Last Name ⓘ
johnnyoungkin68@gmail.com	Required		Required

If the email address is not already associated with an ADEConnect account, the First Name and Last Name boxes will turn red and you will enter the first and last name of the new tutor.

STEP 8: Click “Add Row” to enter email addresses & names for all additional new tutors

	Email Address ⓘ
	johnnyoungkin68@gmail.com
-	

+Add Row

STEP 9: Click “Submit” once you have entered all new tutors. *(This may take a few seconds.)*

Submit Cancel

You will now see the new users added to the top of the list with “No Role” yet assigned.

User Management [Add Users](#) [Reset Filters](#) [Export to Excel](#)

Instructions: Use the filters below to refine the list of Users.

Directly Assigned Application Roles: [None selected](#) Account Status: [None selected](#) SIS User: [None selected](#) Application Role Approval: [None selected](#)

Show 10 entries Search:

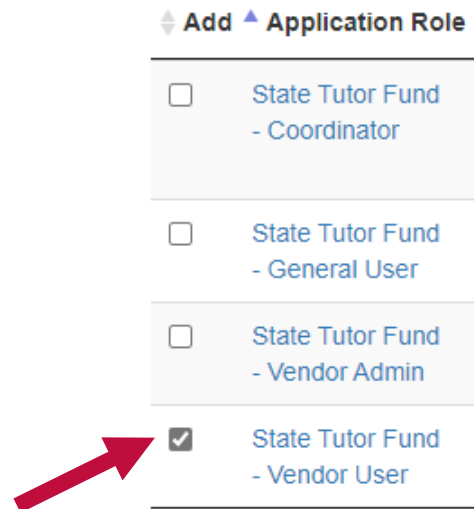
☐ Bulk	Edit	Name	Account Status	Name (Entity ID)	E-mail Address	Phone	SIS User	Directly Assigned Application Roles
☐	Edit	Hayes, Nicole	Pending	State Tutor Fund Contractor Holding Entity (89238)	nikkhayes71@gmail.com		No	No Role !
☐	Edit	Kennedy, Pamela	Pending	State Tutor Fund Contractor Holding Entity (89238)	pamelakennedy74@outlook.com		No	No Role !
☐	Edit	Merritt, Quintana	Pending	State Tutor Fund Contractor Holding Entity (89238)	qmerritt@hotmail.com		No	No Role !
☐	Edit	Portillo, Anna	Pending	State Tutor Fund Contractor Holding Entity (89238)	annaportillaphx@outlook.com		No	No Role !

STEP 11: Type “state tutor” in Search Field (*right side of screen*)

Search: 

Application Name

STEP 12: Select "State Tutor Fund – Vendor User"



◆ Add ▲ Application Role

- ☐ State Tutor Fund - Coordinator
- ☐ State Tutor Fund - General User
- ☐ State Tutor Fund - Vendor Admin
- ☒ State Tutor Fund - Vendor User

STEP 13: Click "Submit" (You will see the green box at the top of your screen: Your changes have been saved successfully!)



Submit Cancel

✓ Your changes have been saved successfully!

STEP 14: Repeat Steps 10-13 for all new tutors (New tutors will be added to the alphabetical list and assigned to "State Tutor Fund – Vendor User". You will no longer see "No Role" after all tutors have been assigned.)