



Certification: LEA – Entity Administrator Guide

This guide reviews how an entity administrator adds a Certification role to a user's profile.

Instructions

1. **Log in to ADEConnect** at <https://adeconnect.azed.gov/>
2. Hover the cursor over **User Management** from the top menu
3. Select **User List**
 - a. 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.
4. Search for the user whose profile you want to edit and click the **View Details** icon 
5. On the User Profile, click **Edit User Login**
6. Verify **Login through ADEConnect** is selected
 - a. The Certification application can only be accessed by first logging in to ADEConnect directly. **The application is not accessible by logging in through the Student Information System (SIS).**
7. Click **Save**
8. Back on the User Profile page, click **Edit ADEConnect Roles**
9. Select **Add ADEConnect Roles**
10. Type **Certification** in the search
11. Check the box next to the role you would like to add
12. Click **Next**
13. If prompted, select the **Education Organizations**
14. Click **Save**

The user will receive an email from ADE Notifications. They must click the **verification link** in the email to set up their ADEConnect password. Please allow 24-48 hours for the role to be approved.