



Certification: LEA – Role Assignments Report

This guide explains how Entity Administrators can pull a report to review Certification application role permissions.

Instructions

1. Log in to ADEConnect: adeconnect.azed.gov/
2. Select **Reports** from the top menu
3. Click Entity Administration Application Role Assignments Report
 - a. This will take a moment to load
4. Enter **Parent Entity ID**
 - a. To find the entity ID: adeconnect.azed.gov/FindEA
5. Email Address: Leave blank
6. Application Name: **Certification**
7. Role Name: **Select All**
8. Click **View Report**
 - a. This will take a moment to load
9. Review names and application role assignments
 - a. There may be multiple pages
10. Update role permissions accordingly at <https://adeconnect.azed.gov/> and selecting **User Management**