

TUTOR TECHNICAL SETUP GUIDE

The purpose of this document is to provide a centralized guide for completing all technical requirements within ADE platforms, ensuring tutors are properly configured, granted the necessary access, and fully prepared to begin and document tutoring services.

Once a tutor is hired by a provider:

STEP 1: Create Tutor ADEConnect Account

Executed by: The individual TUTOR

Description: ADE Connect is a shared login system used by many ADE Applications. Tutors will be utilizing the State Tutor Fund Application and the ADE Professional Learning and Development (APLD) Application within ADE Connect.

Instructions: The tutor will create a New ADE Connect Account or Sign-in to an existing ADE Connect account. If the tutor has previously accessed other Arizona Department of Education applications such as AzEDCert, ESA, APLD, or GeniusEMS, they likely already have an ADEConnect account.

Once the tutor has successfully created and accessed their ADEConnect account, they must inform the Provider the name and email address used to create the account. It is important that the same name and email address are accurate and used consistently on all platforms.

Resources:

- A. ADEConnect website: <https://adeconnect.azed.gov/>
- B. For a guide on registering a new account in ADEConnect, click here: [ADE Connect Self-Registration Quick Guide](#)
- C. To move directly to the account registration: [ADE Connect Self-Registration Link](#)
- D. More information and FAQs about creating an ADE Connect account, resetting passwords, or signing in visit: <https://www.azed.gov/educator-certification/my-certification-log-help> and scroll down to the ADEConnect Account section.

Need help? If the tutor needs help with creating or accessing an ADEConnect account, please have the tutor reach out to: **ADEConnect Helpdesk: 602-542-7378**. Please do not reach out to the State Tutoring Team for support with an ADEConnect tutor account issue.

STEP 2: Grant Tutor Access to ADEConnect's State Tutor Fund Application

Executed by: The PROVIDER

Description: Tutors must be granted access to the State Tutor Fund Application within ADEConnect. This action will connect a tutor's created ADEConnect account with the STF Application.

Instructions: The provider will log into their ADEConnect account following the instructions provided in the resources below.

Resources:

- A. [Instructions for Granting Tutor Access to ADEConnect State Tutor Fund Application](#)

Need help? If a provider needs help with granting access to a tutor in ADEConnect account, please have the provider reach out to:

ADEConnect Helpdesk: 602-542-7378

Please do not reach out to the State Tutoring Team for support with ADEConnect account access or user issues.

Tips:

Tip A: Providers will need to grant tutors access to the State Tutor Fund Application, but do not need to grant access to the ADE Professional Learning Development (APLD) platform where tutors take their annual training.

Tip B: After the provider grants access to the State Tutoring Fund application, the application will automatically become available in the tutor's ADE Connect account. If it is not visible right away, the tutor should log out of ADE Connect and log back in, or clear their browser cache to refresh the system.

STEP 3: Add Tutor to State Tutor Fund Application

Executed by:

Part 1: The PROVIDER

Part 2: The ADE STATE TUTOR FUND TEAM

Description: Each year, tutors need to be added to the State Tutor Fund Application. This action will allow tutors to add students, document tutoring sessions, and input formal formative assessment data.

Instructions:

Part 1: The PROVIDER must submit a [Request to Add or Remove a Tutor in the State Tutor Fund App](#) for each tutor.

Part 2: The ADE STATE TUTOR FUND TEAM will input the tutor's information into the State Tutor Fund Application. The team strives to complete this process within two business days of submission.

The same process will be followed if a tutor leaves a provider and must be removed from the State Tutor Fund Application.

Resources:

- A. [Request to Add or Remove a Tutor in the State Tutor Fund App](#)

Need help? If a provider needs help with adding, removing or changing a tutor's information within the State Tutor Fund Application, please reach out to:

State Tutoring Team: statetutor@azed.gov

Tips:

Tip A: If a tutor logs in to the State Tutor Fund application before both parts of Step 3 have been completed, they may see the message: "Your vendor information has not been set up correctly. Please contact the State Tutor Fund Team." This is an expected message during the setup process and simply indicates that the tutor's account has not yet been fully configured. Once all required setup steps have been completed, the message will no longer appear.