



Certification: LEA – User Login Guide

This guide reviews how a user logs in to the LEA portal of the Certification application.

Instructions

1. **Log in to ADEConnect** at <https://adeconnect.azed.gov/>.
 - a. The Certification application cannot be accessed through a student information system (SIS). It must be accessed directly by logging in to ADEConnect.
2. Enter your ADEConnect **username and password**.
3. Click the **View Applications** button.
4. Select the **Certifications** application.

Troubleshooting

Issue: Certification does not appear in my list of applications.

Resolution: Contact your local entity administrator to verify you have been assigned a Certification application role.

Issue: I am not able to log in directly to ADEConnect and am being redirected to login via my SIS.

Resolution: Contact [your local entity administrator](#) to confirm your Certification role permissions AND ensure that your ADEConnect **login method** is set to **“Login through ADEConnect.”**

Issue: I have followed the steps above but still cannot log in to ADEConnect or access the Certification application.

Resolution: Submit a **help desk request** to ADE at <https://helpdesk.azed.gov/>.