




## LEA 2.0 – Entity Administrator Guide

This guide reviews how an entity administrator adds an LEA 2.0 role to a user's profile.

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### 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. From the User Details page, click **Edit ADEConnect Roles**
6. Select **Add ADEConnect Roles**
7. Type **Certification** in the search
8. Check the box next to the role you would like to add
9. Click **Next**
10. If prompted, select the Education Organizations
11. Click **Save**
12. Back on the User Profile, click **Edit User Login**
13. Select **Login through ADEConnect**
  - a. LEA 2.0 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).**
14. Click **Save**

Please allow 24-48 hours for the role to be approved.