How to Get Access to EMAC

START: Do you have an ADEConnect account?

NO

Open ADE website www.azed.gov Click on ADEConnect. Create account using email and password.

YES

Do you know who your Entity Administrator is for your organization?

YES

Contact your Entity Administrator and request access to EMAC. Assigns role as EMAC User and/or Administrator.

EMAC Administrator

Assigns monitoring programs and cycles. Each organization will need an EMAC Administrator.

EMAC User

Submits documentation and completes Data Collection Tasks in EMAC.

If EMAC Administrator is also going to be completing data collection tasks in EMAC, they must assign the monitoring cycles to themselves.

NO

Log into ADEConnect. Click "Help and FAQ's." Click "Search" in the Find an Administrator section and search for your organization name.

Did you find your organization's Entity Administrator?

YES

NO

What type of program do you have?

Head Start
Child Care Center
Private Preschool

Contact ADE Health and Nutrition Services to set up an ADE Entity Admin ID and CTDS Number.
#602-542-8700
www.azed.gov/hns

District or Charter

Contact School Finance to set up an ADE Entity Admin ID and CTDS Number.
602-542-5695 www.azed.gov/finance

Entity Admin adds EMAC to ADEConnect Applications