

## ADEConnect Setup and Permissions

The ADE Move On When Reading team communicates with MOWR coordinators around the state frequently during the year, so it is important that your school and district/charter maintain an updated contact list for MOWR via ADEConnect. It is our recommendation that each school and district/charter list at least **2 School Approvers** and **2 LEA Approvers** to ensure that communication is received even in the event of staff changes.

**\*\*The MOWR Portal is accessed through ADEConnect, not Common Logon.** [home.azed.gov/Portal/](https://home.azed.gov/Portal/)

### Step 1: Ensure Entity Administrator account with "Move On When Reading" permissions

- **ADEConnect is managed and maintained by specific Entity Administrators that are assigned within each school and/or district/charter.**
  - If there has been a change in administrative roles at your district/charter, you must request a service via the [Help Desk](#) ticketing system. (click **Application Support Service Request**)
  - The ticket must contain, ***"Jane Smith and John Doe are no longer with our Entity #..... I am now the new administrator and would like access to the Entity Administrator portal to delete Jane and John."***
  - Please note that MOWR permissions can only be added/changed/deleted by your Entity Administrator and not by the ADE.
    - Often, the Entity Administrator for a school is the school principal.

### Step 2: Entity Administrator controls ADEConnect users and roles for MOWR

There are two levels of permission for the MOWR portal, **both** of which are required for the successful submission of literacy plans and literacy assessment data to the ADE.

- **School Approver (School Level only)**
  - This role will allow users to enter and submit the school-level annual literacy plan and triannual literacy assessment data within the MOWR portal.
  - A school-level submission is sent to the LEA level for approval and aggregation. This submission does not send data directly to the ADE.
  - School Approvers are most appropriately site administrators and/or reading specialists.

- **LEA Approver (District/Charter Level only)**

- This role allows district/charter users to review and accept submissions of MOWR literacy plans and literacy assessment data from all schools within the LEA. (even single sites)
- All schools plans and data are aggregated into one LEA submission.
- Lastly, budget information is added and sent to the MOWR team at the ADE.
- LEA Approvers are most appropriately district/charter administrators, ELA curriculum directors, and/or superintendents.

**\*\*Note:** A successful Move On When Reading submission is a two-step process.

- If the same employee is entering and submitting as both the School Approver and the LEA Approver (e.g. a single-site charter school or district), there will be two MOWR links in ADEConnect. That individual must sign-in to both permission levels separately to successfully submit to the ADE.
  - **First, as School Approver** to enter K-3 literacy plans and literacy assessment data.
  - **Then, as LEA Approver** to review and aggregate K-3 literacy plans and literacy assessment data, add required budget allocations to the literacy plan, and submit to the ADE.
  - **If only the first step is completed, the information is not sent to the ADE.**

## Steps for Adding or Editing MOWR Permissions

1. Entity administrators can add, remove, and edit users and their roles.
2. Watch any of the following videos for step-by-step directions.

### How-to Videos

3. If the user is currently logged into their account, please have the user sign out and sign back in to see the new role added to their account.

In the event the Entity Admin needs assistance with User Management,  
please contact ADESupport at 602.542.7378.

ADE Support will no longer accept new issue submissions via email.

For questions regarding MOWR requirements, literacy plans and/or data,  
contact [MoveOnWhenReading@azed.gov](mailto:MoveOnWhenReading@azed.gov).