



Exceptional Student Services

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What is ADEConnect?

ADEConnect is an identity management system. It protects you as a user of Arizona Department of Education (ADE) applications, and it protects ADE from unauthorized access. FERPA ([20 U.S.C. § 1232g](#); [34 CFR Part 99](#)) and the Personally Identifiable Information (PII) Privacy Act ([GSA 2180.2](#)) dictate that personal information and student educational records are accessible by only those persons with a valid need. ADEConnect keeps ADE compliant with these regulations. The sharing of user IDs and passwords violates the ADE Acceptable Use Policy. Violators of this policy could face sanctions up to and including referral to appropriate law enforcement agencies. Refer to the [Acceptable Use Policy](#) for more information.

I don't know if I have an ADEConnect account. How can I find out?

Access to ADEConnect is granted to users by each public education agency's (PEA) entity administrator. The entity administrator grants access to any necessary ADE applications. Suppose you do not have an ADEConnect account or already have an existing account but need to access a specific application. In that case, you must contact your PEA's entity administrator to assign the appropriate role.

Who is my entity administrator?

You can find your entity administrator by searching the [Find Administrator page](#).

How long does it take to access an ADEConnect application?

Once access has been granted to ADEConnect or a specific application, it can take up to 30 minutes for account information to refresh and allow access.

Where do I go to log on to ADEConnect?

You can access ADEConnect either through your student information system (SIS) or via the [ADEConnect portal](#).

Am I required to change my temporary password the first time I sign in?

First-time, new users to ADEConnect must change their password the first time they sign in.

What is single sign-on?

Single sign-on is a process that enables you to log onto a network of applications once and access all that are authorized. The identity management system remembers who you are and eliminates the need for multiple IDs and passwords.

Where do I get help with ADEConnect or find out which student information systems (SIS) are compatible?

You may contact the ADE Support Center Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M. via telephone (602-542-7378 / 602-542-2222 / 866-577-9636) or submit a ticket through the [ADE HelpDesk](#).

What is the best web browser to use?

You can log on to ADEConnect using any modern web browser; however, it is recommended that you use one of the following browsers supported by ADE: the latest two versions of Chrome,

Firefox, Edge, and Safari (IE v11 is not supported). Entity Administrator can be accessed once in ADEConnect. However, accessing ADEConnect from your Student Information System (SIS) is recommended.

What is the ESS Portal, and what do I use it for?

The Exceptional Student Services (ESS) Portal provides users with a single platform for all Special Education applications. Users with permission to access any ESS application will see the ESS Portal option in their application menu within ADEConnect.

What ADEConnect role is required for the annual statement of assurances?

ESS Special Education: Signer

This role allows the user to sign the annual statement of assurances to adhere to IDEA requirements and will enable the drawing of IDEA grant funds.

What ADEConnect roles are required to access the AzEDS portal and reports?

AzEDS Data Coordinator: Base Reports

Access to basic enrollment reports in the AzEDS Portal of ADEConnect

AzEDS Data Coordinator: SPED Reports

Access to SPED reports in the AzEDS Portal of ADEConnect

AzEDS Data Coordinator: Discipline Reports

Access to discipline reports in the AzEDS Portal of ADEConnect

What ADEConnect role is required to access the October 1 Data Collection application?

Only one of the following roles should be assigned:

ESS October 1 Data Collection: LEA User

Allows access to the October 1 Data Collection application and data entry. Anyone can request if the SPED Director approves.

ESS October 1 Data Collection: LEA Signer

This role contains all of the LEA User role's permissions, as well as the authority to sign off on submitted data.

This role should only be assigned to SPED directors, superintendents, CEOs, business managers, charter holders, or equivalent titles.

What ADEConnect role is required to access the Special Education Data Dashboard?

Only one of the following roles should be assigned:

ESS SEDD: LEA User

Allows access to the Special Education Data Dashboard (SEDD) and data entry.

ESS SEDD: LEA Signer

This role contains all permissions of the user role, and the authority to certify submitted data.

This role should only be assigned to SPED directors, superintendents, CEOs, business managers, charter holders, or equivalent titles.

What ADEConnect role is required to access the Data Surveys application to complete the Parentally Placed Private School Student Survey?

ESS Data Surveys: User

Allows access to the Data Surveys application and data entry and submission.