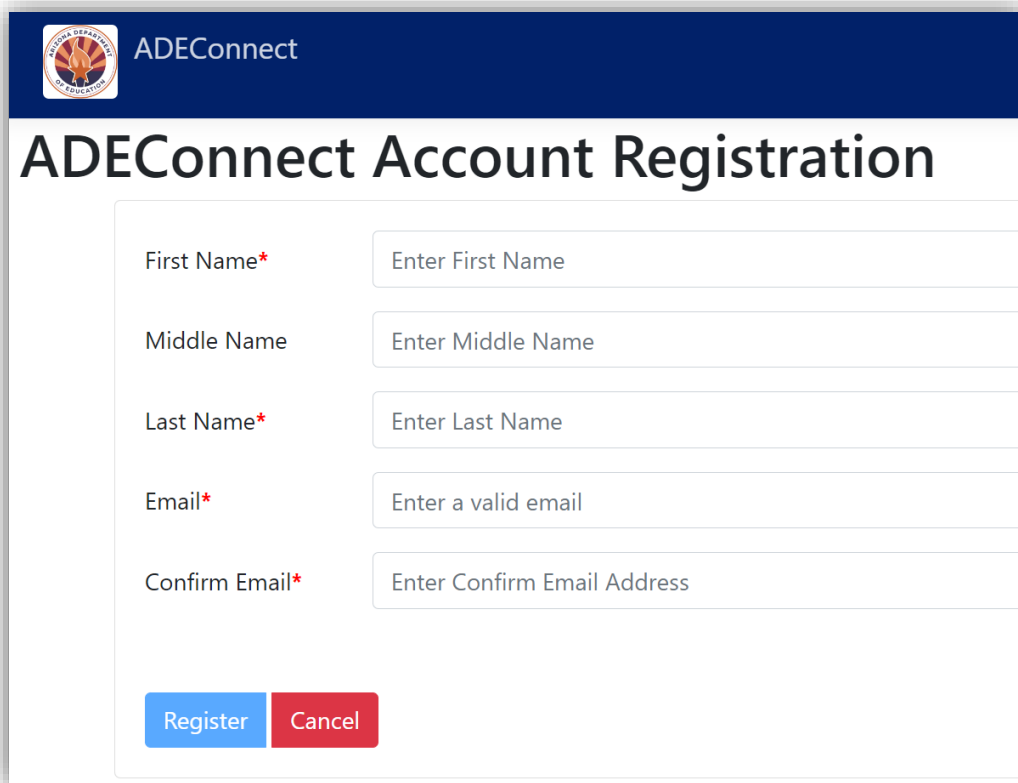


ADEConnect Quick Guide:

How to Self-Register

- ❖ If you are a user who does not have an ADEConnect account through your district or other avenue, you can self-register.
 1. Navigate to the ADEConnect registration page, <https://adeconnect.azed.gov/Account/SelfRegistration/General>
 2. Enter the required information
 - First Name
 - Last Name
 - Email
 - Confirm Email



The screenshot shows the ADEConnect Account Registration page. At the top left is the Arizona Department of Education logo and the text "ADEConnect". The main heading is "ADEConnect Account Registration". Below this is a registration form with the following fields:

First Name*	Enter First Name
Middle Name	Enter Middle Name
Last Name*	Enter Last Name
Email*	Enter a valid email
Confirm Email*	Enter Confirm Email Address

At the bottom of the form are two buttons: "Register" (blue) and "Cancel" (red).

3. Select **Register**

4. Select the **verification link** included in the email you received

Congratulations! You now have an ADEConnect account!

This email is to let you know that your ADEConnect account has been created. You are one step away from completing the account registration and gaining access the ADE applications. Please activate your account by clicking on this [verification link](#).

If you are not able to access the verification link above from this email, copy and paste this url below into your browser:
<https://adeconnectwebuiqaaps.azurewebsites.net/Account/Register?personTransactionGuid=9a70f76b-7255-428f-9ba4-08dcbe30ac9c&personType=EAAAAHaFK6psQmYi81wt6hnGkR4eDY52niXq%2FDYTIQ40hjAS>

If you have received this email in error, please contact us by calling (602) 542-7378.

Thank you,

Sincerely,
Your ADEConnect team.

5. A web page will open for you to enter a password and confirmation password for your newly created ADE Connect account.

ADEConnect

ADEConnect Account Verification

Password

Confirm Password

Set Password

ADE Password Policy

1. Password cannot contain your account name or parts of your full name that exceed two consecutive characters.
2. Password cannot contain user's email or parts of user's full name that exceed two consecutive characters.

- ✓ Eight characters minimum in length
- ✓ Contains at least one uppercase letter (A-Z)
- ✓ Contains at least one lowercase letter (a-z)
- ✓ Contains at least one special character (!, @, #, \$, %, *)
- ✓ Contains at least one number (0-9)
- ✓ Passwords are identical

6. Select **Set Password**



ADEConnect

Congratulations!

We have successfully completed your ADEConnect account setup.

Please allow at least 15 minutes for your account to setup. Once the account setup is complete you can access the ADE applications by visiting the ADEConnect portal link <https://home.azed.gov/Portal>

7. Wait the recommended 15 minutes before logging into ADE Connect, <https://adeconnect.azed.gov/>
8. Accept the "Acceptable Use Policy"