# EMAC Administrator Guide

## Setup User Access to EMAC

# EMAC User Roles Available in ADEConnect

| Role Name | Description |
|---|---|
| EMAC User | EMAC user Level. Access to the EMAC Portal to view and provide monitoring program submissions for district level tasks.<br>Additional permissions below based on monitoring program settings:<br>• View school level tasks<br>• Perform submissions for school level tasks<br>• Approve school submissions |
| EMAC User Read Only | For audit purposes- district read only view to monitoring program tasks. This role will not be able to update forms or submit documentation. |
| EMAC School User | School user Level. Access to the EMAC Portal to provide monitoring program submissions for the school. |
| EMAC School User Read Only | For audit purposes- school read only view to monitoring program cycle tasks. This role will not be able to update forms or submit documentation. |
| EMAC Administrator | Each Entity will have an EMAC admin role. Assign EMAC roles by monitoring program and cycle. District Administrators can assign district and school users to the monitoring program cycle.<br>This is a separate role from the ADEConnect Entity Administrator. |

# ADEConnect

## ADEConnect Checklist

**New EMAC User** This EMAC user does not have the EMAC link on the ADEConnect Page

- ✓ Add User to ADEConnect
- ✓ Add EMAC Role to User
- ✓ Select EMAC Role based on the access needed
  - ❑ EMAC User
  - ❑ EMAC User Read Only
  - ❑ EMAC School User
  - ❑ EMAC School User Read Only

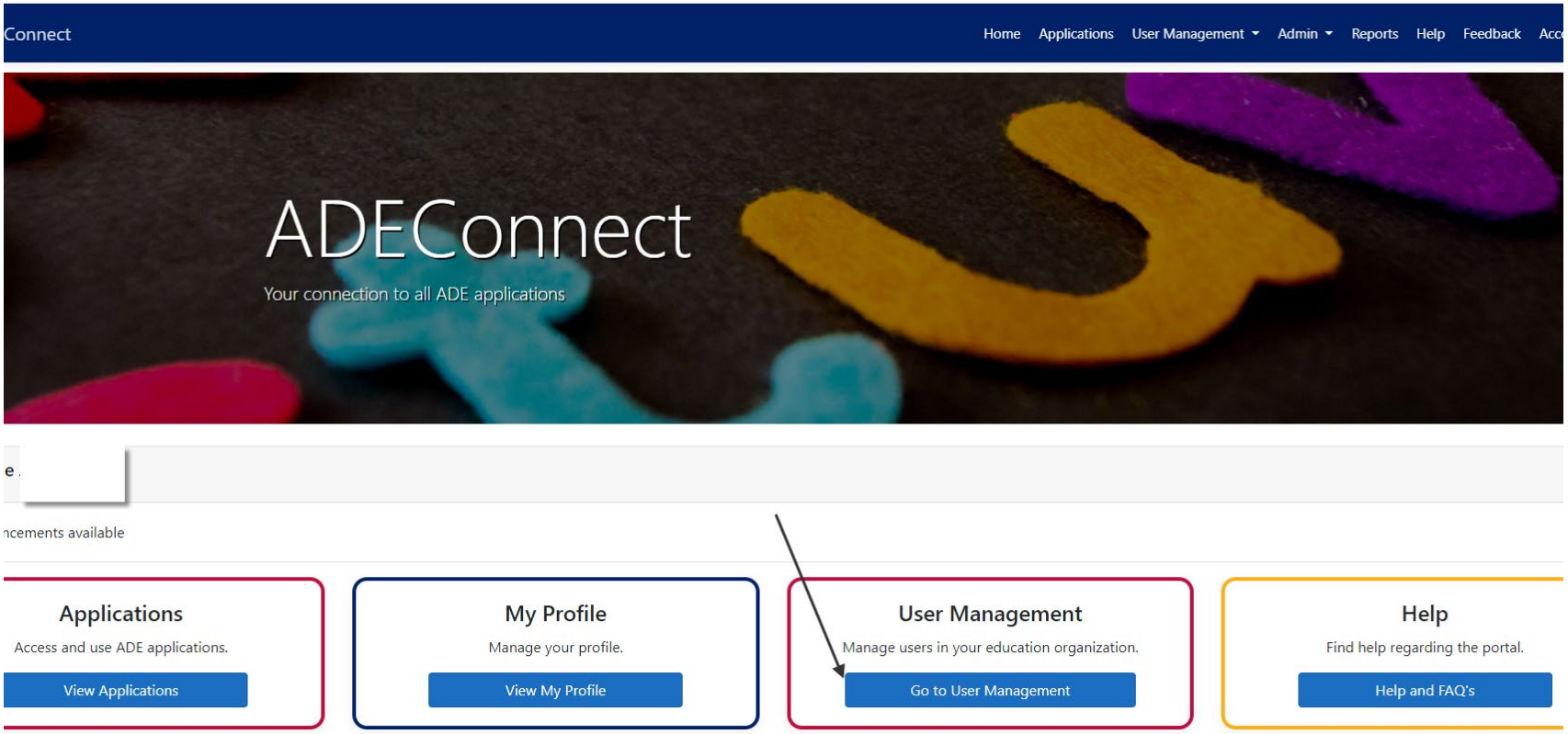
# ADEConnect Entity Administrator

## Steps to Add a User to EMAC

- Step 1: Go to https://www.azed.gov/
- Step 2: Select **ADEConnect** Menu Option

# ADEConnect Entity Administrator

Step 3: Select the **User Management** menu option to setup user access to EMAC



# ADEConnect Entity Administrator

## Do Not Know How to Add a User in ADEConnect?

Select the **Help** menu option for step by step **How to videos** or to view **Frequently Asked Questions**

### How to videos

Are you new to ADEConnect. We can help with these how to videos.

Go to Videos

### Frequently asked questions

You have questions. We have answers.

FAQ

## How to videos

- How to add a new user?
- How to access applications?
- How to edit my profile information?
- How to remove ADEConnect Roles?
- How to add ADEConnect Roles?
- How to edit a user?
- How to remove a user?

## Frequently Asked Questions

- How do I add a new user to ADEConnect?
- How do I update my profile details?
- How do I update my email if I login through ADEConnect?
- How do I add a user coming from another education organization to my education organization?
- How do I see the list of application that I have access to?

# EMAC Application

## EMAC Checklist

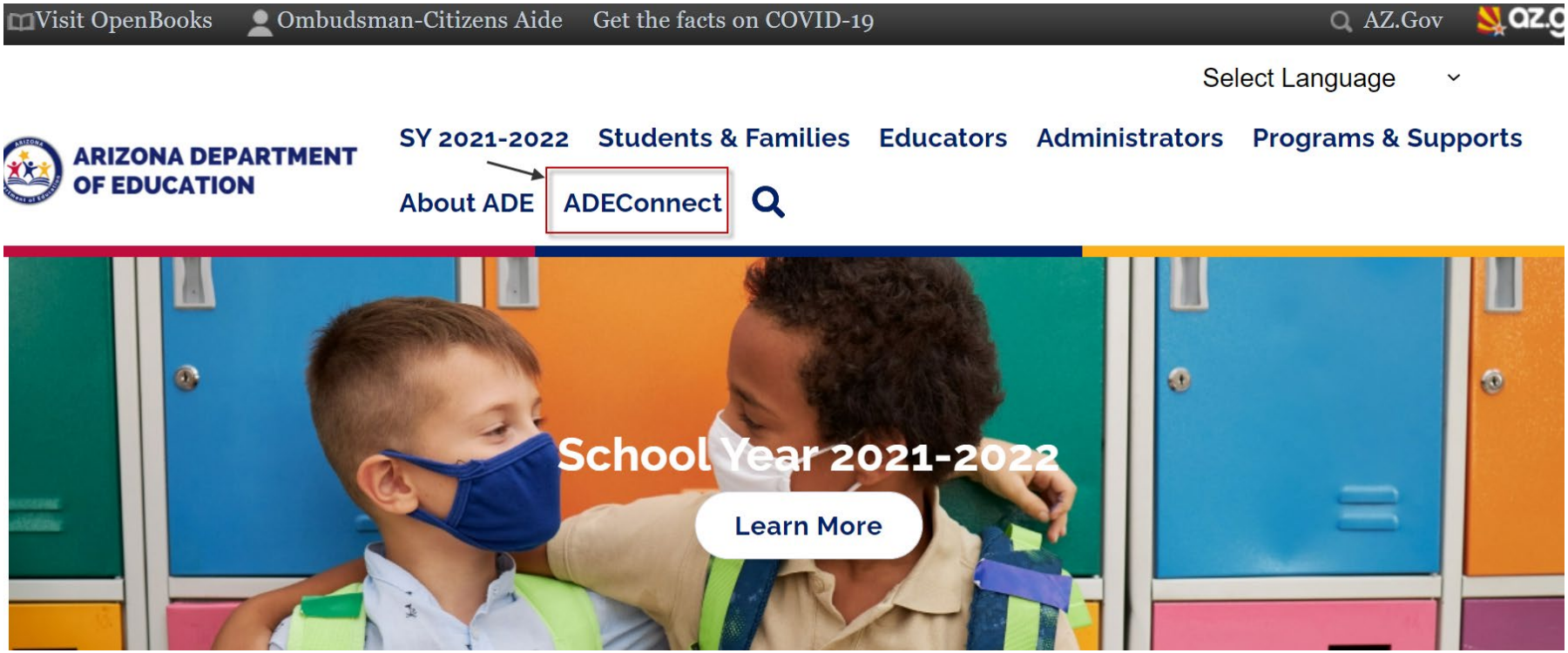
EMAC User has access to the EMAC link on the ADEConnect Page

- ✓ Add EMAC User to Monitoring Program Cycle

# EMAC Administrator

## Steps to add a user to an EMAC monitoring cycle

- Step 1: Go to [https://www.azed.gov/](https://www.azed.gov/)
- Step 2: Select **ADEConnect** Menu Option



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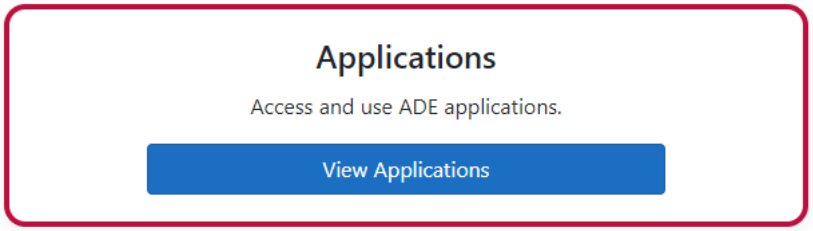
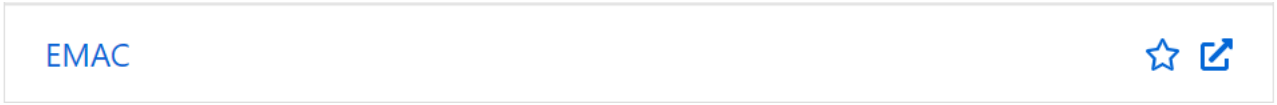
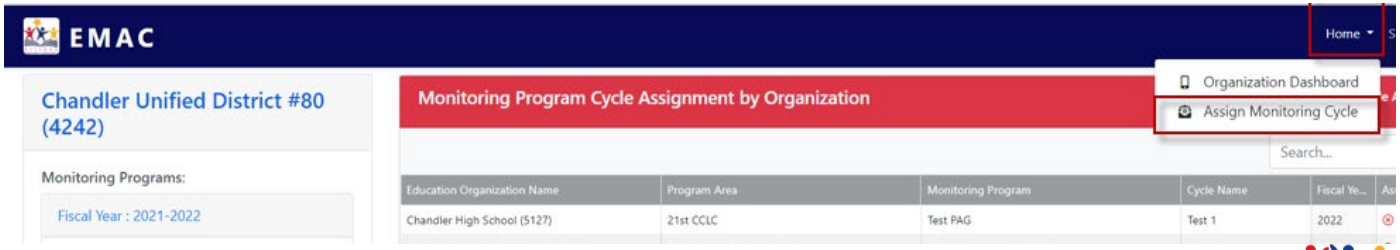
- Step 3: Select **View Applications**




- Step 4: Select **EMAC**

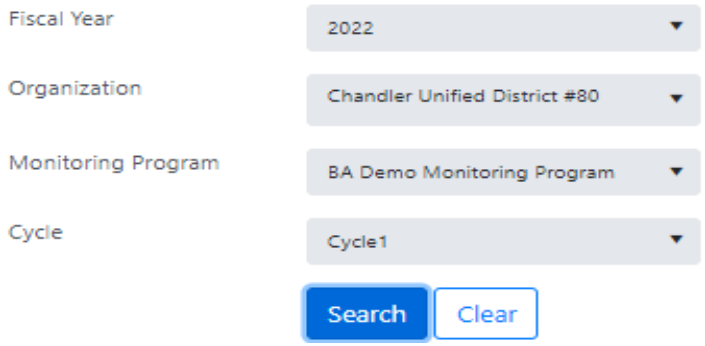



- Step 5: Select **Home\Assign Monitoring Cycle**

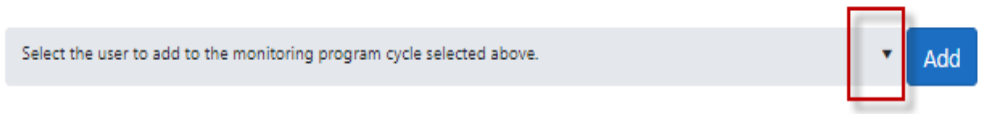


# EMAC Administrator

- Step 6: On the **Organization User Assignment** Page, Select the **Fiscal Year, Organization, Monitoring Program,** and **Cycle** for assignment. Select the **Search** button.



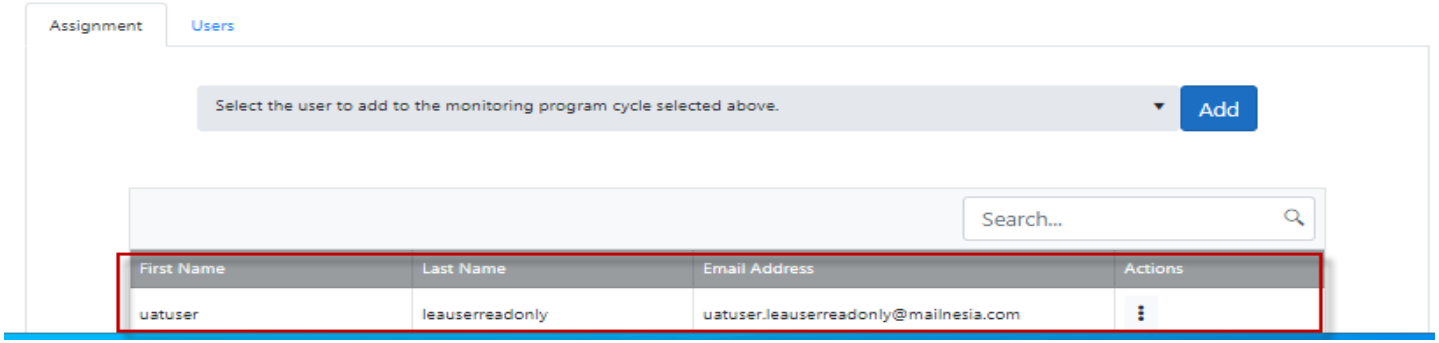

- Step 7: On the **Assignment Tab,** Select the arrow next to the add button. Select the user from the dropdown list you wish to assign and then select the **Add** button.



# EMAC Administrator

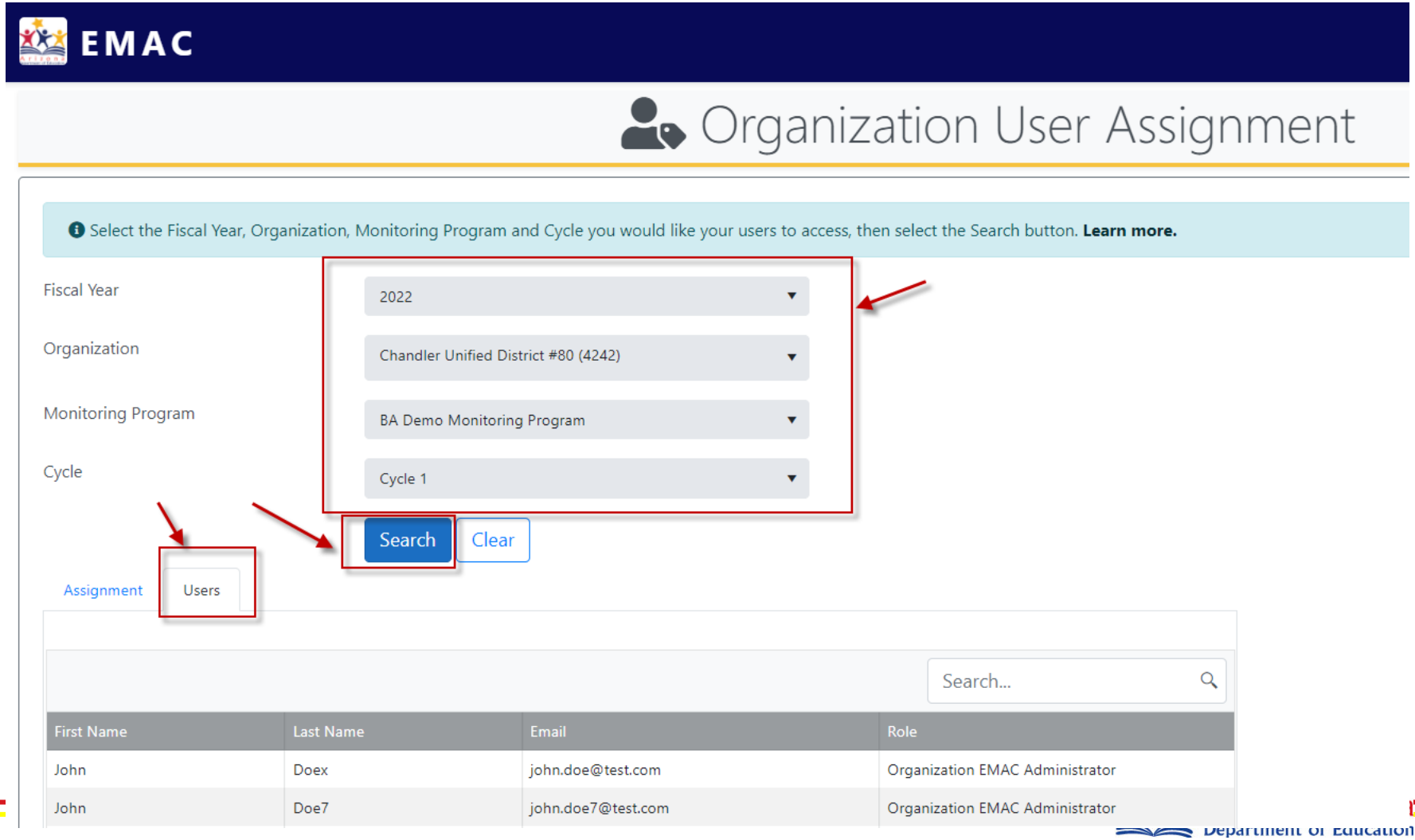
- Step 8: User will appear on the list below the Add button.

  Assignment is complete.



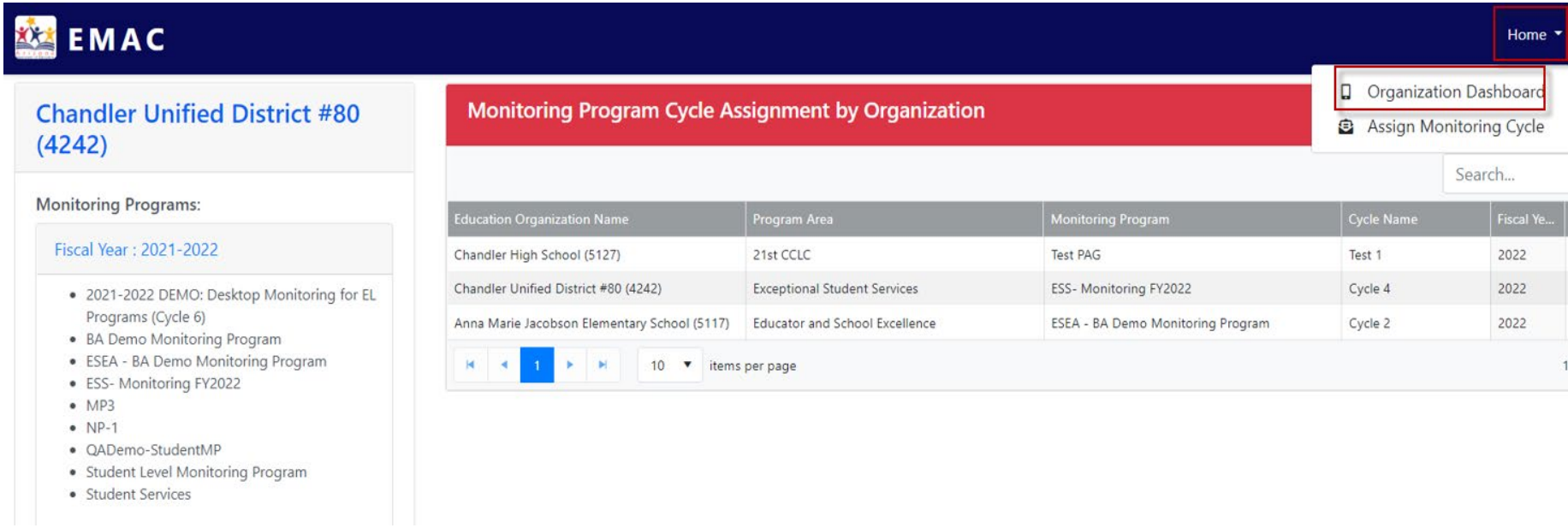
# EMAC Administrator – EMAC User List

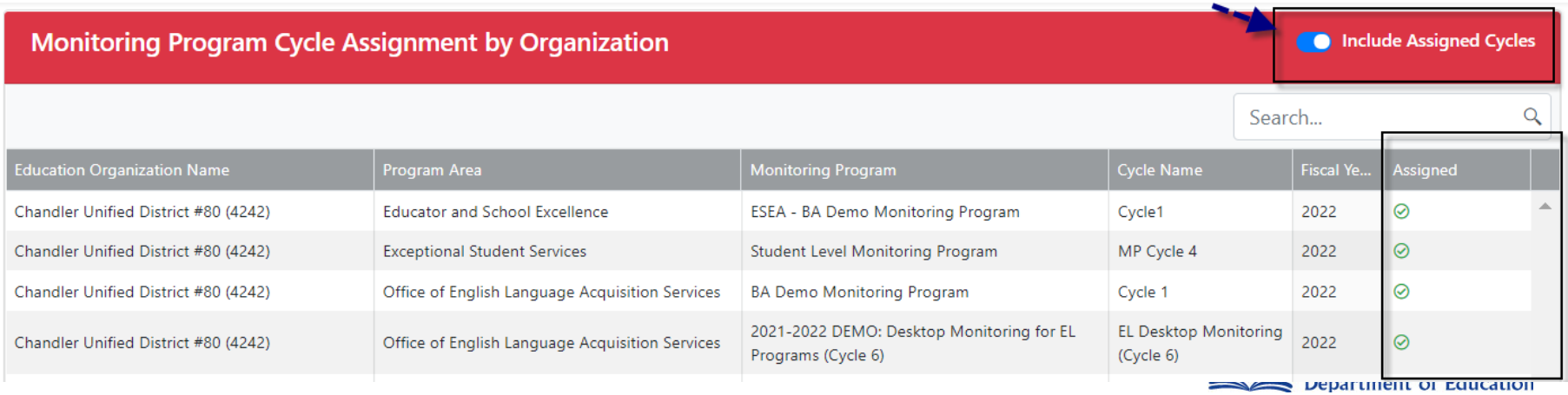
**Organization User Assignment** Page, Select **User** tab to view a list of available EMAC users for your organization



# EMAC Administrator - Organization Dashboard

- View list of monitoring programs




- View list of monitoring program cycle assignments by Organization