Guidance to Uploading ECAP in EMAC
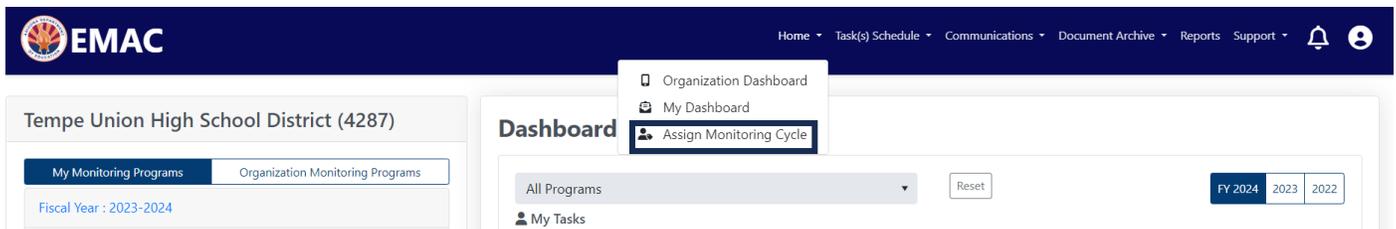
[EMAC Portal User Guide](#) – Use this guide as an overview of EMAC.

Step 1: Make sure the person who is going to upload the documents has an ADE Connect account and is assigned an EMAC user in the system. The following guidance will walk you through these steps if they are not set up in ADE Connect and/or EMAC.

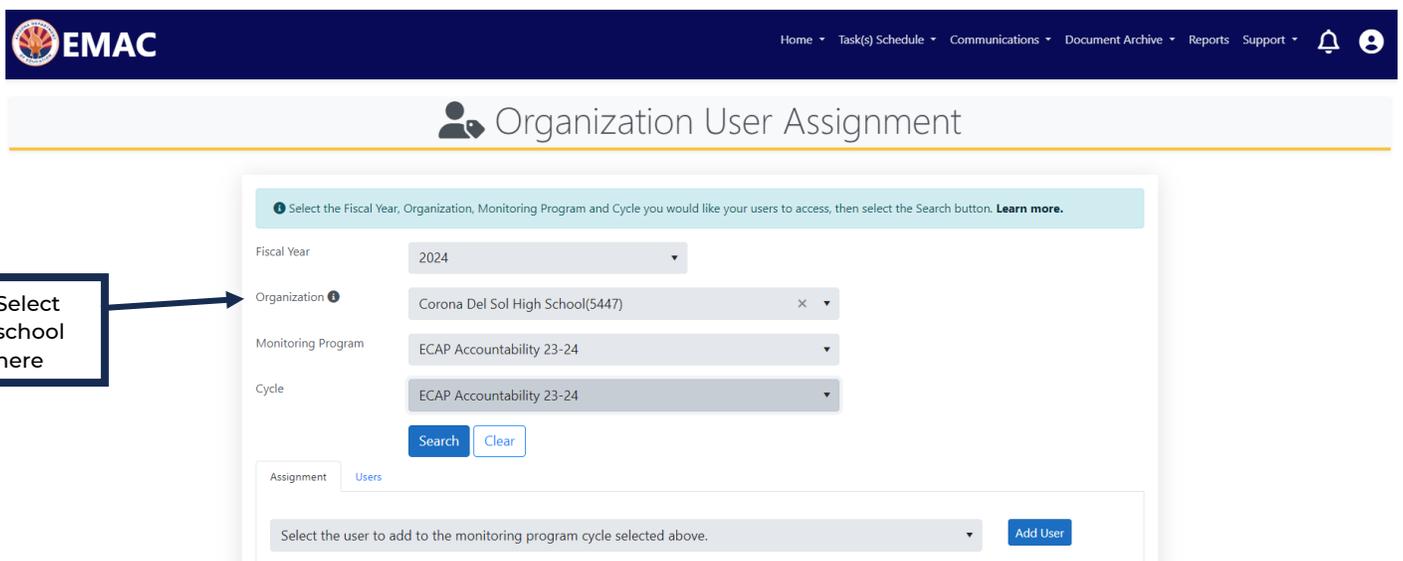[EMAC Administrator Guide – Setup User Access to EMAC](#)

Step 2: To begin, you will need to log in to the District Dashboard as the EMAC Administrator role. You will need to assign the monitoring cycle to upload.

- Select Home/Assign Monitoring Cycle

- On the Organization User Assignment page, select the fiscal year, organization (must select school, not the district), monitoring program, and cycle for the assignment. Select the search button.

- 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 click on the add button.

- User will appear on the list below the add button. Assignment is complete.

Step 3: From the district/charter entity dashboard, click on the tab titled School Schedule on the top blue bar. When the drop down appears, only put in the year and the monitoring program. Take out the dates and then click on search. This will pull up the page where you can upload the documents. ECAP was assigned to the school and not the district/charter entity, so it will not appear on the district/charter entity dashboard task list but will appear on the school dashboard task list.

Step 4: Every school must upload the implementation plan for task 1 and upload the student sample for task 2. If your school is a registered user for My Future AZ, you can follow the <u>instructions for downloading an ECAP Summary</u>. When you upload the documents, please make sure you complete all 3 steps: select file, upload, and then submit for review.

EMAC

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ECAP Implementation Plan 2024 #140705

| **Program Area** Academic Standards | **Monitor Program** ECAP Accountability 23-24 | **Cycle** ECAP Accountability 23-24 | **Fiscal Year** 2024 |

Staff Assigned

Name	E-Mail	Internal	Type
Emily Brown	Emily.Brown@azed.gov	Yes	Primary

Assigned On: 7/26/2023

IsOnsite Visit: ⊗

Data Collection Method: Desktop Review

Last Modified On: 7/26/2023 4:27:22 PM

Start Date: 7/1/2023

End Date: 4/30/2024

EMAC

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If you do not see your document listed, then it did not upload, and your plan will be rejected so you can resubmit. If you still need assistance, please email Emily Brown at Emily.Brown@azed.gov.