



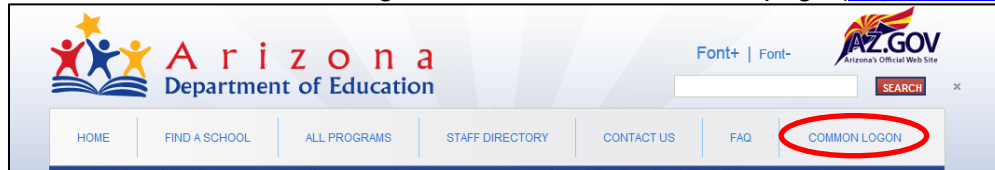
Arizona Department of Education

Exceptional Student Services (ESS) / Data Management

Last Updated: August 2012

Instructions for updating contact information in the LEA Profile / Enterprise Database

1. Updates must be made via the Common Logon, found on the ADE home page (<http://www.azed.gov>).



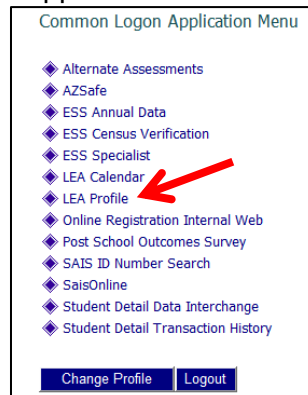
2. Enter a Username and Password, then click the **Continue** button to access the list of Common Logon applications:

The gateway to secure data transactions and information

Username:

Password:

3. Click on **LEA Profile** in the list of available applications.



4. Edit the **Name**, **Phone**, and **Email** fields for new staff replacing those previously in the position (SPED Director, SAIS Technology Coordinator, SPED Census, etc.).
→ To add a new position to the database, skip to step 5; for example, to add an additional person to be listed as the contact for SPED Census.

5. Click on the **Email: Change Request** button at the bottom of the screen.

SAIS Technology Coordinator:

6. Enter contact information in the **Name**, **Phone Number**, and **E-mail** fields. If you have made changes to existing information, the changes will be shown in the **Requested Changes** area.
 - If you are adding a new position, type the information to be added into the **Comments** field; for example, "Please add the following person as a contact for the SPED Census for this LEA," followed by the person's name, telephone number, and email address. When you are entering the email address, it is recommended that you use the word "at" rather than the "@" symbol.

LEA Entity Change Request

To confirm these changes I may be reached at:

Name:

Phone Number:

E-mail:

Fax Number:

* Name, E-mail and Phone are required

Comments:

Requested Changes:

<None>

Send

Reset

NOTE: You are submitting this to ADE to be updated. You are not updating directly to our database.
We attempt to update the data within the same business day. In the event we cannot, we guarantee to have it updated by the next business day.

7. Click on the **Send** button to submit the information to the ADE Support Center and request that changes be made.