Arizona Department of Education

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

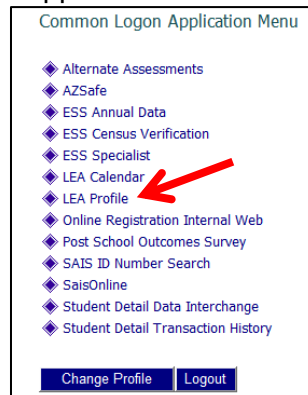1. Updates must be made via the Common Logon, found on the ADE home page (http://www.azed.gov).
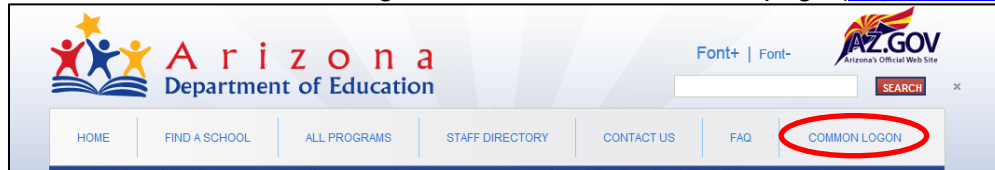
2. Enter a Username and Password, then click the **Continue** button to access the list of Common Logon applications:

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.

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.

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