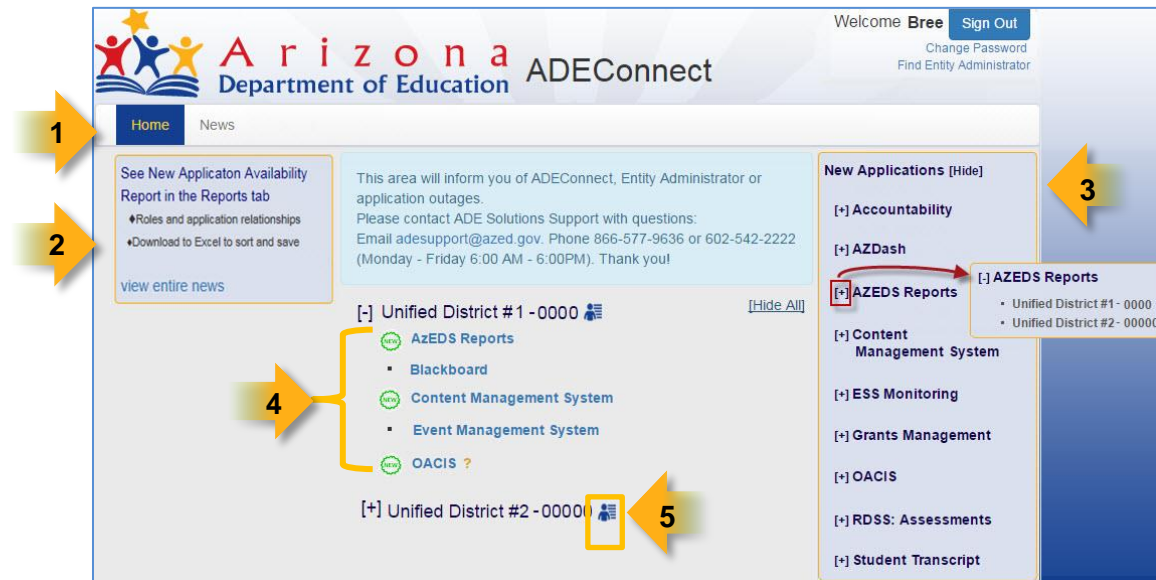# ADEConnect Portal

Figure 1: Home Screen

(1) Navigates the ADEConnect Portal. Options turn **blue** when selected:

- **Home:** Returns to the Home screen (*Figure 1*).
- **News:** Lists new applications, changes, and enhancements, with links to helpful information (*Figure 2*).
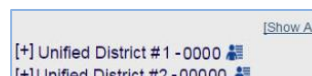
(2) Displays the most recent unread news. Click **View Entire News** to see all content posted on the News tab (*Figure 2*).

(3) Lists new applications recently added to ADEConnect.

- Click [+] to expand an application to display Entities with access.
  - o Click [-] to collapse the application.
- Click **[Hide]** to collapse the entire sidebar:
  - o Click **[Show]** to expand the sidebar

(4) Lists applications available per Entity:

- (NEW) indicates a new application (also listed in the right-hand **New Applications** sidebar)
  - o Opening the application removes the **New** icon and removes it from the sidebar.
    - ▪ **Example:** In *Figure 1*, Blackboard has been used so it is no longer labeled New and is no longer shown in the New Applications sidebar.
- Click [+] to expand an Entity and view available applications.
  - o Click [-] to collapse an Entity.
- ? indicates an FAQ is available for the application; click the ? icon to open the FAQ.
- Click **[Hide All]** to collapse all Entities:
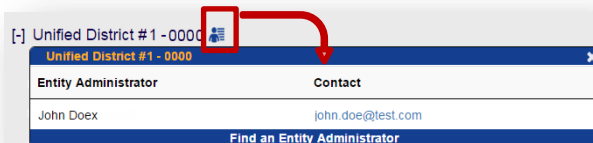 - o Click **[Show All]** to expand all Entities.

(5) Displays specific Entity Admin contact information. This replaces the Administrator Contact link.

- Click ![x] to close the window.

- Click **Find an Entity Administrator** to search for an Entity Administrator of a different Entity:
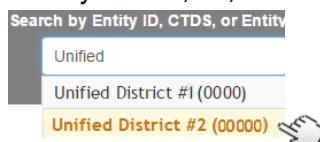
  *Note: Also available by clicking **Find Entity Administrator** at the top of screen:*
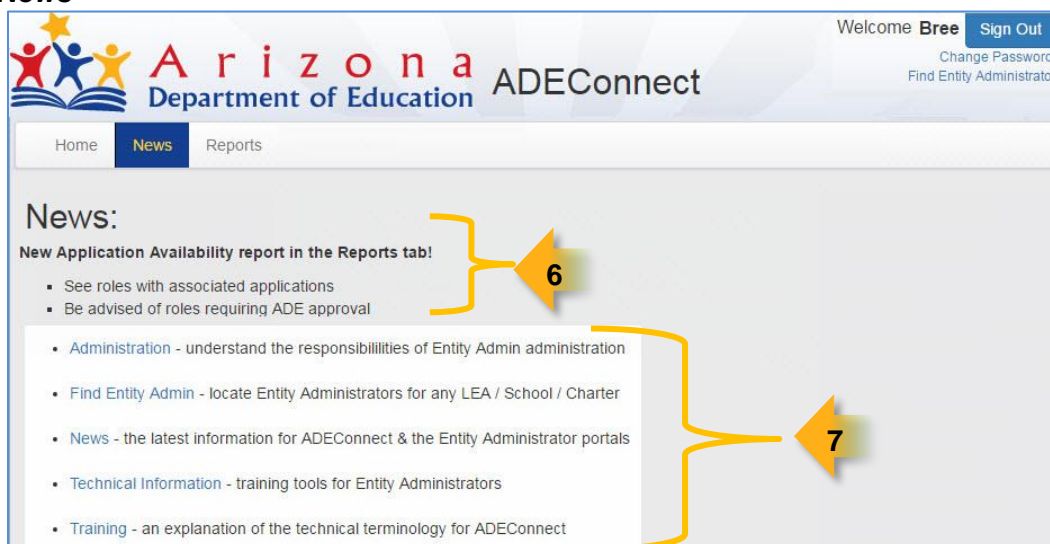
  o Type the Entity **Name**, **ID**, or **CTDS**; matching Entities populate the drop-down menu:

    ▪ Select the **Entity** from the drop-down menu.

Figure 2: News

(6) Announcements of new portal functionality, including new:

- Applications
- Reports
- Tips and articles
- Enhancements
- Updates
- Modifications to the portal or related processes
- Menu options
- Roles and Permissions

(7) Links to help answer questions, locate training materials, and find information about ADEConnect's latest updates.