

## **Selecting and Viewing**

# Parent Entity & Related Organizations

Updated: April 25, 2017

In the Entity Administration Application, the terms "District, LEA, Charter Holder, or BIE" are replaced by the term Parent Entity. Related Organizations is the new term for any school or charter school and refers to any entity assigned to a higher-level Parent Entity.

#### PARENT ENTITY

On the application homepage, the Parent Entity drop-down menu will list, in ascending alphabetical order, the available Parent Entity names or you will only see those Parent Entities to which you have been assigned.

Quer In Klonglas

Sequence of steps for finding Parent Entity ADEConnect user accounts:

 Select Parent Entity from the Parent Entity drop-down list located just below the page banner and in center of the gray navigation



**Entity Administration** 

Parent Entity : 0 Alhambra Elementary District (4280) -

bar. You can also enter two or more characters to filter the list.

- Once the Parent Entity is selected, click the User Management block from the User Management window.
  - Alternately, select User Management from the Administration tab dropdown menu located to the left of the Parent Entity menu on that same gray navigation bar.



3) The User Management screen displays for the selected Parent Entity. Listed users are those assigned at the Parent Entity level only, not Related Organizations.

## ADE Quick Reference Guides Entity Admin Application



9	Cara uperintendent o	In Alonger		En	ity Administratio	n					Entity Admi	inistrato
# Home	Administration	+ Reports		Parent Entity : 0	Nadaburg Unified School District (4252) *	<b>*</b> =			Feedback	O Help	DEConnect	Log
User M	lanagemei	nt										
The View Le Selecting the Click the Add View Level O Parent Relate	e Related Organi d Users button to t: 0 it Entity 0 ed Organization:	ee fo display Users associated to cations option enables a drop down create new User accounts at the P a      At selected (2) -      QApp Class	the Parent Entitle of Real which lists the organization arent Entity and/or the Relat	ed Organizations associated to the active Par ed Organizations levels.	and provide the second of the	d click the 'Apply' button to vi	ew the User list.		9	Reistra	2 0000	
User Mana Instructio Directly A	ms. Use the filter	s below to refine the list of Users	User Status 🗿 Non	e selected - SIS User	None selected - HQTRole O None	e selected - Application	Role Approval 🙃	None selected +				0.000
User Mana Instructio Directly A Show 10	ns: Use the filter assigned Applic entries	s below to refine the list of Users. ation Roles.	User Status 🗿 Non	sis User.	None selected + HQT Role 🗿 None	e selected - Application.	Role Approval O	None selected •		Search:		
User Mana Instructio Directly A Show 10 *	ns: Use the filter ssigned Applic entries Edit	s below to refine the list of Users: ation Roles: None selected - Name Osinski, Jordan G.	User Status • Non User Status Active	selected - SIS User	None selected - HOT Role  None E-mail Address josinski@nadaburgsd.org	e selected + Application.	Role Approval O	None selected -	* Directly Assigne Academic Coach	Search:	toles	
User Mana Instructio Directly A Show 10 *	Ins: Use the filter ssigned Applic entries Edit Edit	Anne     Anne     Anne     Anne     Anne     Anne	User Status  Non User Status Active	Name (Entity ID) Desert Oasis Elementary School (69746)	None selected - HQT Role  None Email Address Josinski@nadaburgsd org	e selected + Application.	Role Approval	None selected - HQT Role Yes	* Directly Assigne Academic Coach	Search: d Application	toles	
User Mana Instructio Directly A Show 10 *	ens: Use the filter ssigned Applic entries Edit Edit Edit	Name Openski, Jordan G. Piedosephn, Mark H.	User Status  User Status Active Active	Name (Entity ID) Desert Orais Elementary School (89745) Multi-org	None selected - HOT Role  None Email Address Josinski@nadaburgsd.org mfledderjohn@nadaburgsd.org	e selected + Application.	Role Approval	None selected - HAT Role Yes Yes	* Directly Assigne Academic Coach Assigned Roles(1	Search:	toles	

Note: The ADEConnect users listed here are associated to the Parent Entity.

### ADE Quick Reference Guides Entity Admin Application



#### **RELATED ORGANIZATIONS**

Sequence of steps for locating a Related Organization and associated ADEConnect user accounts:

- 1) Related Organizations are not included in the Parent Entity drop-down list. Once you have selected a Parent Entity and opened the User Management screen, change the View Level option button to Related Organizations.
- 2) Use the gray drop-down button located to the right of the Related Organization's radio button to select the Related Organization(s) you wish to manage.
  - a. You can select all or just select some of the Related Organizations from this list.
  - b. Click the blue Apply button to see the list of ADEConnect user accounts for the selected related organizations.

**Note:** Notice the gray drop-down button now

4 selected - QApply

indicates the number of related organizations you selected to display on the user management screen. This should match the number of checked boxes in the drop-down menu.

Lain - Im Superintendent of	Langlese Public Instruction	E	ntity Administration		Welcome, Sally Struthers Entity Administrator
Home Administration -	Reports	Parent Entity : 0	Athambra Elementary District (4280) *	edback 🛛 Helj	p ADEConnect Logout
User Management					
tructions: p manage ADEConnect User acc he View Level options are used to electing the Related Organization lick the Add Users button to creat view Level: <b>0</b> <b>O Parent Entity 0</b> <b>Related Organizations 0</b>	contributed of different Parent Entitles or Related organizations adapting Users associated to the Parent Entity level or Relate is option enables a drop down which lists the organizations as the new User accounts.	the Parent Entity must be of 0 organizations. sociated to the active Parent	anged in the Parent Exhity doop down field which will refers the field of Users for the new Parent Exhity. Exhity, Select the Related Organizations and click the Apply button to were the User list.		
related organizations selected.	Q Search  Select all		O Parent Entity		
	Andalusia Middle School (5382)     Barcelona Middle School (5384)     Carol G. Peck Elementary School (6030)	Co	Related Organizations	ected <del>+</del>	QApply
_	Catalina Ventura School (5385) Cordova Elementary School (5385) Cordova Primary School (5031)				

#### **Entity Admin at Related Organization Level Only**

If you are an entity administrator only at the Related Organization level, your User Management screen will default to the Related Organizations View Level.