Becoming the MOWR Contact for Your School and/or District

Step 1: Create an account in ADE Connect.

- Your account permissions in ADE Connect are controlled by your ADE Connect Entity Administrator.
  - If there has been a change in administrative roles at your district/charter or an ADE Connect account has not been previously set up, please contact ADE Support at support@azed.gov or 602-542-7378 to request an Entity Administrator account for Move on When Reading permissions.

Step 2: Entity Administrator assigns additional ADE Connect users and roles for MOWR.

- LEA Approver (District Level)
  - This role allows district users to review and finalize submissions of MOWR Literacy Plans and/or assessment data from all schools within the district.
  - This role will also allow district users to aggregate school submissions into a district submission to the Arizona Department of Education and submit that aggregation for review.

- School Approver (School Level)
  - This role will allow school users to enter and submit site-level MOWR Literacy Plans and/or assessment data.

- Note: If the same person is submitting and reviewing as both a school and a district (e.g. a single charter school), that individual must sign in to both entities separately in ADE Connect to access the appropriate permissions.
  - School Approver to enter K-3 literacy plans and assessment data.
  - LEA Approver to add required budget data to the literacy plan and to review and approve K-3 literacy plans and assessment data for submission to ADE.

For technical assistance regarding access or permissions in ADE Connect, contact support@azed.gov or call 602-542-7378.

For questions regarding MOWR requirements, literacy plans and/or assessment data, contact moveonwhereading@azed.gov or call 602-364-2355.