



HOW TO GRANT PERMISSIONS IN ADECONNECT

CHILD AND ADULT CARE FOOD PROGRAM
ARIZONA DEPARTMENT OF EDUCATION



How to Grant Permissions in ADEConnect

Thank you for taking the time out of your day to learn how to grant permissions to online systems in ADEConnect.

To submit applications and claims for reimbursement, administrative staff must have access to the two online systems:

1. CNP Management Plans and Budgets
2. CNPWeb

To access these systems, permissions must be granted. The following slides will walk you through the steps of granting permissions to those two systems.



WHO can grant permissions?



Only Entity Administrators are able to grant permissions in ADEConnect.

To identify who your organization's Entity Administrator is, login to ADEConnect and select 'Find Entity Administrator'

WHO should be given permissions?

Staff members responsible for submitting CACFP applications and claims need access to the CNP Management Plans and Budgets and the CNPWeb.

Note! Entity Administrators must grant permissions for themselves, if needed.




How to Grant Permissions in ADEConnect

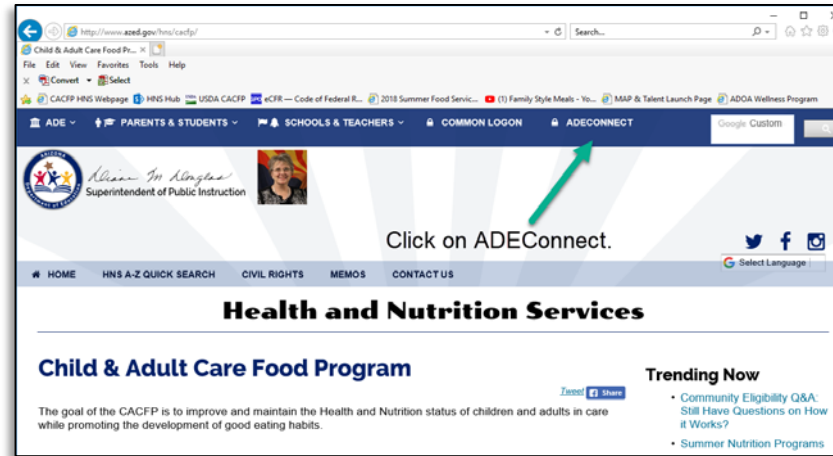
Now that we know who
can grant permissions
and who needs
permissions, let's dive in!



Step 1: Login to ADEConnect.

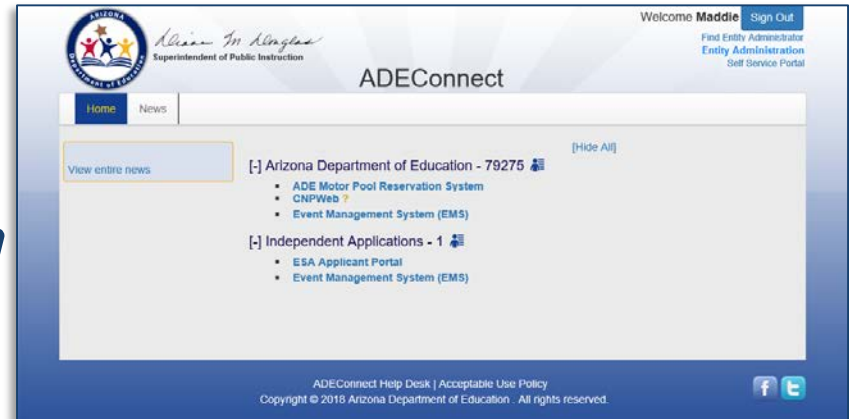
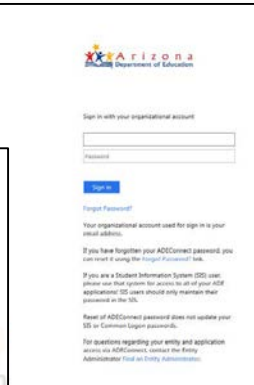
To access ADEConnect, visit the ADE Health and Nutrition Webpage at <http://www.azed.gov/hns/cacfp>. This page, or one similar, will load.

Once loaded, click on  found on the top of the webpage.



This page, or one similar, will load.

Enter your username and password in the appropriate fields and press 'Sign in.'



If this page, or one similar, opens, you have successfully logged into ADEConnect.

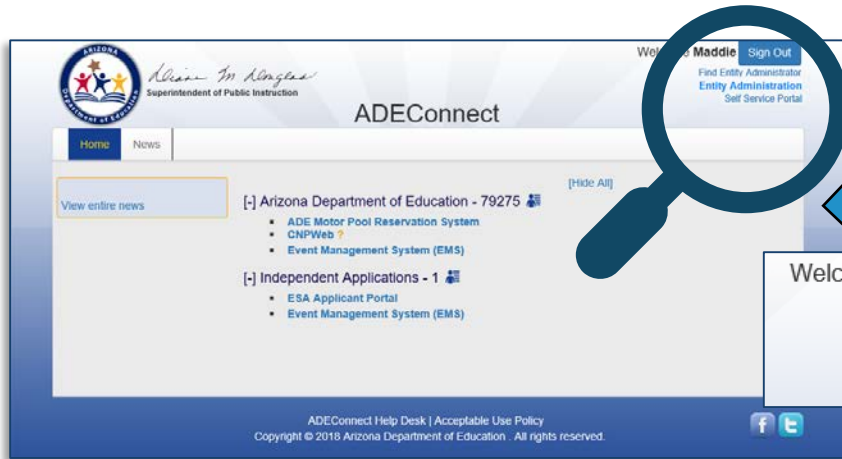
How to Grant Permissions in ADEConnect

If you were not able to
successfully load
ADEConnect, fear not!
Contact ADESupport at
(602) 542-2222 and they'll
be happy to assist you.
Let's continue!



Step 2: Select 'Entity Administration'

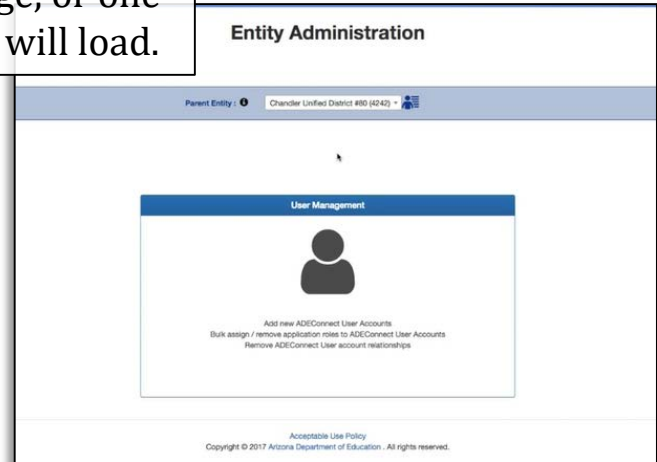
Select the link titled 'Entity Administration' on the top right-hand side of the webpage.



The screenshot shows the ADEConnect homepage. At the top right, there is a 'Sign Out' button and a link to 'Find Entity Administrator'. Below this, a magnifying glass highlights the 'Entity Administration' link. A blue arrow points from the magnifying glass to a callout box.

If you do not see Entity Administration listed, you likely are not the Entity Administrator. Revisit slide 3 for assistance.

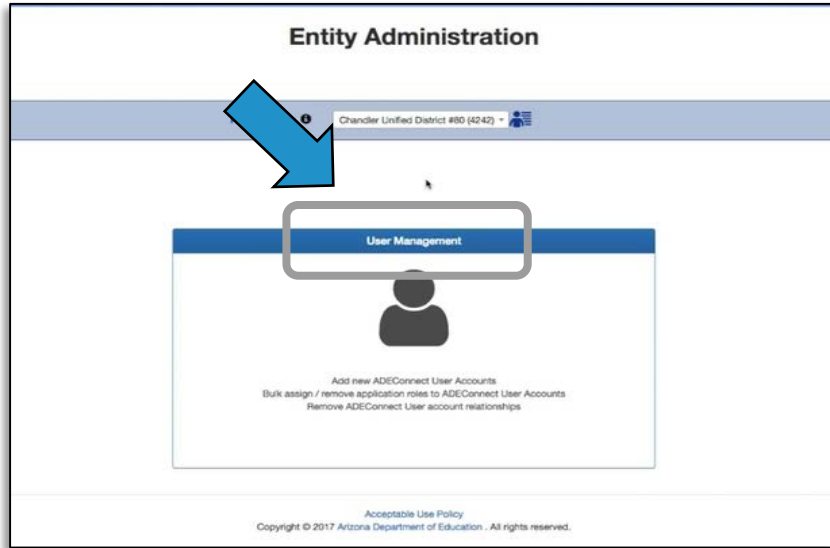
This page, or one similar, will load.



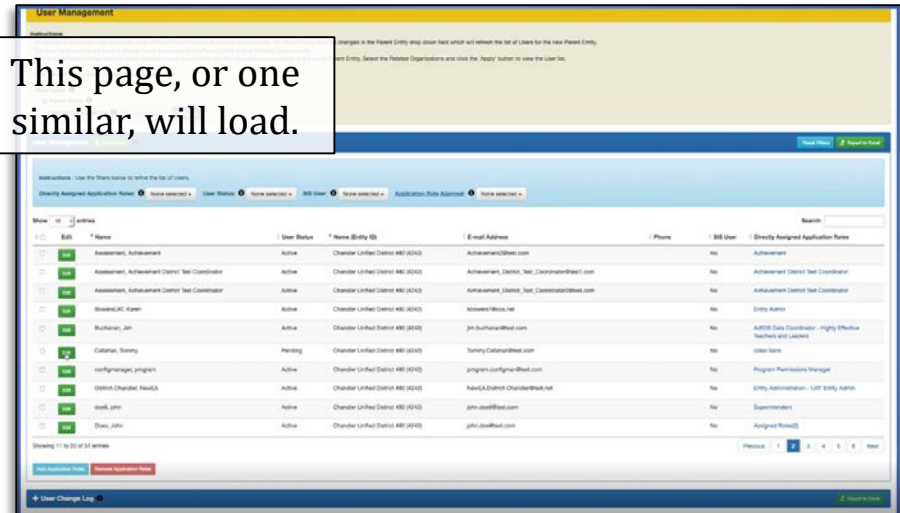
The screenshot shows the 'Entity Administration' page. At the top, it says 'Parent Entity: Chandler Unified District #80 (4242)'. Below this, there is a 'User Management' section with a user icon and the text 'Add new ADEConnect User Accounts', 'Bulk assign / remove application roles to ADEConnect User Accounts', and 'Remove ADEConnect User account relationships'.

Step 3: Select 'User Management'

Select 'User Management' on the dark blue toolbar.



This page, or one similar, will load.



This is the User Management page. Here, we will begin the process of granting permissions to the CNP Management Plans and Budgets & CNPWeb to specific users.



User Management

Instructions:

- To manage ADEConnect User accounts under different Parent Entities or Related organizations, the Parent Entity must be changed in the Parent Entity drop down field which will refresh the list of Users for the new Parent Entity.
- The View Level options are used to display Users associated to the Parent Entity level or Related Organizations.
- Selecting the Related Organizations option enables a drop down which lists the organizations associated to the active Parent Entity. Select the Related Organizations and click the 'Apply' button to view the User list.

Click the Add Users button to create new User accounts.

View Level:

☒ Parent Entity ☐ Related Organizations

User Management

Instructions: Use the filters below to refine the list of Users.

Directly Assigned Application Roles: **User Status:** **SIS User:** **Application Role Approval:**

Show 10 entries

	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	Directly Assigned Application Roles
<input type="checkbox"/>	Assessment, Achievement	Active	Chandler Unified District #80 (4242)	Achievement@test.com		No	Achievement
<input type="checkbox"/>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator@test1.com		No	Achievement District Test Coordinator
<input type="checkbox"/>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator2@test.com		No	Achievement District Test Coordinator
<input type="checkbox"/>	BowersLUI, Karen	Active	Chandler Unified District #80 (4242)	kbowers1@cos.net		No	Entity Admin
<input type="checkbox"/>	Buchanan, Jim	Active	Chandler Unified District #80 (4242)	jim.buchanan@test.com		No	AudES Data Coordinator - Highly Effective Teachers and Leaders
<input type="checkbox"/>	Callahan, Tommy	Pending	Chandler Unified District #80 (4242)	Tommy.Callahan@test.com		No	Video Bank
<input type="checkbox"/>	configmanager, program	Active	Chandler Unified District #80 (4242)	program.configmanager@test.com		No	Program Permissions Manager
<input type="checkbox"/>	District-Chandler, NewEA	Active	Chandler Unified District #80 (4242)	NewEA.District-Chandler@test.net		No	Entity Administration - UAE Entity Admin
<input type="checkbox"/>	doel, john	Active	Chandler Unified District #80 (4242)	john.doel@test.com		No	Superintendent
<input type="checkbox"/>	Doe, John	Active	Chandler Unified District #80 (4242)	john.doe@test.com		No	Assigned Roles(2)

Showing 11 to 20 of 51 entries

User Change Log

Step 4: Find the user to be granted permissions.

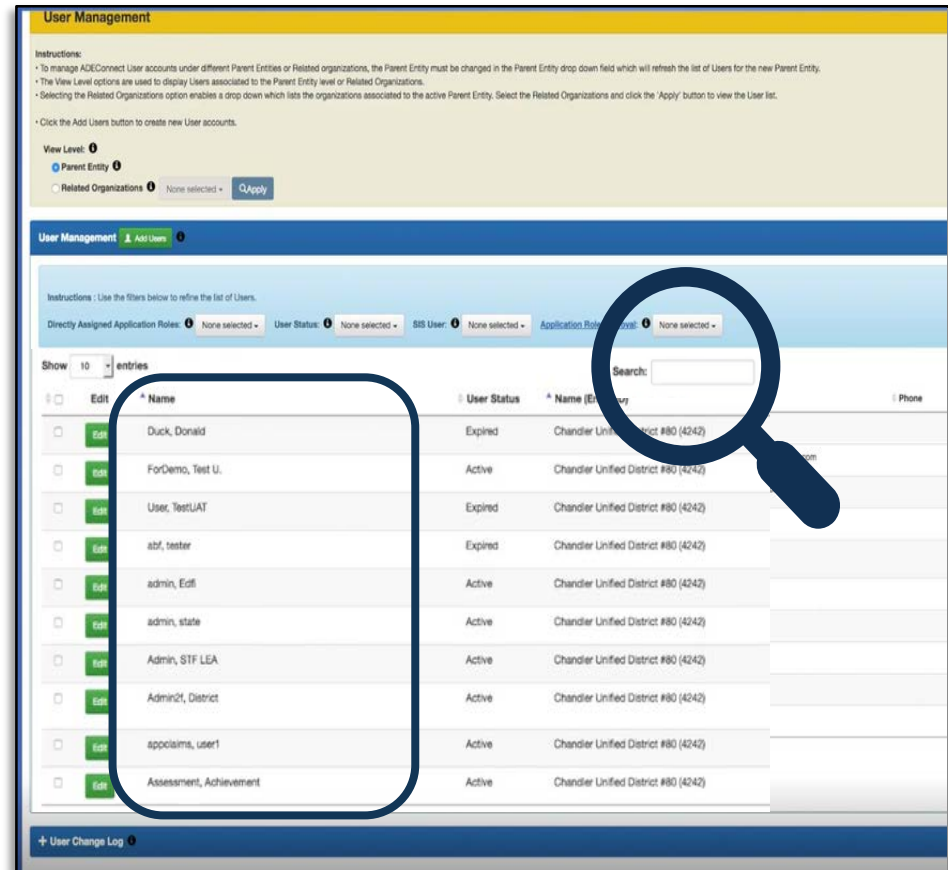
Find the individual you wish to grant access.

To do so, either:

1. Search for the user utilizing the 'Search' bar on the right-hand side of the page and typing in their name.

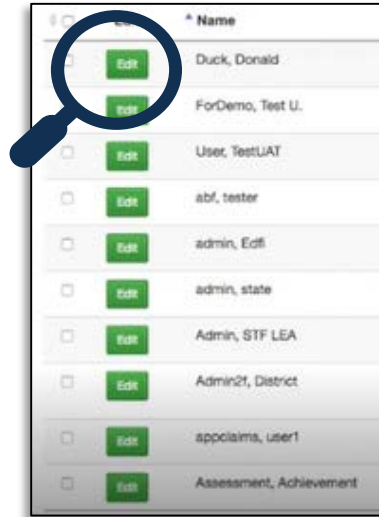
OR

2. Find their name by scrolling through the names listed.

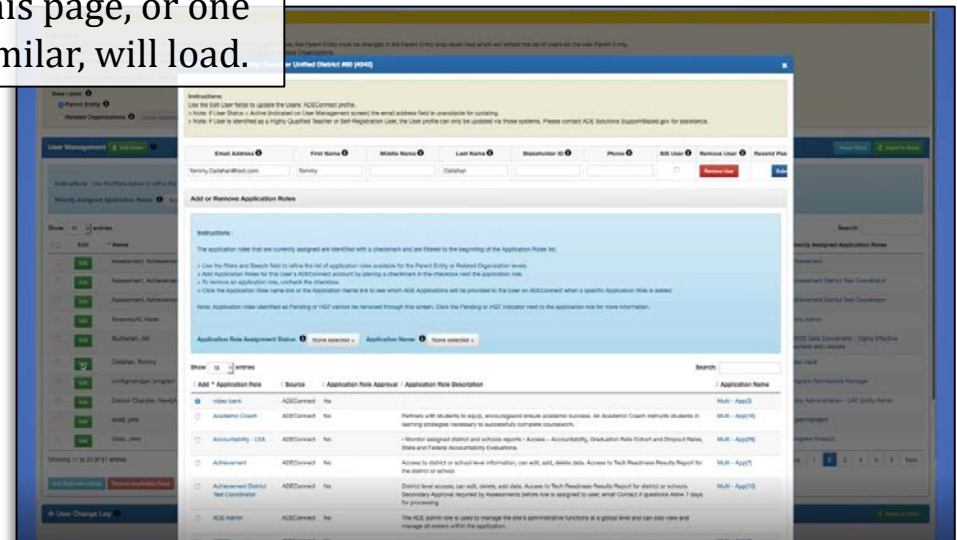


Step 5: Click 'Edit' next to the user.

Once the user has been found, press the green edit button to the left of their name.



This page, or one similar, will load.



Step 6: Search for Management Plan & Budgets.

Once the page has loaded, type 'CNP Management Plans and Budgets' in the search bar located about halfway down on the right-hand side of the page. Once typed, press enter on your keyboard to search.

The screenshot displays the 'Edit User - Parent Entity: Chandler Unified District #60 (4342)' interface. The 'Add or Remove Application Roles' section is active, showing a list of application roles with columns for 'Add Application Role', 'Source', 'Application Role Approval', and 'Application Role Description'. A search bar is located on the right side of the interface, and a magnifying glass icon is positioned over it. A callout box points to the search bar with the text 'Search: CNP Management Plans and Budgets'.

Add Application Role	Source	Application Role Approval	Application Role Description
<input checked="" type="checkbox"/>	video bank	ADEConnect	No
<input type="checkbox"/>	Academic Coach	ADEConnect	No
<input type="checkbox"/>	Accountability - LEA	ADEConnect	No
<input type="checkbox"/>	Achievement	ADEConnect	No
<input type="checkbox"/>	Achievement District Test Coordinator	ADEConnect	No
<input type="checkbox"/>	ADE Admin	ADEConnect	No

Step 7: Select 'Add' and 'Submit.'

Once the page has loaded, verify that the 'Application Role' reads 'CNP Management Plans and Budgets'. Once verified, check the box under 'Add'.

Add	Application Role	Application Role Approval	Application Role Description
<input type="checkbox"/>	CNP Management Plans and Budgets		



Check the box under 'Add'.



Verify that the 'Application Role' reads 'CNP Management Plans and Budgets'

After you have checked the box under the 'Add' column, click the blue 'Submit' button on the bottom of the page.

Pressing 'Submit' will complete the assignment of the CNP Management Plans and Budgets to the user.

After pressing 'Submit', you will be redirected to the User Management Screen.





After pressing submit, permissions to the CNP Management Plans and Budgets system has been granted to the selected user.

To grant permissions to additional users:
Repeat steps 4-6.

To grant permissions to the CNPWeb:
Repeat steps 4-6. At step 6, search for 'CAC CNPWeb.'

After permissions have been granted, the user will receive a system generated email similar to the one imaged below when the applications are available on their ADEConnect.

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNP Management Plans And Budgets
- **Addition of Application(s):** CNP Management Plans and Budgets
- **Entity-ID(s):** Arizona Department of Education (79275)
- **Requested by:** Erin Raczynski,

Thank you,

ADE Solutions Support Team

Email: adesupport@azed.gov

Phone: (602) 542-2222

Toll free: 1(866) 577-9636

Fax: (602) 542-2560

Monday - Friday, 7:00 AM - 5:00 PM

It may take up to 30 minutes for the assigned applications to be available in the user's ADEConnect.

If you experience any difficulty, please repeat steps 1-7 or contact ADESupport at (602) 542-2222.



The screenshot shows the ADEConnect web portal. At the top left is the Arizona Department of Education logo and the signature of the Superintendent of Public Instruction. The main header says "ADEConnect". On the right, it says "Welcome Maddie" with a "Sign Out" button and links for "Find Entity Administrator", "Entity Administration", and "Self Service Portal". Below the header is a navigation bar with "Home" and "News". A "View entire news" link is on the left. The main content area shows a list of applications under the heading "[-] Arizona Department of Education - 79275". A green checkmark is placed next to the "ADE Motor Pool Reservation System" link. Below it, a box highlights the "CNP Management Plans and Budgets ?" and "CNPWeb ?" links. Further down, there is a section for "[-] Independent Applications - 1" with links for "ESA Applicant Portal" and "Event Management System (EMS)".

This concludes the How to Grant Permissions in ADEConnect guide.

Thank you for viewing!





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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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