EMAC Desktop User Manual

Educational Monitoring, Assistance & Compliance (EMAC)

Core Guide for Local Education Agencies (LEAs)

Arizona Department of Education

1535 West Jefferson Street, Phoenix, Arizona 85007

Version 3.1.1

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1. Purpose

EMAC is the Educational Monitoring, Assistance & Compliance application in ADEConnect. LEAs use EMAC to complete online forms, upload required evidence, and review communication related to assigned data collection tasks.

This manual explains the shared LEA workflow used across EMAC tasks irrespective of program. Program-specific requirements are included in Appendices A, B, C, and D so users do not have to sort through unrelated content.

IMPORTANT

- Always review the appendix for your assigned program before starting work.
- Some programs require preparation outside EMAC before submission.

2. Audience and Scope

This manual is for LEA staff who access EMAC through ADEConnect, complete assigned online forms, upload supporting evidence, respond to feedback from ADE staff, and resubmit tasks returned as Action Required.

This manual does not replace program-specific guidance. Review the appendix for your assigned program before beginning work.

PROGRAM-SPECIFIC NAVIGATION NOTE

Some programs may include program-specific navigation, assignment, or task-access requirements. Users should review the applicable program appendix before completing assigned tasks. For example, 21st CCLC includes both LEA-level and site-level users, and some tasks must be accessed or assigned at the school/site level.

3. Before You Begin

Before you begin, confirm the following:

- You have an active ADEConnect login.
- You can see EMAC in your list of ADEConnect applications.
- Your Entity Administrator has granted you access to EMAC.
- Your EMAC Administrator has assigned you to the correct current-year program.
- You have reviewed the correct appendix for your assigned program.

If you do not know who your Entity Administrator is, select Help in ADEConnect and use Search in the Find an Administrator section.

BEST PRACTICE

Do not start entering information in EMAC until you know which program you are assigned to, what evidence is required, and whether any pre-work must be completed outside EMAC.

4. Accessing EMAC

4.1 Log In to ADEConnect

1. Go to ADEConnect.
2. Sign in with your user account.
3. Confirm that EMAC appears in your application list.
4. If EMAC does not appear, contact your Entity Administrator.

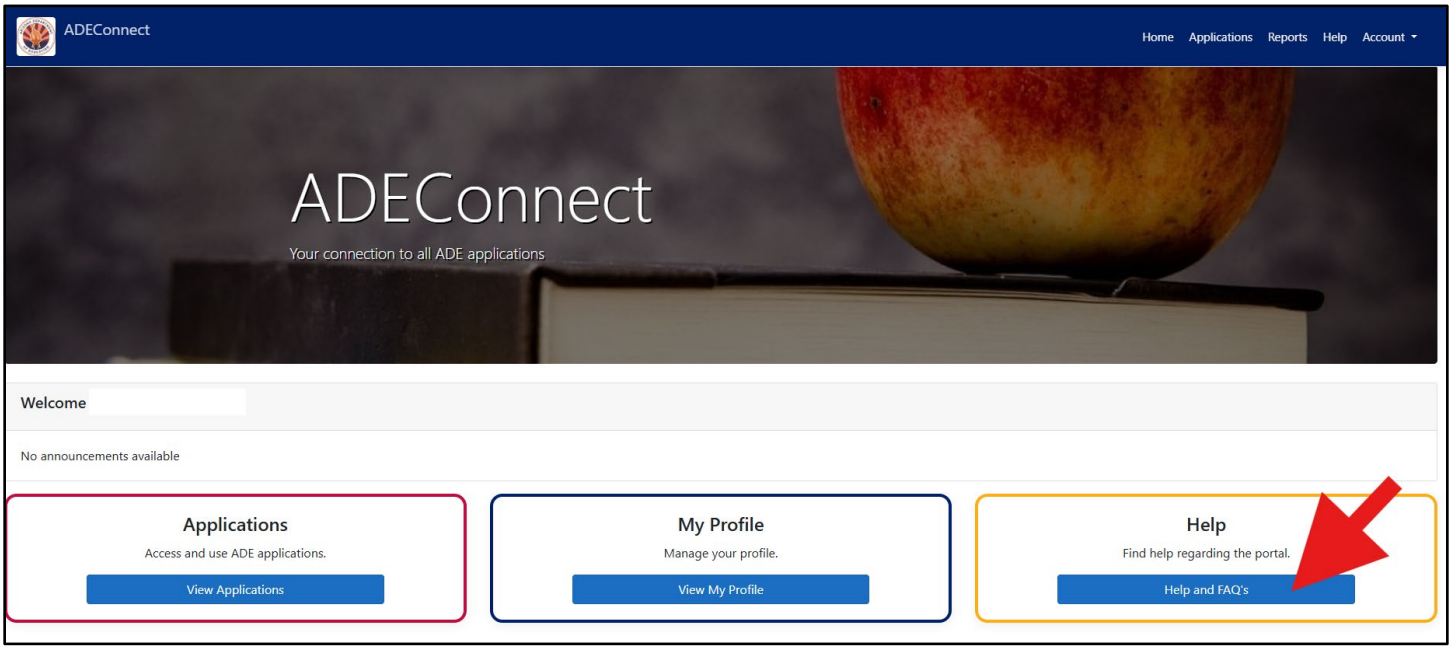


Figure 1. Select help in ADEConnect.

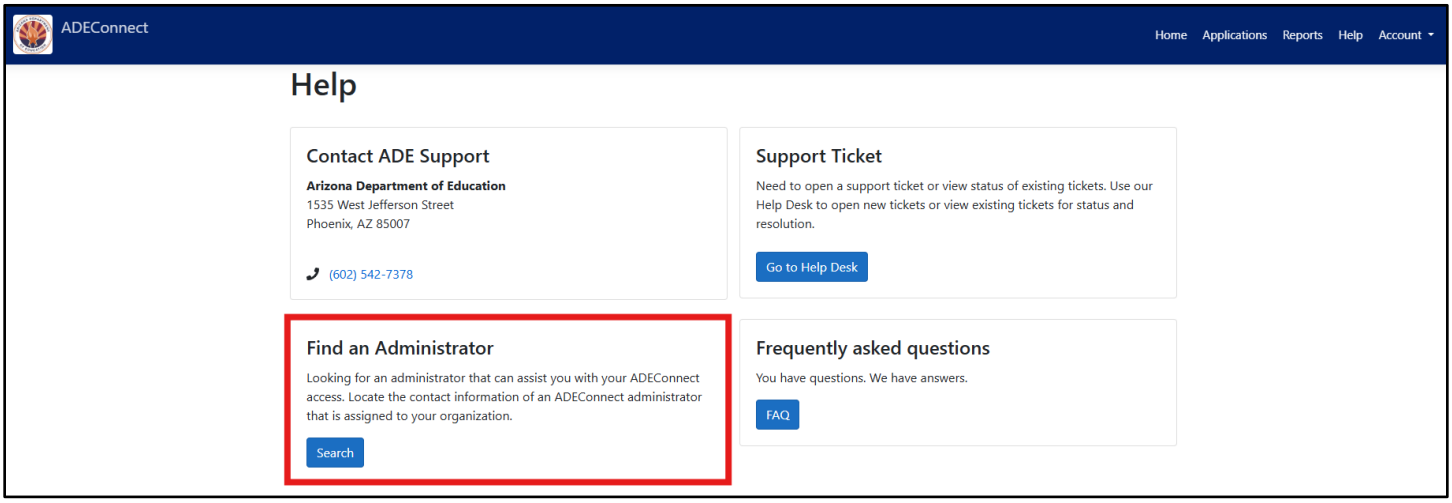


Figure 2. Use Search in the Find an Administrator section to find your Entity Administrator.

Role Name	Description
EMAC LEA User	EMAC user level. Access to the EMAC portal to view and provide monitoring program submissions for district level tasks. Additional permissions below are based on monitoring program settings: • View school level tasks • Perform submissions for school level tasks • Approve school submissions
EMAC LEA User Read Online	For audit purposes. District read only view for monitoring program tasks. This role will not be able to update forms or submit documentation.
EMAC School User	School user level. Access to the EMAC portal to provide monitoring program submissions for the school/
EMAC School User Read Only	For audit purposes. School read only view for monitoring program cycle tasks. This role will not be able to update forms or submit documentation.
EMAC Administrator	Each Entity will have an EMAC admin role. This role assigns EMAC roles by monitoring program and cycle. District administrators can assign district and school users to the monitoring program cycle. This is a separate role from the ADEConnect Entity Administrator.

Figure 3. EMAC User Roles Available

4.2 Open EMAC

5. Select EMAC from your ADEConnect applications.
6. Confirm you are assigned to the correct current-year program on the dashboard.

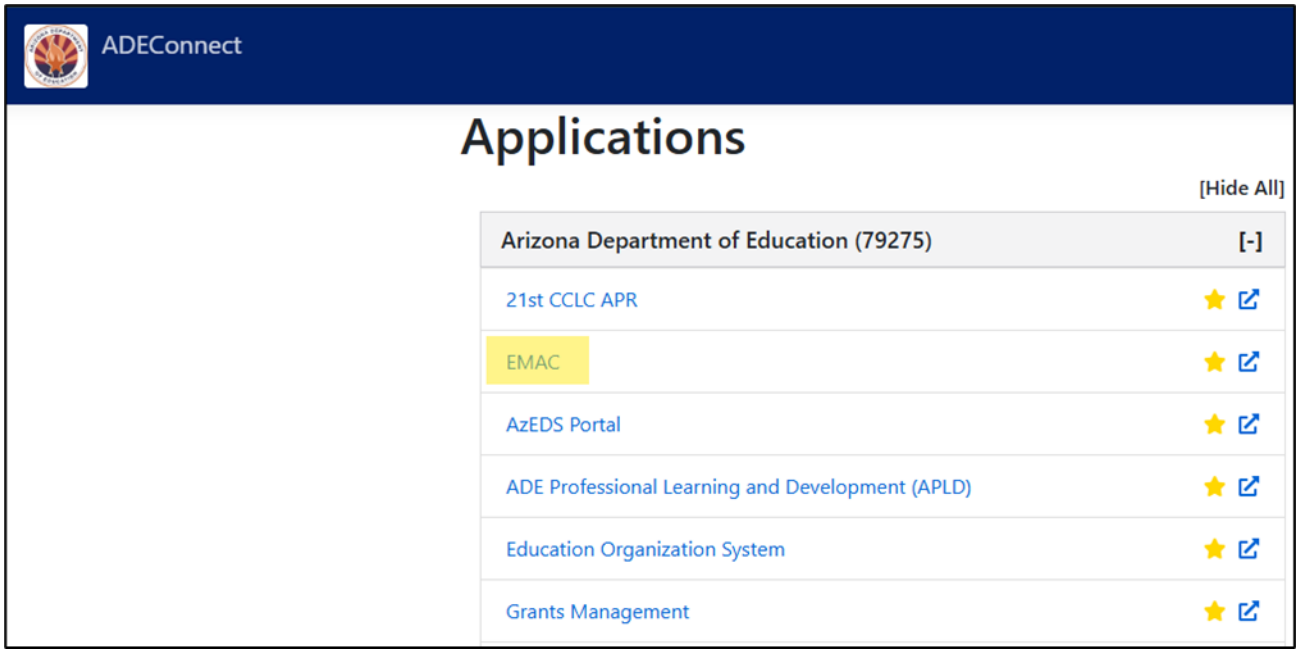


Figure 4. ADEConnect application list showing the EMAC application.

5. Dashboard Overview

When EMAC opens, it opens to the Dashboard. This is where users locate assigned tasks by program and status.

5.1 Select the Correct Program

7. Make sure the current fiscal year button is selected (Top right corner).
8. Use the dropdown menu to search for or select your assigned program.
9. Select the status category you want to review, such as Not Started.

5.2 Open a Task

10. Locate the task row.
11. Go to the Actions column.
12. Click the blue pencil in the box icon.

5.3 Common Status Labels

- **Not Started** – the form or task has not been started.
- **In Progress** – the form has been started but not submitted.
- **Completed** – the task has been submitted.
- **Action Required** – the task has been returned and needs corrections.

5.4 Dashboard Tips

- The EMAC logo on the top left can be used to return to the Dashboard.
- Dashboard Alerts, shown by the bell icon, provide reminders about recent task activities and communications.
- Continue checking the Dashboard after submitting tasks because comments may be posted or tasks may be returned as Action Required.

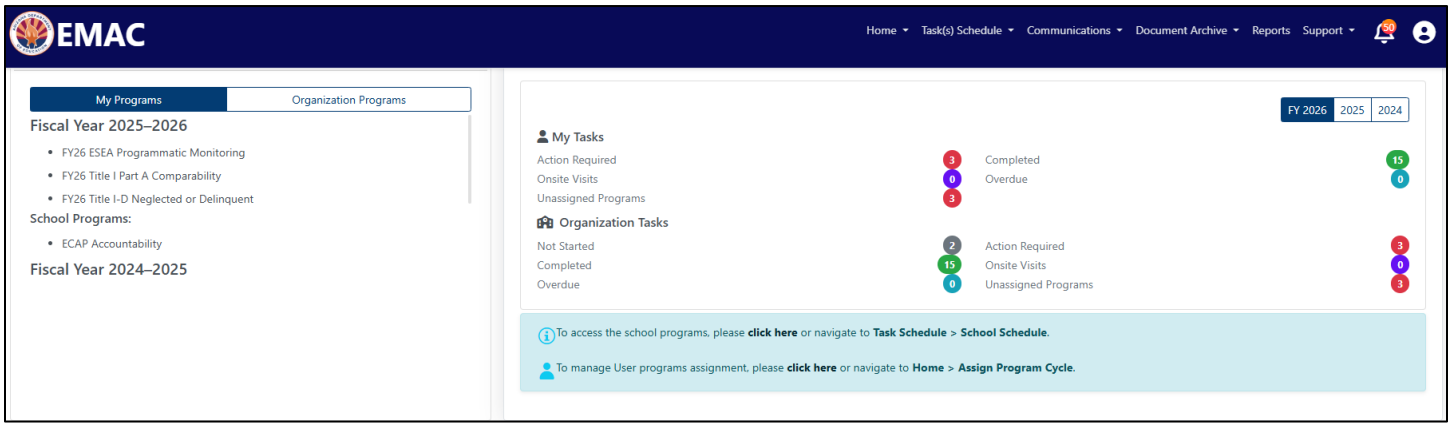


Figure 5. EMAC dashboard with fiscal year selected, program dropdown, task status filter, and dashboard alerts.

6. Understanding the Task Page

After opening a task, users will see the information needed to complete it. Below the Purpose section are five standard tabs.

6.1 Task Page Tabs

- **Submission** – contains the link to the online form and the area to upload evidence documents.
- **Resource** – contains resources to help complete the task.
- **Communication** – contains the record of communication between the LEA and the assigned ESEA Consolidated Education Program Specialist regarding submissions, feedback, and questions.

- **Related Tasks** – shows other tasks associated with the program.
- **History** – shows the record of changes made to the task.

> **QUICK TIP**
>
> Start in the Submission tab for task completion. Use the Communication tab any time a task is returned or clarification is needed.

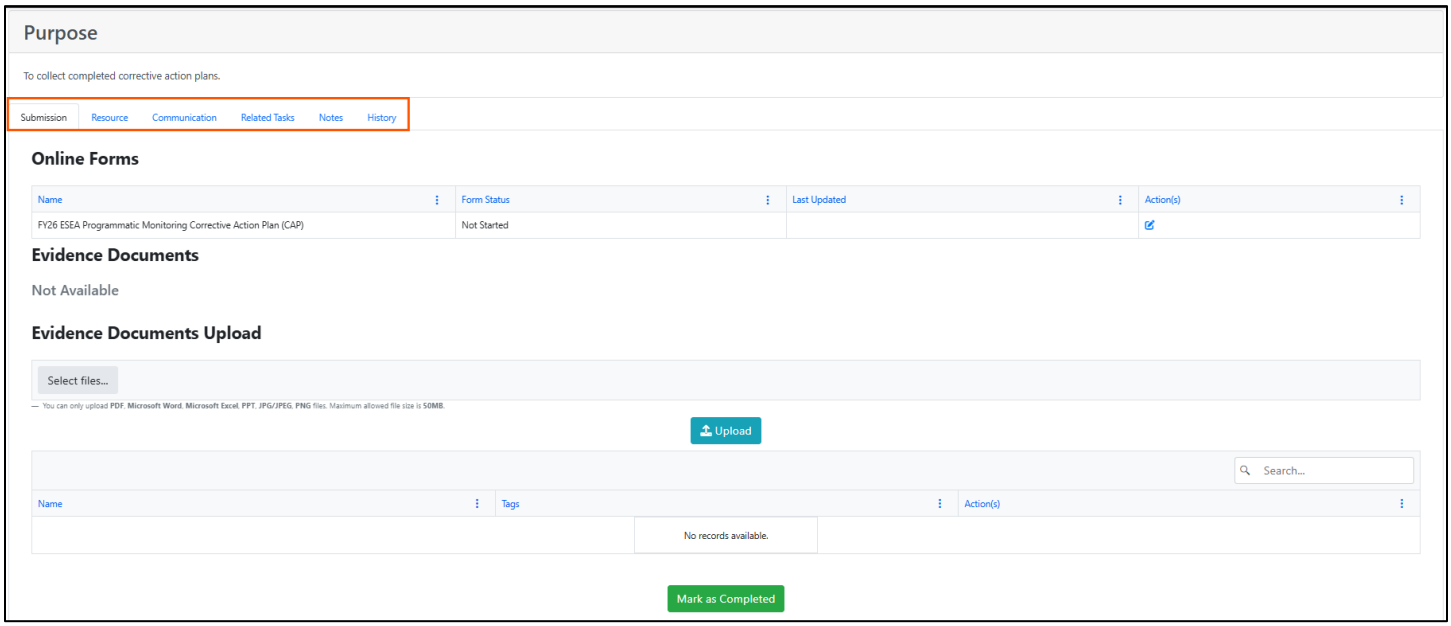


Figure 6. Task page with the Submission, Resource, Communication, Related Tasks, and History tabs labeled.

7. Completing an Online Form

Online forms are completed from the Submission tab.

7.1 Open the Form

- Each form row displays the form name, form status, last updated, and Action(s).
- To open the form, click the pencil in the box icon under Action(s).

7.2 Complete the Form

- Complete all required questions before moving to the next page.
- If the form has multiple pages, unanswered required questions will prevent you from moving forward.
- Select Download to view the full form as a PDF.

7.3 Save Your Work

- Click Save Draft regularly.
- Draft longer responses in a separate document first.
- Use Ctrl + Shift + V to paste as plain text and reduce formatting issues.

BEST PRACTICE

Draft narrative responses outside EMAC first. This helps prevent loss of work if the page refreshes or the form does not save as expected.

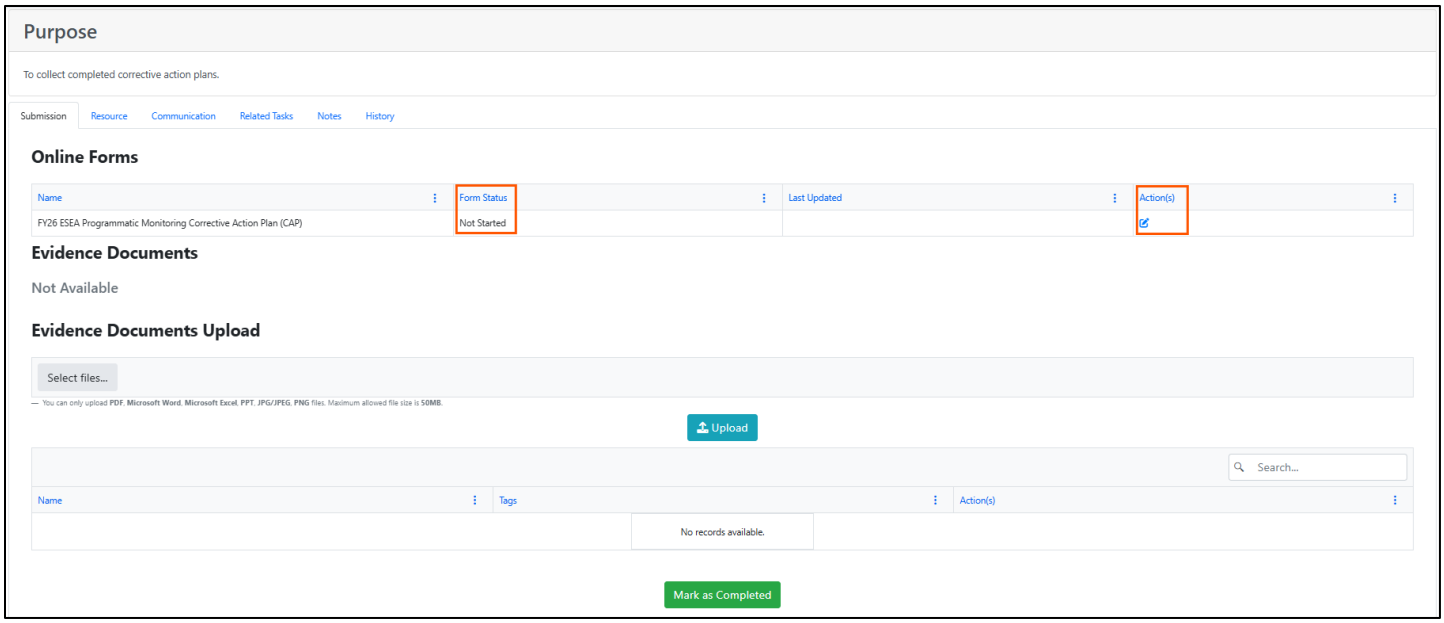


Figure 7. Click pencil icon in the Actions column to complete/edit online form in assigned Data Collection Task.

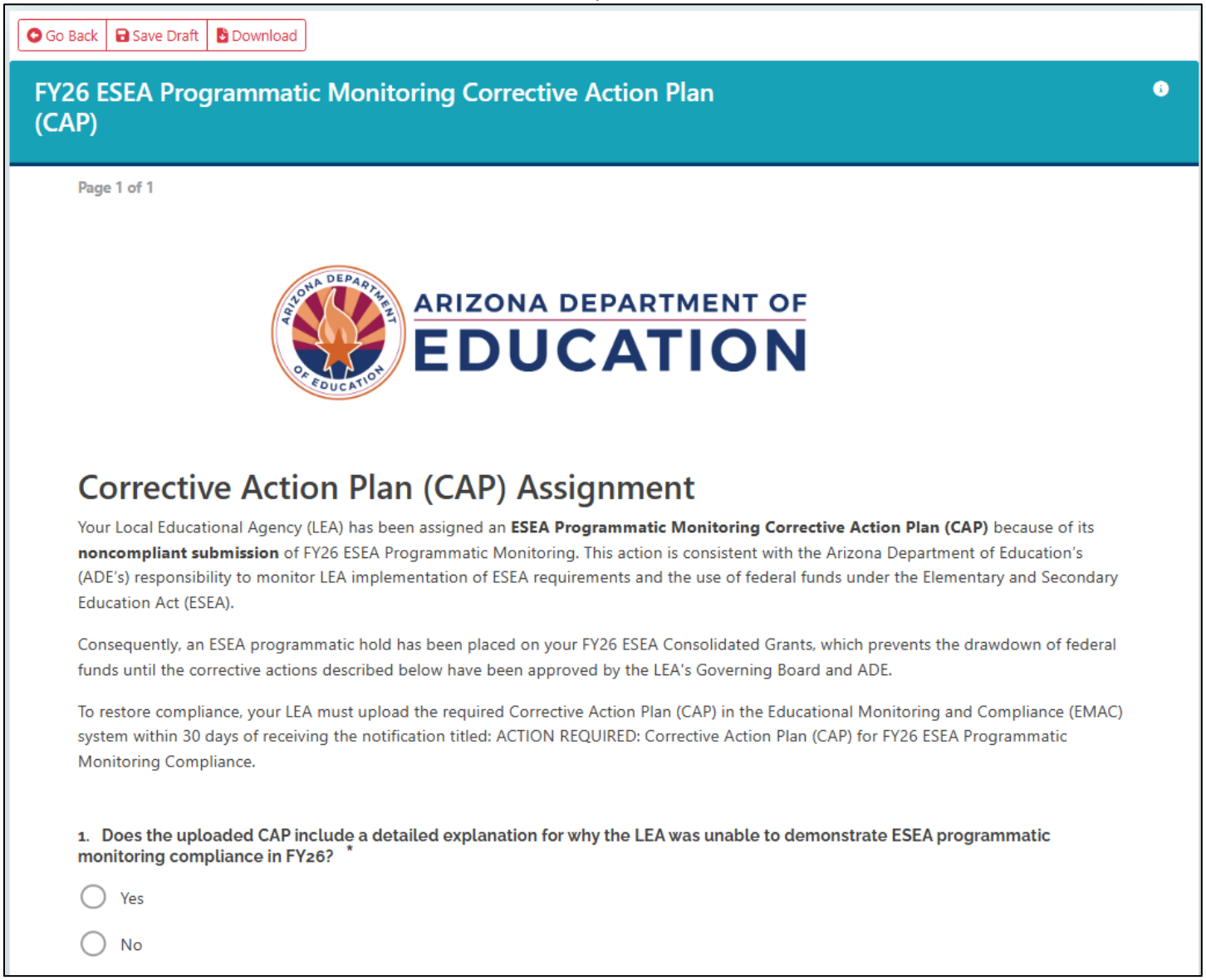


Figure 8. Online form view with Go Back, Save Draft, and Download controls.

8. Uploading Evidence

If a task requires evidence documents, users upload them in the Submission tab.

8.1 Two-Step Upload Process

13. Click Select Files to choose your file(s).
14. Click Upload to complete the upload. If you do not click Upload, the file is not fully submitted.

8.2 Check Your Uploads

- Confirm all required evidence is correctly labeled and uploaded.
- Confirm all required forms are complete.
- When applicable, use accepted file types such as PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PNG, and keep single uploads under 10 MB.

IMPORTANT

Uploading is a two-step process: Select Files plus Upload. Both steps must be completed.

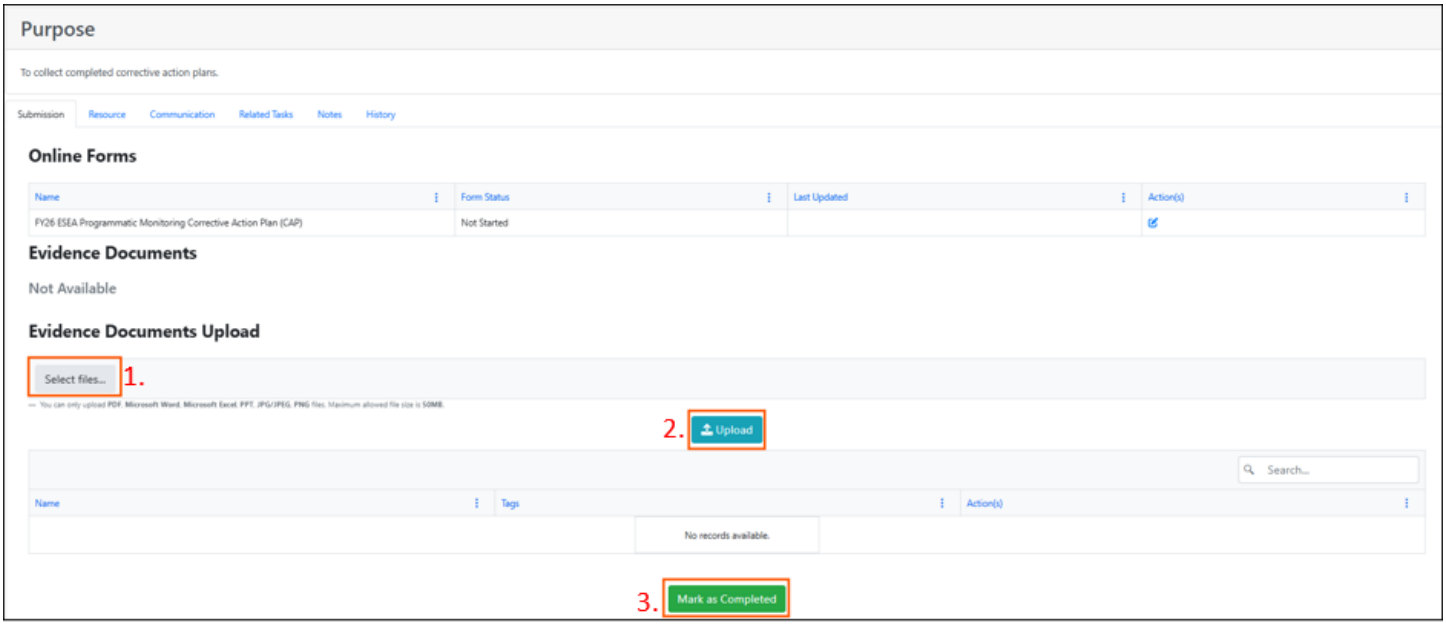


Figure 9. Evidence upload area showing the Select Files and Upload controls.

9. Submitting a Task

After the online form is complete and all required evidence has been uploaded, click Mark as Completed at the bottom of the task page.

9.1 What Happens After Submission

- EMAC locks the LEA side of the task.
- No changes can be made unless the task is returned as Action Required.
- A green Success message appears.
- The task status changes to Completed.

If the assigned ESEA Consolidated Education Program Specialist accepts the task, the task remains in Completed status. If revisions are needed, the task is returned and changed to Action Required.

CALL OUT BOX – SUBMISSION REMINDER

Do not click Mark as Completed until all required form responses are final, all required uploads are attached, and you have reviewed the task for accuracy.

CALL OUT BOX – SUBMISSION TROUBLESHOOTING

If EMAC freezes or pauses during submission, refresh the browser window or tab and confirm whether the task was submitted.

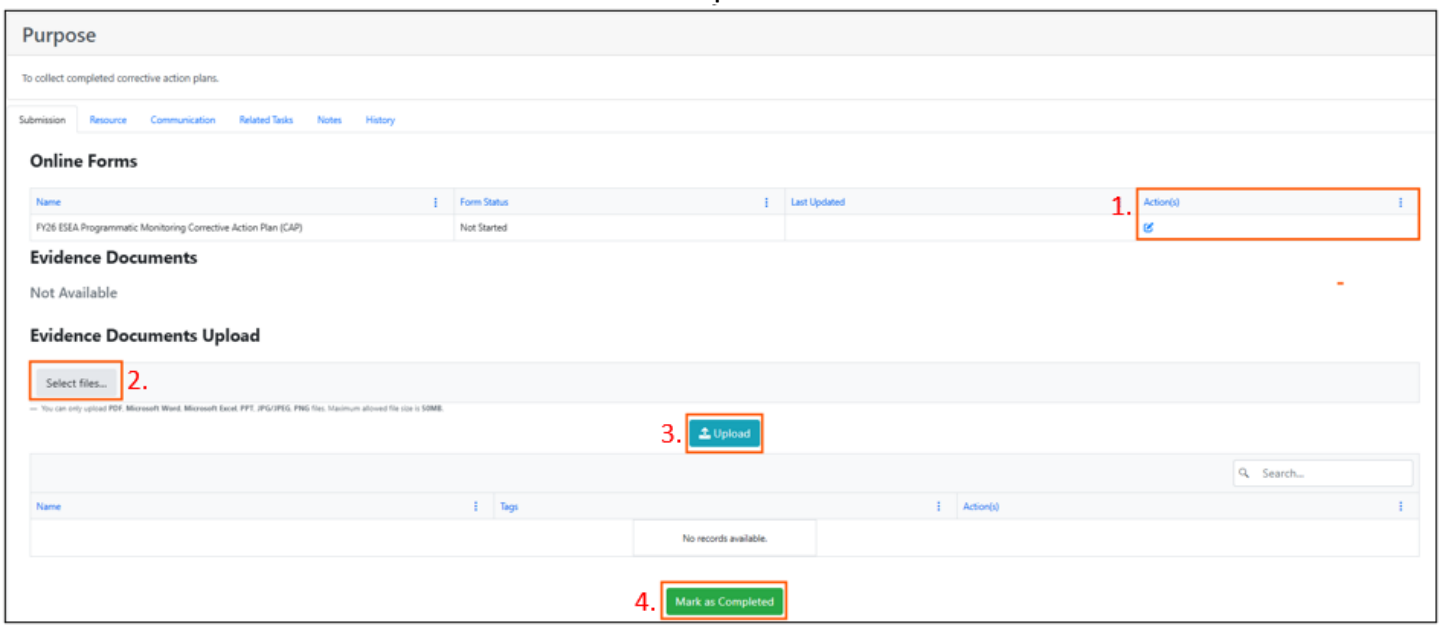


Figure 10. Complete the online form, upload required files, and click Mark as Completed to submit the task.

10. Resubmitting an Action Required Task

If a task is returned, it will appear on the dashboard with the status Action Required.

10.1 Open the Returned Task

15. Go to the dashboard.
16. Find the task marked Action Required.
17. Click the pencil in the box icon in the Actions column.

10.2 Review Feedback

Open the Communication tab and review the assigned ESEA Consolidated Education Program Specialist comments. This tab explains why the task was returned and what changes are needed.

10.3 Revise the Form

To revise the online form, open the form again using the pencil in the box icon under Action(s) and make the needed edits.

10.4 Replace Evidence Files

18. Click the trash can icon next to the uploaded file to remove it.
19. Upload the corrected file using Select Files and Upload.

10.5 Resubmit

20. Confirm all updates are complete.
21. Click Mark as Completed again to resubmit the task.

ACTION REQUIRED CHECKLIST

- Read the comments in Communication.
- Revise the form using the pencil-based edit process.
- Replace incorrect files if needed.
- Confirm all updates are complete.
- Click Mark as Completed again.

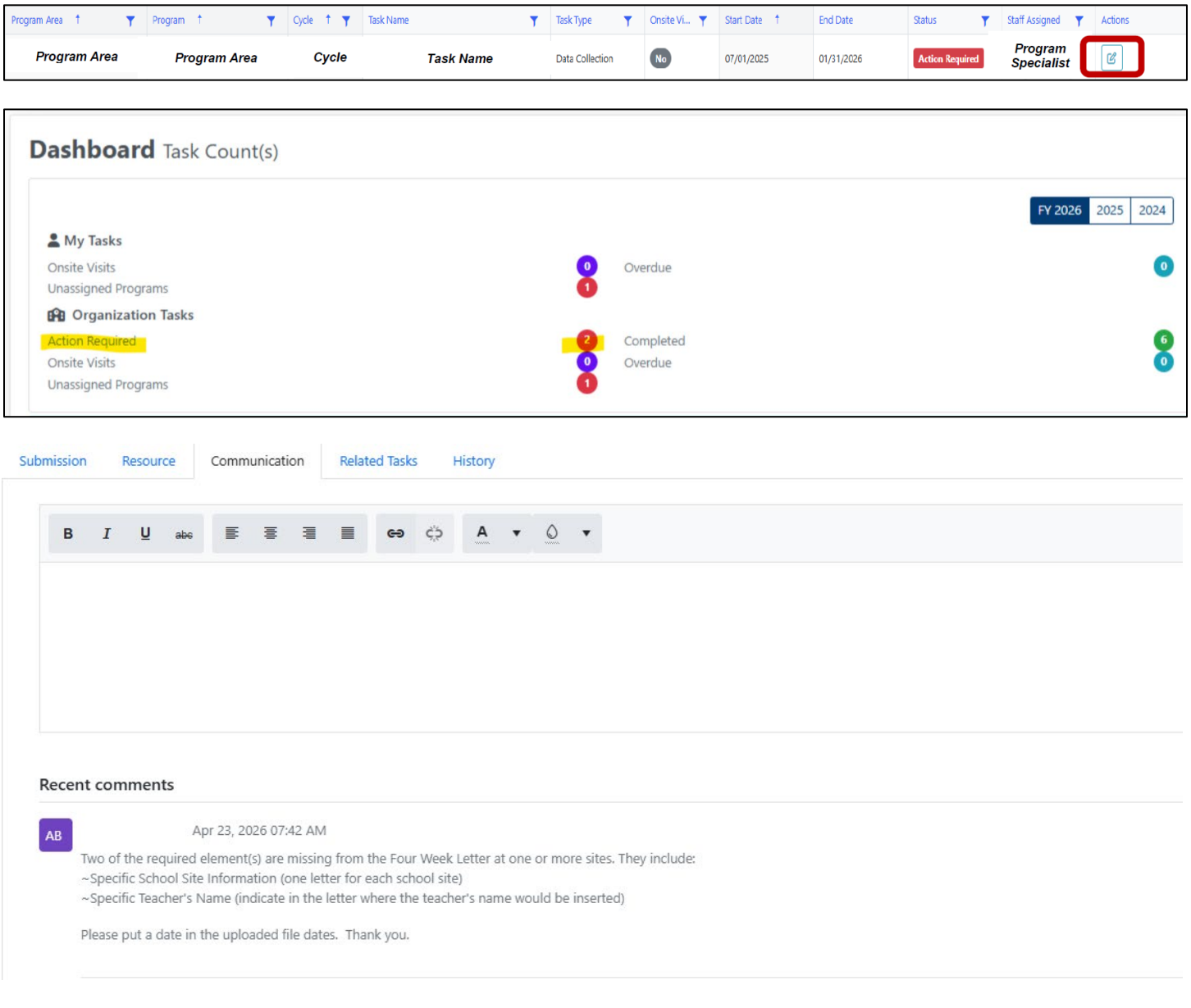


Figure 11. Returned task showing Action Required status and the Communication tab with comments.

11. Communication and Support

Use the Communication tab for task-specific communication.

11.1 Use the Communication Tab to

- Review feedback from ADE staff.
- Understand why a task was returned.
- Track questions and submission-related comments.

11.2 Contact Support When Needed

For technical issues or questions not resolved in the task, use the support contacts below.

Support Email: ESEA@azed.gov

Support Phone: 602-364-1958

ADEConnect HelpDesk: https://helpdesk.azed.gov/app/itdesk/HomePage.do

12. Best Practices

- Review the correct appendix before starting.
- Use Chrome when possible because Chrome is more compatible with EMAC.
- Save often using Save Draft.
- Draft longer responses outside EMAC first.
- Use Ctrl + Shift + V to paste as plain text.
- Make sure all required files are uploaded before you submit.
- Review the Communication tab whenever a task is returned.
- Use task status labels and Dashboard Alerts to track work.

13. Frequently Used Terms

ADEConnect: The system used to access EMAC and other ADE applications.

EMAC: Educational Monitoring, Assistance & Compliance. It is the application used to collect online forms, uploads, and task-related communication.

Entity Administrator: The LEA role that grants access and assigns roles in ADEConnect for EMAC access.

EMAC Administrator: The role that assigns users to the correct program in EMAC.

Assigned ESEA Consolidated Education Program Specialist: The ADE reviewer who reviews submissions, returns tasks for correction when needed, and communicates through the Communication tab.

Submission Tab: The tab used to access online forms and upload evidence.

Communication Tab: The tab used to review and track task-specific comments and feedback.

Action Required: A task status showing the submission was returned and needs corrections.

Mark as Completed: The action used to submit a task for review.

APPENDIX A

ESEA Programmatic Monitoring

Appendix A. ESEA Programmatic Monitoring

A.1 Purpose

This appendix provides program-specific guidance for ESEA Programmatic Monitoring. LEAs accepting ESEA grant funds are monitored under ESSA, and required evidence is collected in EMAC based on the 14 Main Requirements described in the ESEA Programmatic Monitoring Guidance Handbook.

A.2 Before You Begin

- Review the ESEA Programmatic Monitoring Guidance Handbook.
- Review current-year ESEA monitoring resources on the Academic Achievement website.
- Confirm which monitoring task or cycle is assigned in EMAC.

> **CALL OUT BOX – ESEA NOTE**
>
> For ESEA Programmatic Monitoring, the Resource tab links users to the Guidance Handbook.

A.3 Program-Specific Task Context

ESEA tasks are organized around required evidence for the 14 Main Requirements. The Related Tasks tab may show other tasks in the assigned monitoring cycle.

A.4 Evidence and Resources

- Use the Resource tab and ESEA monitoring guidance to determine what evidence is required.
- Use the handbook to determine how each requirement should be documented.
- Use related task information to determine whether the task belongs to a larger monitoring cycle.

A.5 Program Support

Support Email: ESEA@azed.gov

Support Phone: 602-364-1958

ADEConnect HelpDesk: https://helpdesk.azed.gov/app/itdesk/HomePage.do

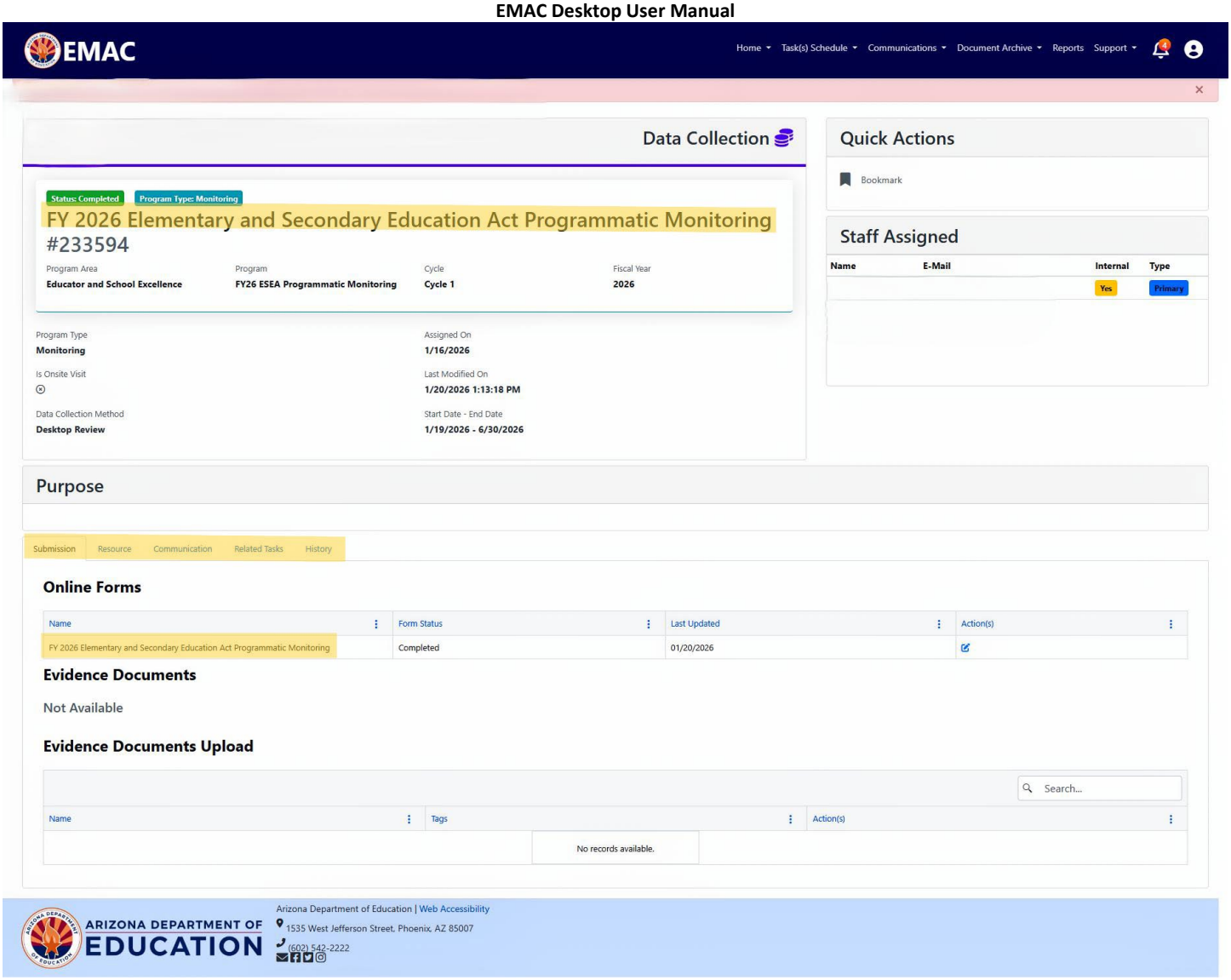


Figure A-1. ESEA Programmatic Monitoring task page showing the Resource, Communication, and Related Tasks tabs.

APPENDIX B

Title I, Part A Comparability

Appendix B. Title I, Part A Comparability

B.1 Purpose

This appendix provides program-specific guidance for Title I, Part A Comparability. Comparability is a school-level calculation used to determine whether state and local funds and resources are substantially comparable across Title I-A and non-Title I-A schools. Required assurance and calculation evidence is submitted in EMAC.

B.2 Critical Pre-Work Requirement

- Consult the current-year Comparability Requirements guidance document.
- Manually demonstrate comparability using one of the approved methods and its associated spreadsheet.

Do not proceed in EMAC until this pre-work has been completed.

> **IMPORTANT**
>
> Comparability requires work outside EMAC first. Users must review the current-year guidance and complete the approved method and spreadsheet before starting the EMAC task.

B.3 Program-Specific Task Context

Comparability tasks in EMAC collect assurance information, calculation-related information, and supporting evidence required by the current-year Comparability Requirements.

The Resource tab links users to the current-year Comparability Requirements. Update both the visible fiscal year and the linked file name during annual review.

B.4 Evidence and Resources

- Use the current-year Comparability guidance to determine which approved method applies.
- Use the guidance to determine which spreadsheet must be used.
- Use the guidance to determine what evidence must be uploaded in EMAC.

B.5 Program Support

Support Email: ESEA@azed.gov

Support Phone: 602-364-1958

ADEConnect HelpDesk: https://helpdesk.azed.gov/app/itdesk/HomePage.do

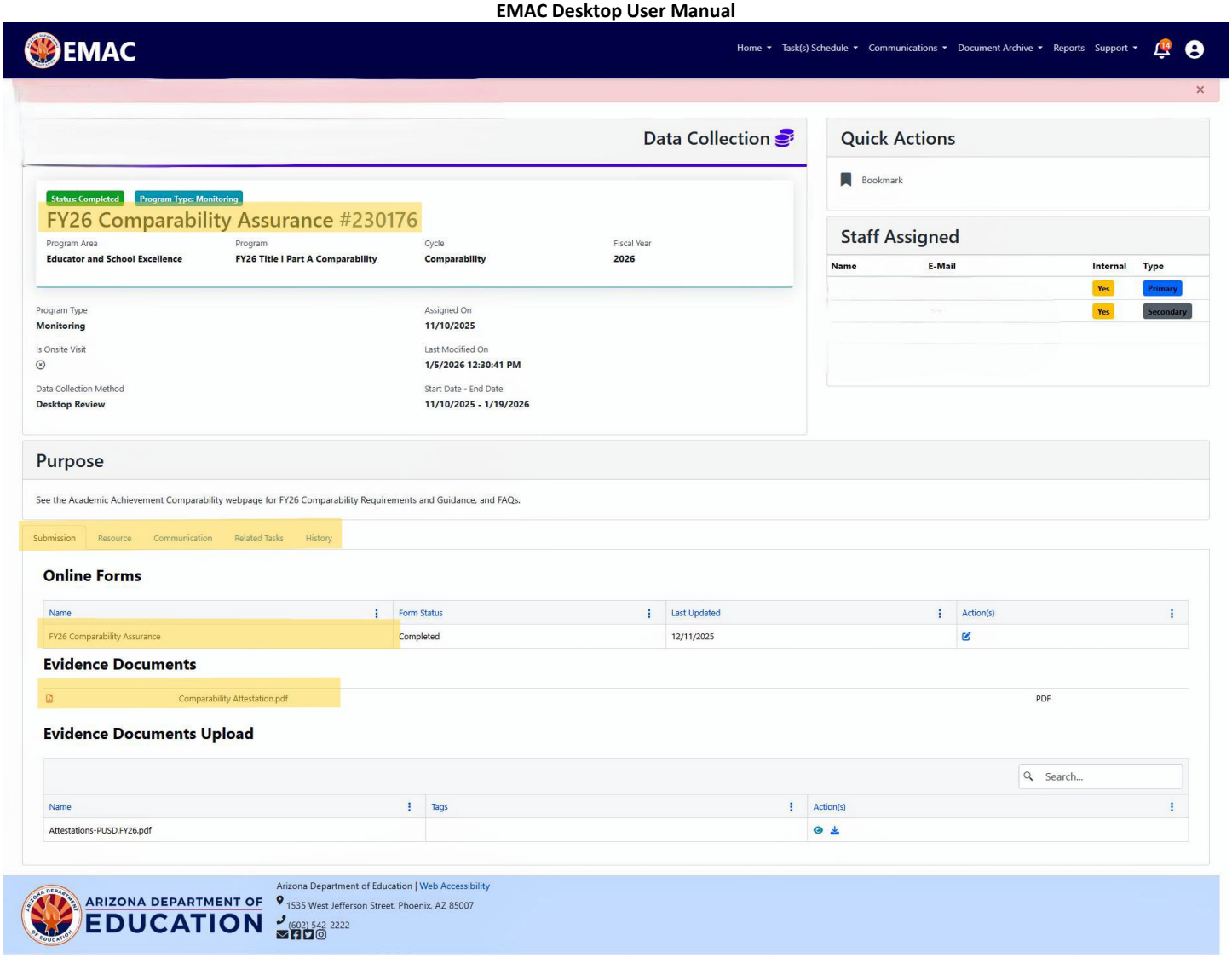


Figure B-1. Title I, Part A Comparability task page showing the Resource tab and Submission tab.

APPENDIX C

Title I-D

Appendix C. Title I-D

C.1 Purpose

This appendix provides program-specific guidance for Title I-D. LEAs upload required Title I-D documents and complete Title I-D-specific forms within EMAC.

C.2 Before You Begin

- Review Title I-D resources on the Title I-D webpage.
- Confirm access to EMAC through ADEConnect.
- Confirm assignment to the Title I-D program in EMAC.
- Identify the Title I-D documents and forms required for the current collection cycle or annual count.

C.3 Program-Specific Task Context

Title I-D tasks may include annual count data and required supporting documents. After opening a Title I-D task, users see the Purpose section and attached documents that outline detailed data collection requirements.

C.4 Evidence and Resources

- Use the Purpose section and attached documents to identify which online forms must be completed.
- Use attached instructions to determine which supporting documents must be uploaded.
- Use current Title I-D resources to confirm annual count or reporting instructions for the current task.

C.5 Program Support

Support Email: ESEA@azed.gov

Support Phone: 602-364-1958

ADEConnect HelpDesk: https://helpdesk.azed.gov/app/itdesk/HomePage.do

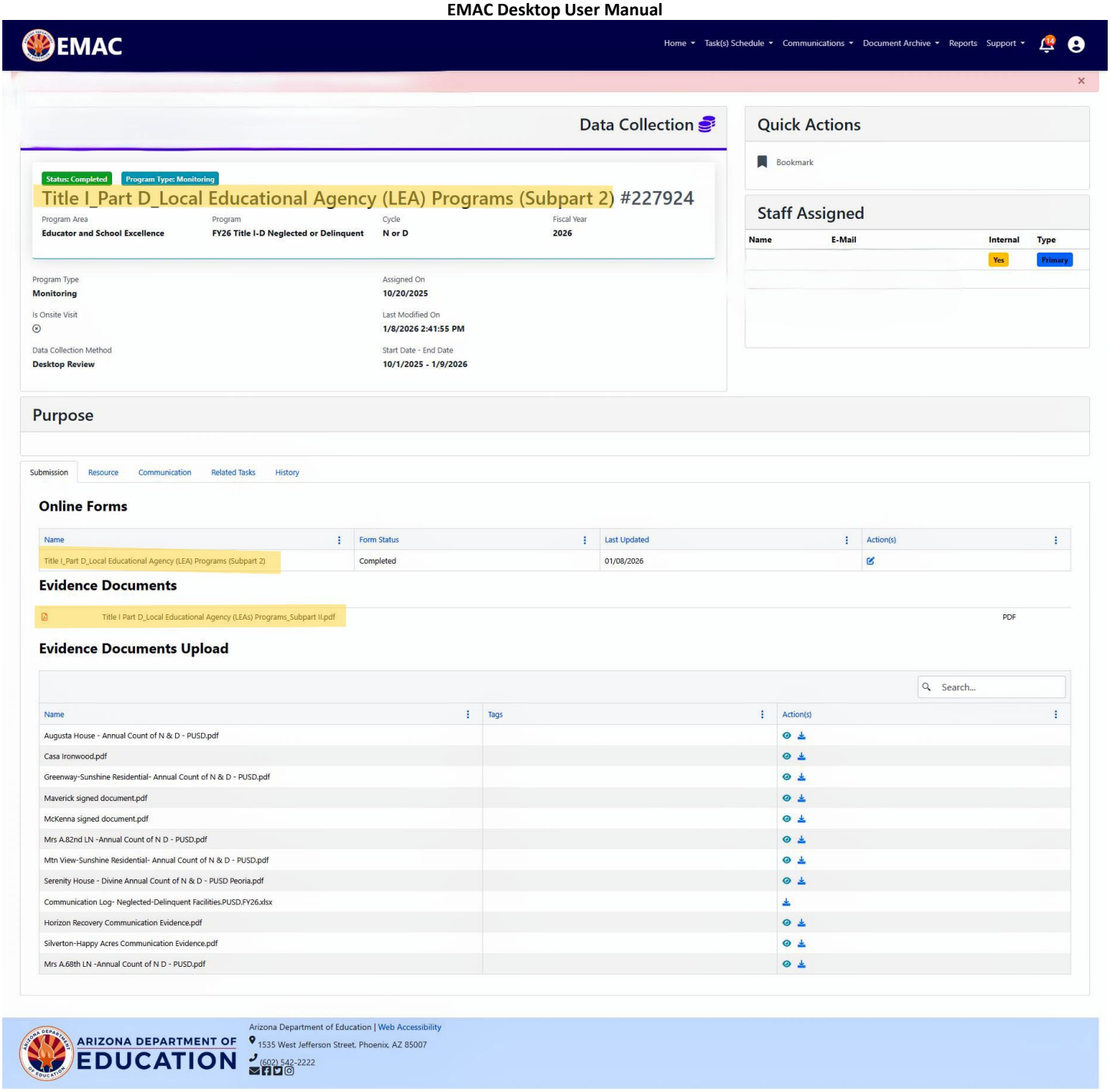


Figure C-1. Title I-D task page showing the Purpose section, attached documents, Submission tab, and Communication tab.

APPENDIX D

21st Century Community Learning Centers (21st CCLC)

Appendix D. 21st Century Community Learning Centers (21st CCLC)

D.1 Purpose

This appendix provides program-specific guidance for 21st Century Community Learning Centers (21st CCLC) reporting tasks completed in EMAC. 21st CCLC state-level programmatic required reporting documents are submitted in EMAC, which is accessed through ADEConnect.

This appendix supplements the core EMAC Desktop User Manual. Shared EMAC steps remain in the core manual. 21st CCLC-specific audience roles, school/site navigation, assignment notes, monitoring program labels, reporting expectations, and resource links are included here.

> **DUAL-AUDIENCE NOTE**
>
> 21st CCLC has two connected user groups: LEA-level users and site-level users. Sites complete monitoring data collection tasks, but sites are housed under LEAs. Therefore, LEA-level access, navigation, and assignment support remain necessary.

D.2 Audience and Role Distinction

D.2.1 LEA-Level Users

LEA-level users are necessary because 21st CCLC sites are housed under LEAs. LEA-level users may support user access, assignment, school/site lookup, and task navigation through the LEA structure.

- Confirm ADEConnect and EMAC access.
- Support EMAC user access and assignment as needed.
- Use the school/site name when locating 21st CCLC tasks.
- Confirm the correct 21st CCLC monitoring program and cycle.
- Help ensure site-level users can access and complete assigned data collection tasks.

D.2.2 Site-Level Users

Site-level users are the primary users who complete assigned 21st CCLC monitoring data collection tasks in EMAC.

- Open assigned 21st CCLC tasks.
- Review the Purpose section and To Do list.
- Complete required online forms.
- Upload requested evidence.
- Submit tasks and monitor for comments or Action Required status.
- Revise and resubmit returned tasks when needed.

AUDIENCE CLARITY

The core manual remains LEA-focused and program-neutral. Appendix D contains 21st CCLC-specific guidance for both LEA-level and site-level users.

D.3 Before You Begin

- Review the 21st CCLC Required Reporting webpage before beginning any 21st CCLC EMAC task.
- Confirm ADEConnect access and EMAC access.
- Confirm assignment to the correct 21st CCLC monitoring program and cycle.
- Confirm the organization assignment is at the school level, not the district level, when required for 21st CCLC monitoring program assignment.
- Review the Required Reporting Calendar to confirm reporting deadlines.
- Confirm which report or evidence submission is required before opening or submitting the task.

21st CCLC ASSIGNMENT NOTE

For 21st CCLC monitoring program assignment, the organization must be selected at the school level, not the district level. Validate the correct assignment before starting the task.

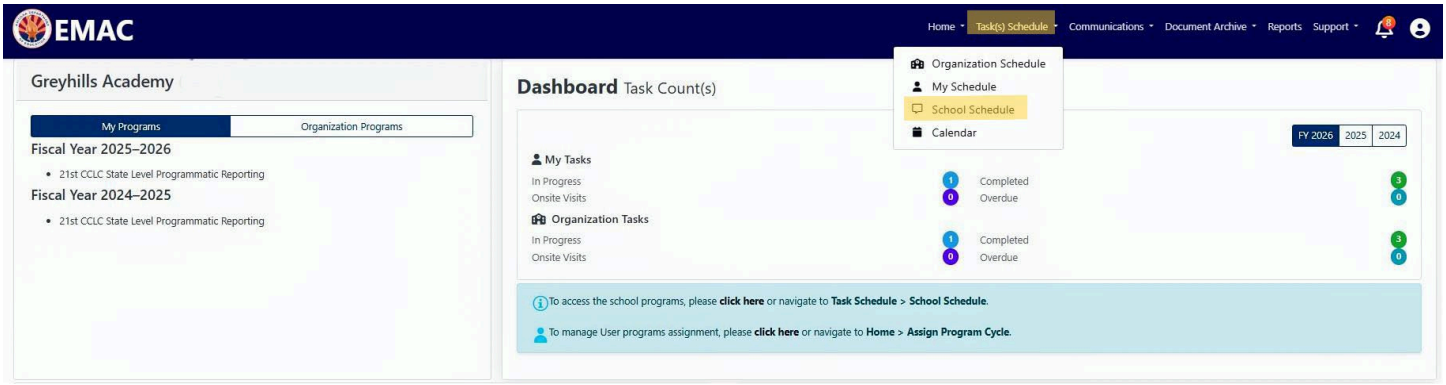


Figure D-1. 21st CCLC monitoring program assignment screen showing school-level organization selection.

D.4 LEA-Level Navigation for 21st CCLC

LEA-level users may need to navigate through the LEA structure to locate 21st CCLC site tasks. This navigation is specific to 21st CCLC and should remain in this appendix rather than the core manual.

22. Log in to ADEConnect and open EMAC.
23. From the Dashboard, select Task(s) Schedule/School Schedule when applicable.
24. Search by the school/site name rather than the district name.
25. Select the applicable 21st CCLC monitoring program.
26. Locate the assigned site task and confirm whether site-level users can access and complete the required task.

LEA NAVIGATION NOTE

LEA-level users may be needed to reach or verify site-level data collection tasks because sites are housed under LEAs.

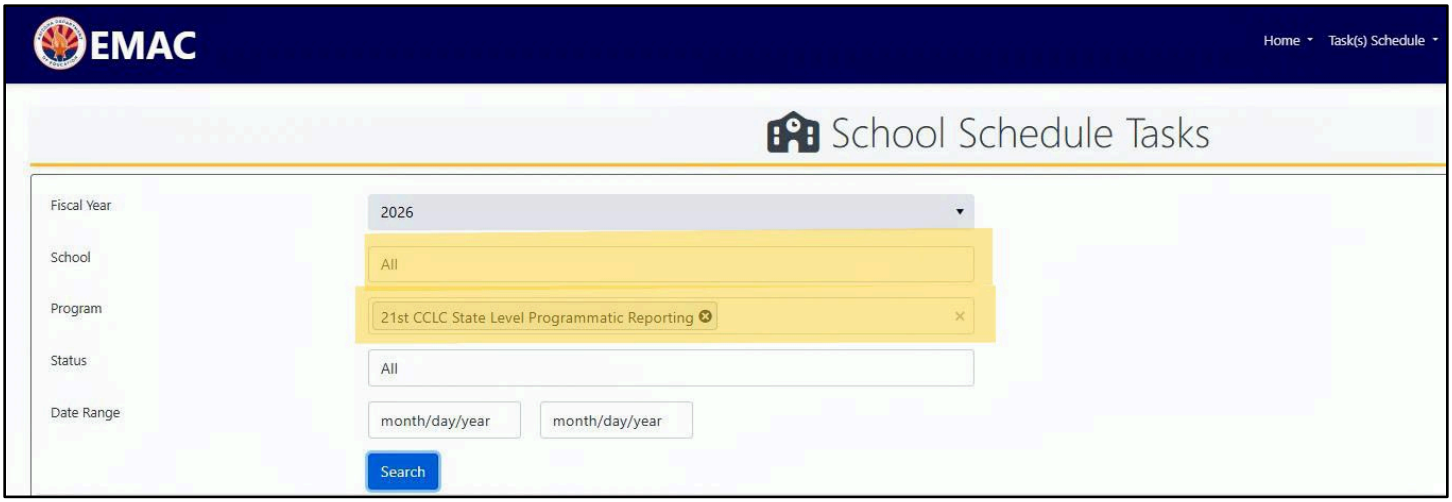


Figure D-2. 21st CCLC School Schedule Task page showing school/site search and monitoring program selection.

D.5 Site-Level Task Completion

Site-level users complete the assigned monitoring data collection tasks in EMAC. The task completion process follows the same general EMAC structure, but the task content and evidence requirements are specific to 21st CCLC.

27. Open EMAC from ADEConnect.
28. Open the assigned 21st CCLC task from Not Started, In Progress, or the applicable task list.
29. Click the blue pencil in the box under the Actions column to open the task.
30. Review the task details, Purpose section, and To Do list.
31. Open the Submission tab to complete the required online form and upload requested evidence.
32. Use Select Files and Upload evidence documents. Both steps are required.
33. Click Mark as Completed to submit the task for review.
34. Continue checking the Dashboard after submission for comments or Action Required status.

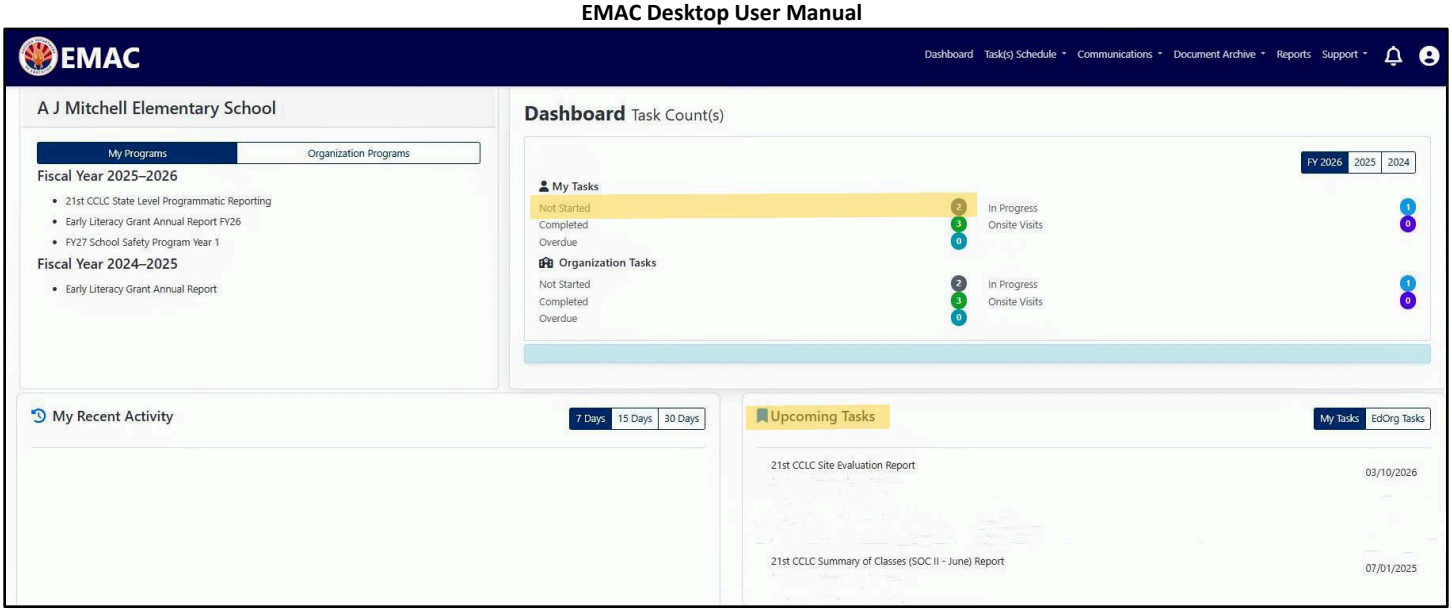


Figure D-3. 21st CCLC task page showing Purpose, To Do list, and the five task tabs.

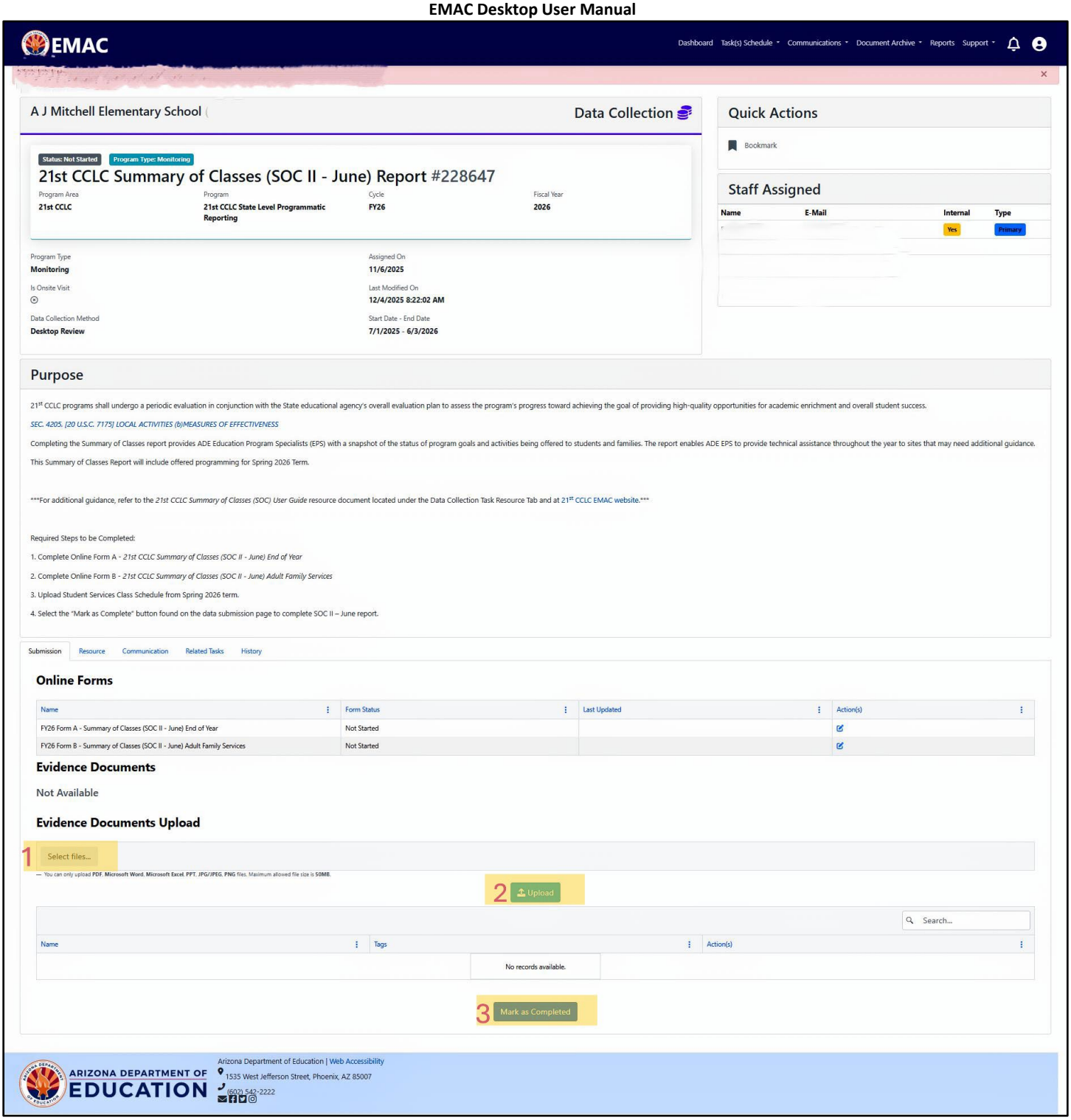


Figure D-4. 21st CCLC evidence upload area showing Select Files and Upload controls.

D.6 21st CCLC EMAC Monitoring Programs

21st CCLC EMAC tasks may be assigned under different monitoring programs depending on the reporting or monitoring purpose. The 21st CCLC user guide and Required Reporting webpage reference 21st CCLC State Level Programmatic Reporting and site visit monitoring programs.

- 21st CCLC State Level Programmatic Reporting – used for required programmatic reporting documents and online forms submitted through EMAC.
- 21st CCLC Site Compliance Visit / Site Monitoring Visit – used when users need to submit evidence requested by the assigned 21st CCLC Program Specialist for a site visit or monitoring review.

D.7 21st CCLC Reporting Completed in EMAC

The following 21st CCLC reporting items are associated with EMAC and should be referenced in this appendix.

- Program-At-A-Glance (PAG) – completed as an online form in EMAC by the due date on the reporting calendar.
- Summary of Classes (SOC) – submitted twice a year through EMAC and used to report a snapshot of recent 21st CCLC program activities and the number of students served.
- Site Evaluation Report – submitted annually through EMAC and used to assess compliance with grant requirements and progress toward program objectives.
- Site Monitoring / Site Compliance Visit evidence – submitted in EMAC when requested by the assigned 21st CCLC Program Specialist.

D.8 Submitting and Resubmitting 21st CCLC Tasks

D.8.1 Submitting a 21st CCLC Task

35. Confirm the required online form is complete.
36. Confirm all required evidence has been uploaded using Select Files and Upload.
37. Click Mark as Completed to submit the task for review.
38. Confirm the green Success message and Completed status after submission.

D.8.2 Resubmitting an Action Required 21st CCLC Task

39. Open the Dashboard and locate the task with Action Required status.
40. Click the blue pencil in the box under the Actions column to open the returned task.
41. Review the Communication tab and any Action Required notes to identify why the task was returned.
42. If an uploaded document is incorrect, click the trash can icon next to the file to remove it. If the old file is not deleted, rename the new file clearly so the most recent version is easy to identify.
43. To revise an online form, use the pencil-based form edit action under Action(s).
44. Upload corrected evidence using Select Files and Upload.
45. Click Mark as Completed again to resubmit the task.
46. Confirm the green Success message and Completed status after resubmission.

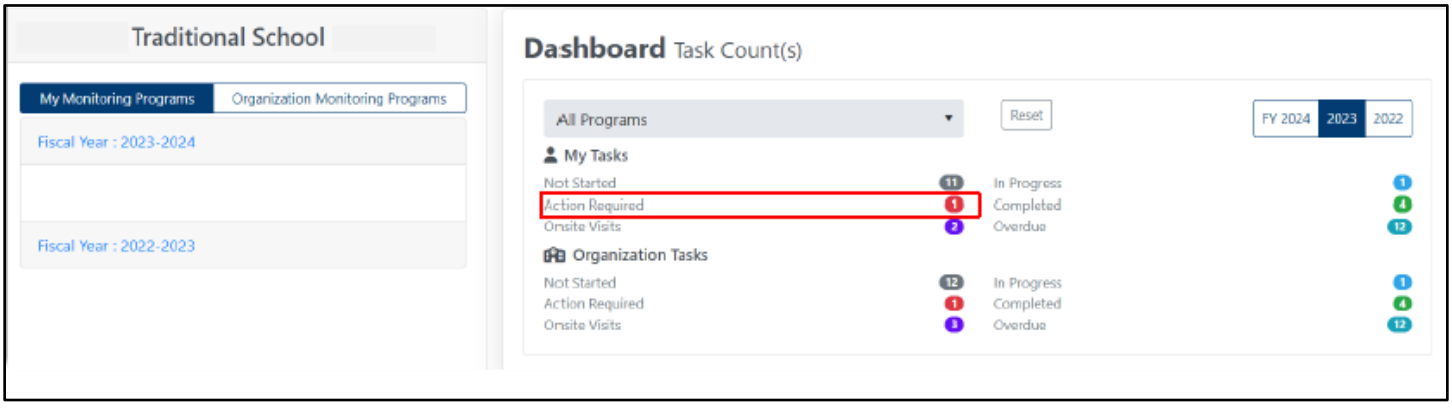


Figure D-5. 21st CCLC task returned as Action Required with Communication tab feedback.

D.9 21st CCLC EMAC Resources

Use the following 21st CCLC resources when completing EMAC-related reporting. APR resources are intentionally excluded from this appendix.

D.11 Program Support

For task-specific questions, use the Communication tab or contact the assigned 21st CCLC Program Specialist. For access or technical issues, use the support contacts below.

Support Email: ESEA@azed.gov

Support Phone: 602-364-1958

ADEConnect HelpDesk: https://helpdesk.azed.gov/app/itdesk/HomePage.do