

How to Create an ADE Connect Account

EVERYONE must have an ADE Connect account before registering for an event.
Please Follow Steps 1-8 Below.

ADEConnect

ADEConnect Account Registration

First Name*

Enter First Name

Middle Name

Enter Middle Name

Last Name*

Enter Last Name

Email*

Enter a valid email

Confirm Email*

Enter Confirm Email Address

Register

Cancel

1. Go to the ADE Connect registration page
[ADEConnect - Self Registration](#)

2. Enter the required information

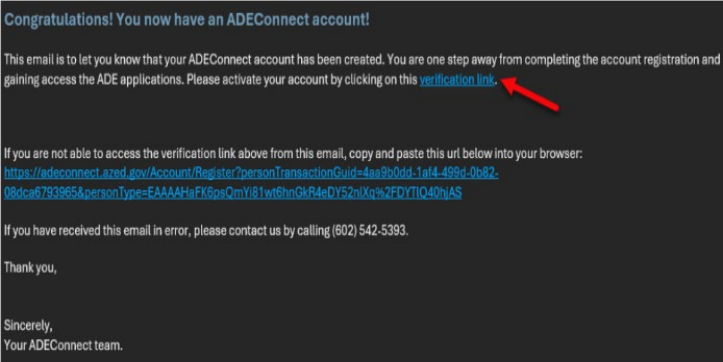
First Name

Last Name

Email

Confirm Email

3. Select ‘Register’



4. Find an email sent from ADE Notifications congratulating you have an ADE Connect account and click on the ‘Verification Link’

You will be redirected to a web page to set up your password for your ADE Connect account

ADEConnect

ADEConnect Account Verification

Password

Confirm Password

Set Password

ADE Password Policy

1.Password cannot contain your account name or parts of your full name that exceed two consecutive characters.
2.Password cannot contain user's email or parts of user's full name that exceed two consecutive characters.
X Eight characters minimum in length
X Contains at least one uppercase letter (A-Z)
X Contains at least one lowercase letter (a-z)

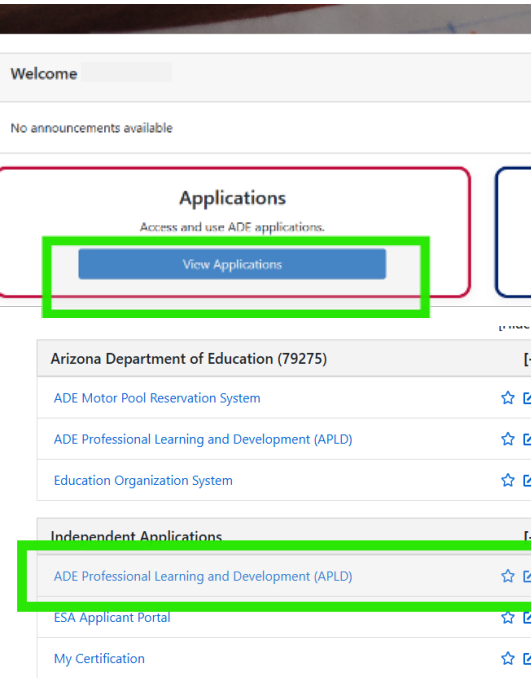


Acceptable Use Policy

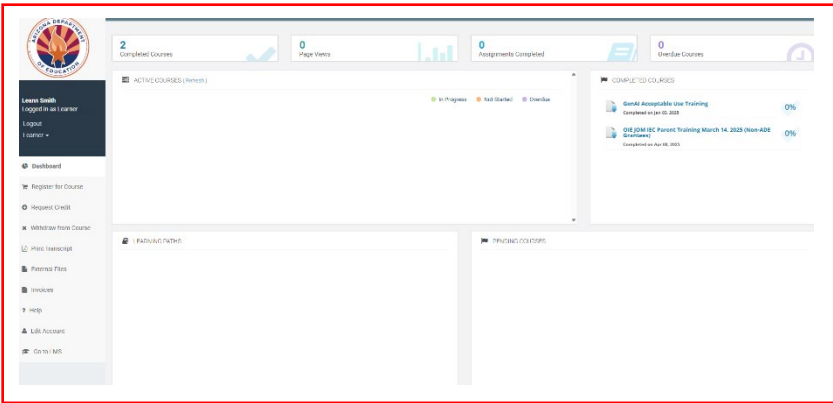
The following policy covers the use of electronic communication networks and computer-based administrative applications of the Arizona Department of Education (ADE). This policy applies to all personnel using these intranet, extranet, internet, and administrative resources, including, but not limited to, officials and employees of schools, school districts, charter schools, and ADE.

5. (Wait 15mins) Log into your ADE Connect account
<https://adeconnect.azed.gov/>

6. Accept the ‘Acceptable Use Policy’



7. Under ‘Applications’ → Select ‘View Applications’



8. Under ‘Independent Applications’ → Select ‘ADE Professional Learning and Development (APLD)’

Important: Users will be redirected to the APLD page as shown in the red box. Completing this step will “ACTIVE” user account in the APLD environment, users can then register themselves for an event or allow others with an APLD account to bulk register them.