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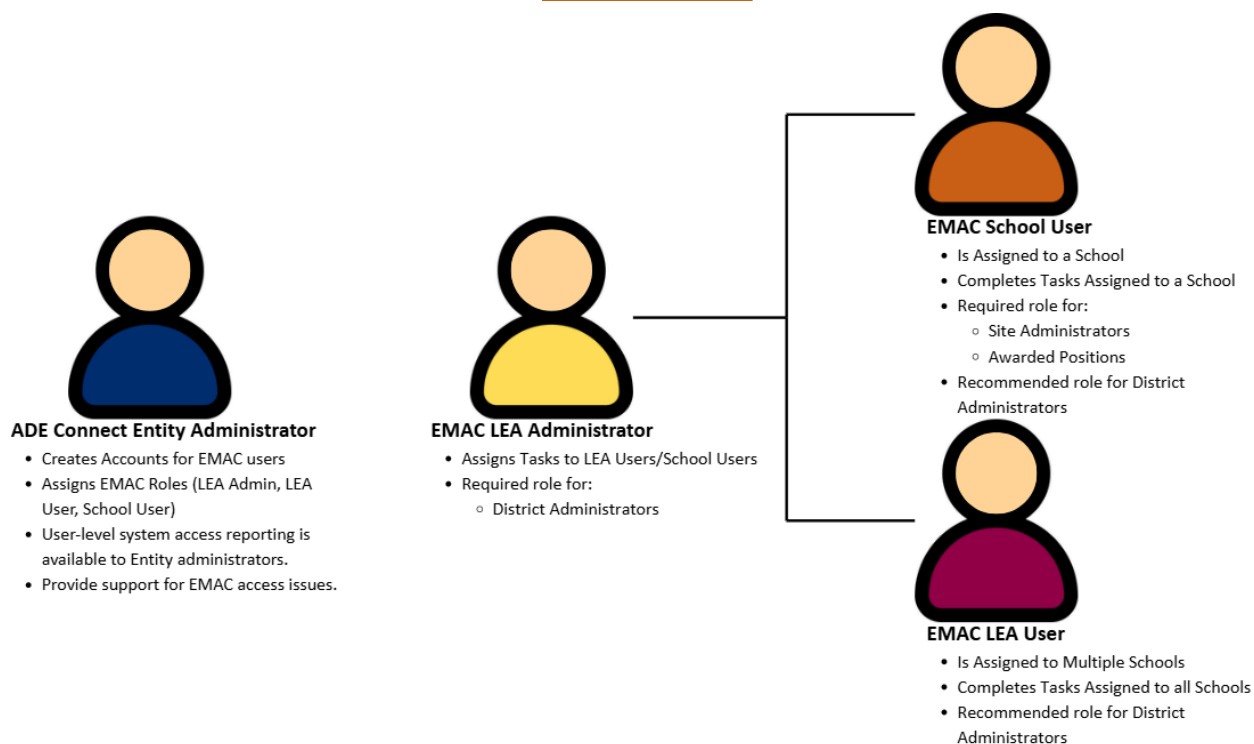
Introduction

The Educational Monitoring Assistance and Compliance (**EMAC**) application supports monitoring or educational programs as required by state and federal programs.

Monitoring is required for all grants and requirements for monitoring is described in the Arizona Grants Management Manual (**GMM**). The School Safety Program's (**SSP**) grant monitoring plan complies with the GMM.

The SSP is required to monitor grant requirements in compliance with the Arizona Grants Management Manual. To learn more about SSP Monitoring and the requirements, visit the [SSP Monitoring Handbook](#).

EMAC Roles



ADE CONNECT ENTITY ADMINISTRATOR

ADE Connect Entity Administrator is necessary for **creating accounts for users without access to EMAC and assigning roles in EMAC** to those individuals. The Entity Administrator **provides support for EMAC access issues**. To identify your ADE Connect Entity Administrator [click here](#).

EMAC LEA ADMINISTRATOR ACCESS

LEA Administrator access in EMAC is necessary for **assigning program monitoring tasks**. This role is **required for SSP District Administrators** to assign school users and monitor tasks and SSP requirements. It is possible for an individual to have LEA Administrator, LEA User, and School User access.

EMAC LEA USER ACCESS

LEA User access in EMAC is necessary for **completing program monitoring tasks for multiple schools**.

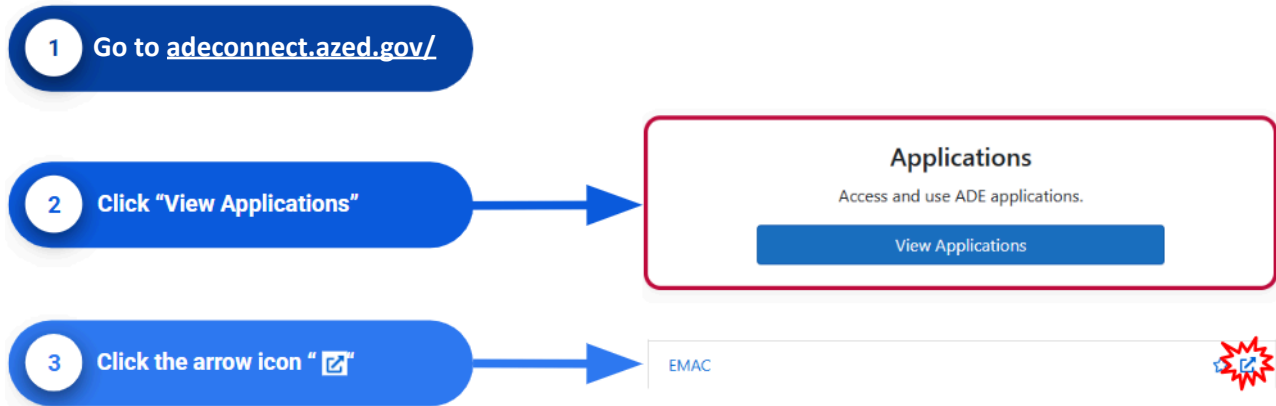
EMAC SCHOOL USER ACCESS

LEA User access in EMAC is necessary for **completing program monitoring tasks for a school**. This role is **required for SSP Site Administrators and Awarded Positions** to be able to submit tasks and complete SSP requirements.

Accessing EMAC

How do I log into my EMAC account?

EMAC is an application in ADE Connect



What if I don't have access to EMAC or do not have the correct role?

- If you do not have an EMAC account or the correct role, review [Appendix - EMAC Access](#) instructions

What if I can't see the SSP grant in EMAC?

- You have not been assigned to a [Program Cycle](#) for a school

Navigating EMAC



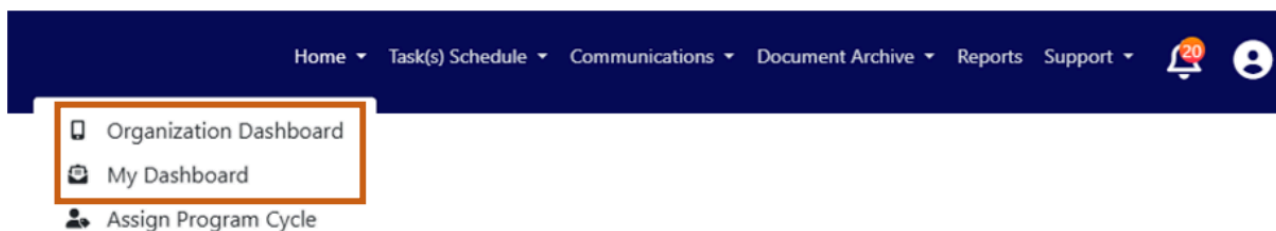
The EMAC icon on the left corner will return the screen back to the home page or Dashboard.

The blue banner on the top allows you to assign monitoring cycles, view open and pending items, read communication from ADE, find old monitoring files, and access EMAC support.

The **Dashboard** on the home screen allows users to navigate quickly to recent communications and data collection tasks assigned to the organization or individual user.

Home

Select the desired dashboard view from the **Home** menu.



Organization Dashboard

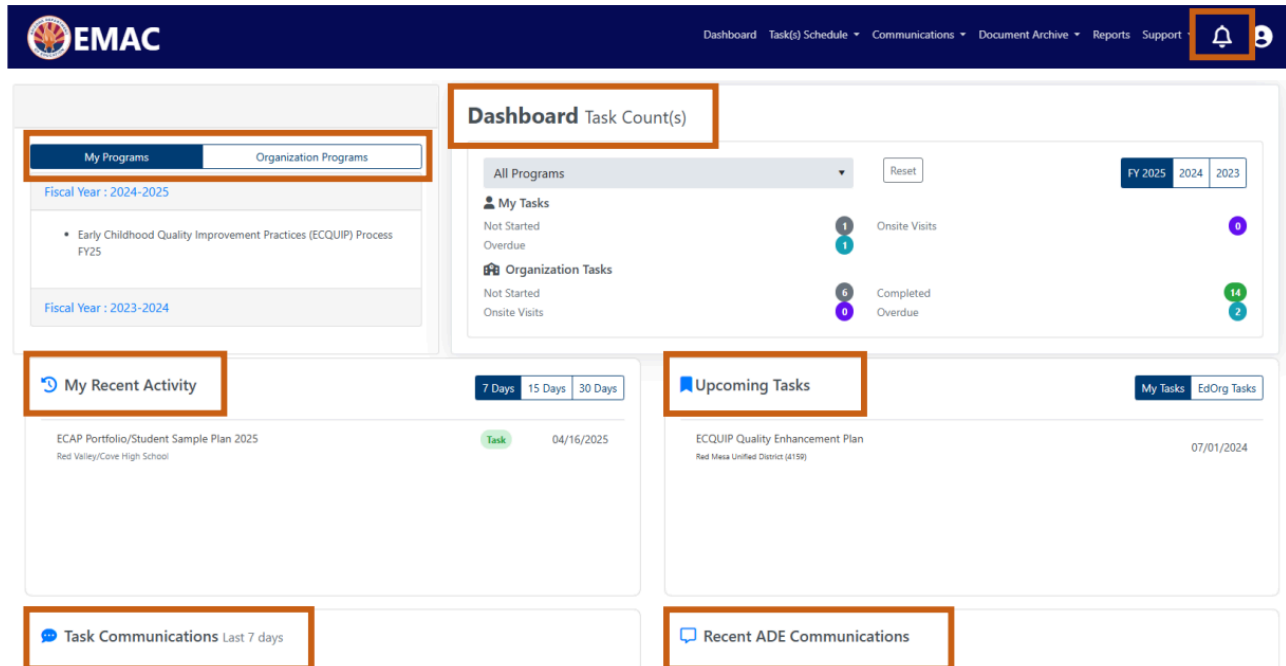
The Organization Dashboard displays all program monitoring for the organization. Click the toggle to **Include Assigned Cycles** for the organization. Select the **Fiscal Year** to change between the current year and the previous year.

The image is a screenshot of the "Organization Dashboard" in the EMAC system. On the left, there is a sidebar for "Agua Fria Union High School District (4289)". It has a "Programs:" section with a list of programs, including "Equitable Service Monitoring", "FY25 ESEA Programmatic Monitoring", "Gifted Education Monitoring", "Migrant Education Program, 2024 - 2025 Cycle Monitoring", "Neglected or Delinquent Count", "Title I, Part A Comparability", and "Title IV-A Programmatic Monitoring". Below this is a "Fiscal Year:" section with two options: "2024-2025" (selected) and "2023-2024". The main area is titled "Program Cycle Assignment by Organization" and features a table with columns: "Education Organization Name", "Program Area", "Program", "Cycle Name", "Fis...", "Assigned", and a search bar. The table lists various programs and their assignments for the year 2025. At the bottom, there is a pagination bar showing "1 - 10 of 38 items" and a "10 items per page" dropdown.

Program monitoring may be selected at either the school level or district level. This distinction is relevant when assigning the program to staff.

My Dashboard

When logging into the EMAC application as an administrator or user, the first page to appear is the dashboard page. This page categorizes the ongoing monitoring activities by status for the organization and assigned tasks for users as well as ongoing communications regarding monitoring tasks.



EMAC Dashboard Task(s) Schedule Communications Document Archive Reports Support

My Programs Organization Programs

Fiscal Year : 2024-2025

- Early Childhood Quality Improvement Practices (ECQUIP) Process FY25

Fiscal Year : 2023-2024

Dashboard Task Count(s)

All Programs

My Tasks

Not Started	Onsite Visits
1	0

Organization Tasks

Not Started	Completed
6	14

Onsite Visits

0

2

My Recent Activity 7 Days 15 Days 30 Days

ECAP Portfolio/Student Sample Plan 2025
Red Valley/Cove High School

Task 04/16/2025

Upcoming Tasks My Tasks EdOrg Tasks

ECQUIP Quality Enhancement Plan
Red Mesa Unified District (4159)

07/01/2024

Task Communications Last 7 days

Recent ADE Communications

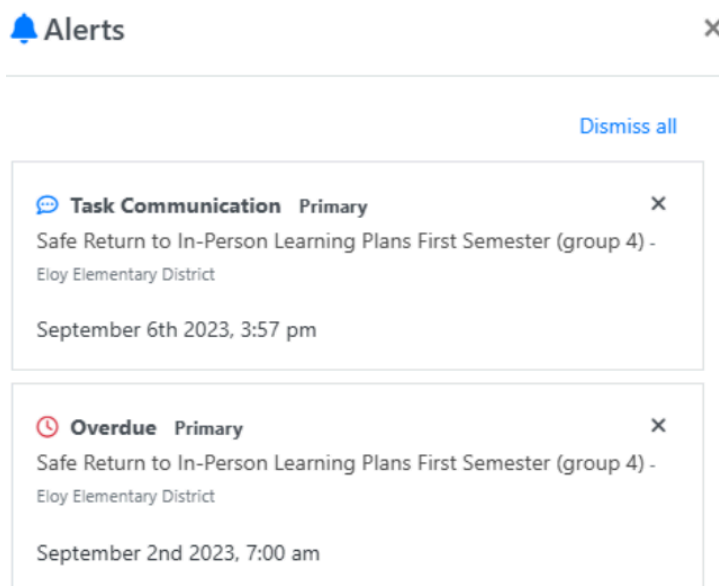
Dashboard: Alerts



EMAC Dashboard Task(s) Schedule Communications Document Archive Reports Support

Dismiss all

Alerts provide a reminder to the user regarding recent task activities and communications.



Alerts X

Dismiss all

Task Communication Primary X

Safe Return to In-Person Learning Plans First Semester (group 4) -
Eloy Elementary District

September 6th 2023, 3:57 pm

Overdue Primary X

Safe Return to In-Person Learning Plans First Semester (group 4) -
Eloy Elementary District

September 2nd 2023, 7:00 am

Dashboard: Programs

This view displays programs assigned to a User in **My Programs**. Click on the fiscal year to see eligible programs. In **Organization Programs**, all programs assigned to the organization are listed by fiscal year.

My ProgramsOrganization Programs

Fiscal Year : 2024-2025

- Early Childhood Quality Improvement Practices (ECQUIP) Process FY25

Fiscal Year : 2023-2024

My ProgramsOrganization Programs

Fiscal Year : 2024-2025

- Early Childhood Quality Improvement Practices (ECQUIP) Process FY25
- Equitable Service Monitoring
- FY25 ESEA On Site Visit Programmatic Monitoring
- FY25 ESEA Programmatic Monitoring
- Neglected or Delinquent Count
- Title I, Part A Comparability
- Title IV-A Programmatic Monitoring

Fiscal Year : 2023-2024

Dashboard: Task Counts

This section of the dashboard displays a snapshot look at all the current tasks assigned to the LEA categorized by the task type and status. Select the number to the right of the status to view a list of these tasks.

Dashboard Task Count(s)

All Programs ▼ Reset FY 2025 2024 2023

My Tasks
Not Started
Completed
Overdue

5

5

6

In Progress
Onsite Visits
Unassigned Programs

Organization Tasks
Not Started
Completed
Overdue

10

5

7

In Progress
Onsite Visits
Unassigned Programs

 Dashboard Task(s) Schedule Communications Document Archive Reports Support

Fiscal Year: 2025
Program: All
Status: Not Started
Date Range: month/day/year month/day/year
Search

Search...

Drag a column header and drop it here to group by that column

Program Area	Program	C...	Task Name	Task Type	Onsite ...	Start Date	End Date	Status	Staff Assign...	Actions
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 3	Data Collection	No	12/02/2024	03/01/2025	Not Started	David Gauch	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 4	Data Collection	No	12/02/2024	03/01/2025	Not Started	David Gauch	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 5 Cycle 1	Data Collection	No	12/02/2024	03/03/2025	Not Started	David Gauch	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 6new	Data Collection	No	12/02/2024	03/03/2025	Not Started	David Gauch	
Educator and School Excellence	Title I, Part A Comparability	Comparability	Comparability Assurance	Data Collection	No	12/10/2024	12/29/2024	Not Started	Zenneah Jenkins	

Dashboard: My Recent Activity

The items that you have opened or modified in the 7, 15, or 30 days will appear on this list. Each item on the list is a link to open the item.

 My Recent Activity			7 Days	15 Days	30 Days
G2 Statement of Assurance Seligman Unified District			Online Form		04/15/2025
G2 Statement of Assurance - Public Seligman Unified District			Task		04/15/2025
G4 Gifted Education Data Collection - Public Seligman Unified District			Task		04/15/2025

Dashboard: Upcoming Tasks

Pending tasks that will be due appear in upcoming tasks with the date the task was assigned to the LEA. Choose a display for **My Tasks** or **EdOrg Tasks** for upcoming tasks for the organization.

 Upcoming Tasks		My Tasks	EdOrg Tasks
G2 Statement of Assurance - Public Seligman Unified District (4472)		07/01/2024	

Dashboard: Task Communications

The last 7 days of task communications will appear on this list if you are assigned a program monitoring task. Each item on the list is a link to open the communication item.

Task Communications Last 7 days

Main Requirement 5 Cycle 4 -
By Zenneah Jenkins - 04/16/2025 01:22 pm

Overall for SEA-Level Dispute Resolution: LEA's response for Data Collection Task C regarding its Student/Family vs. LEA Dispute process at the SEA-level is missing, unclear, or insufficient. Please revise the response in EMAC to clearly describe the LEA's internal written procedure to implement the full dispute resolution process at the SEA-level. This includes the specific responsible parties and processes to carry out timely written notifications, assistance with appeals, student enrollment and transportation, panel convenings, decisions within required timelines, escalating disputes to the Arizona Department of Education (ADE), and immediately implementing the final dispute resolution provided by ADE in alignment the steps and timelines established by the ADE Homeless Education.

Dashboard: Recent ADE Communications

The last 7 days of ADE Communications will appear on this list. Each item on the list is a link to open the communication item

Recent ADE Communications

No data available for ADE Communications.

Assign Program Cycle

LEA Administrators Only

The **LEA Administrator (SSP District Administrator)** may select **Assign Monitoring Cycle** from the **Home** menu.

1

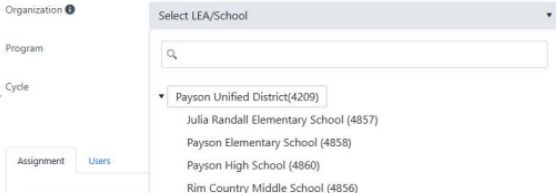
On your Dashboard hover over HOME:
- select ASSIGN PROGRAM CYCLE



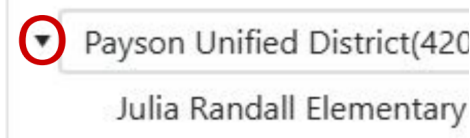
On the **Organization User Assignment** page, select the **Fiscal Year**, **Organization (SCHOOL)***, **Monitoring Program**, and **Cycle** for the user assignment, and then click **Search**.

2

- Select the SCHOOL, program, and cycle.
- Click Search



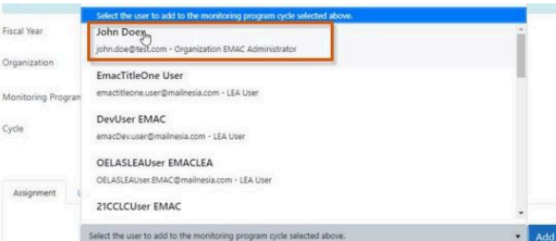
***NOTE:** You must click the “▼” icon to drop down the schools in the menu



Then in the **Assignment Dropdown** select the individuals you want to assign to the school and click **add**. Anyone assigned to the school can complete tasks for that school.

3

In the ASSIGNMENT dropdown:
- Select the user
- Click Add

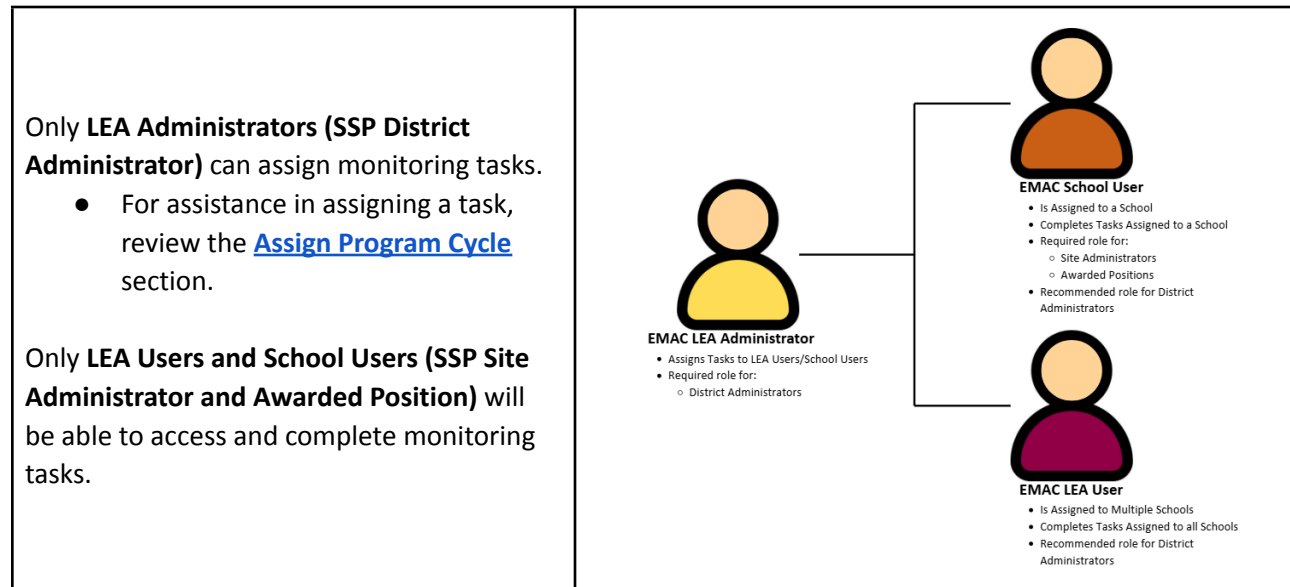


Monitoring Programs

Program monitoring consists of:

1. **Assigning** the task to an **LEA User and/or School User**
2. **Completing** the Data Collection **task(s)** in **EMAC** and Submitting the task(s) to ADE
3. **Revising returned tasks**, as applicable

Assigning Monitoring Task (Program Cycle)

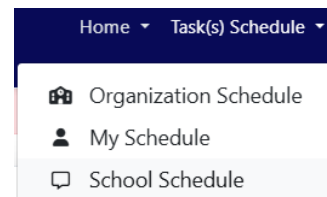


Data Collection Tasks

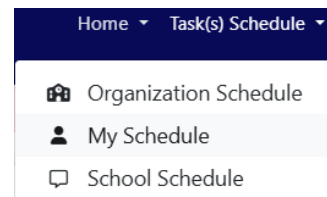
How do I see and complete tasks?

Step 1:

LEA Users will open the assigned monitoring task(s) from the **School Schedule Dashboard**.



School Users will open the assigned monitoring task(s) from the **My Schedule Dashboard**.



Step 2:

Fiscal Year: 2025
Program: All
Status: Not Started
Date Range: month/day/year month/day/year
Search

Search...

Drag a column header and drop it here to group by that column

Program Area	Program	Cycle	Task Name	Task Type	Onsite	Start Date	End Date	Status	Staff Assign...	Actions
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 3	Data Collection	No	12/02/2024	03/01/2025	Not Started	David Gauth	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 4	Data Collection	No	12/02/2024	03/01/2025	Not Started	David Gauth	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 5 Cycle 1	Data Collection	No	12/02/2024	03/03/2025	Not Started	David Gauth	
Educator and School Excellence	FY25 ESEA Programmatic Monitoring	Cycle 1	Main Requirement 6new	Data Collection	No	12/02/2024	03/03/2025	Not Started	David Gauth	
Educator and School Excellence	Title I, Part A Comparability	Comparability	Comparability Assurance	Data Collection	No	12/10/2024	12/29/2024	Not Started	Zenesh Jenkins	

Items with a status of **Not Started**, **In Progress**, or **Action Required** will all need attention from the **LEA User/School User**. Tasks with the status of **Completed** are either pending ADE review or approved by ADE. To open the task details, click on the “” icon in **Actions**.

***The following message displays if the program cycle is not assigned to the user trying to access it. To resolve this error, contact your **LEA Administrator** for them to [assign the program cycle](#).**



You are not authorized to access the Data Submission.
Please contact your EMAC LEA Administrator to Access the Data Submission.

To access the Data Submission a user must be assigned to the task. [Please Click Here](#) for User Assignment.
For Additional Information, [Please Click Here](#).

Step 3:

Main Requirement 3 #188385

Program Area: Educator and School Excellence
Program: FY25 ESEA Programmatic Monitoring
Cycle: Cycle 1
Fiscal Year: 2025

Assigned On: 12/5/2024
Last Modified On: 12/5/2024 5:51:07 PM
In-Office Visit:
Start Date: 12/2/2024
Data Collection Method: Desktop Review
End Date: 3/1/2025

Purpose

The LEA has transition plans for applicable groups served by the LEA, including program to program.

Submission
Resources
Communication
Related Tools
History

Online Forms

Main Requirement 3
Not Started

Evidence Documents
Not Available

Evidence Documents Uploaded
Not Available

Select files...
Upload
Submit for Review

Staff Assigned

Name	E-Mail	Internal	Type
David Gauth	David.Gauth@azed.gov	Yes	Internal
Gloria Dean	gloiradean@wendens.org		External
Martha Harrel	mharrel@wendens.org		External
Sandra Cruz	scruz@wendens.org		External

The task begins with the name of the task. On the right, the task displays **Staff Assigned** starting with internal ADE staff assigned to the monitoring task followed by the organization’s assigned staff.

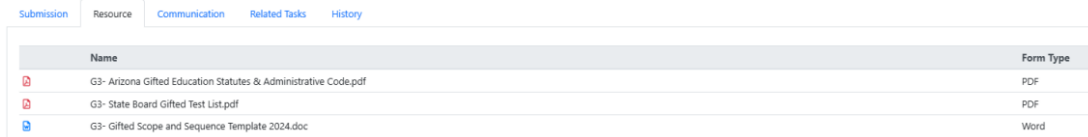
The **Purpose** of the task explains why the task has been assigned to the organization and any instructions for completing the task.

The **Tab Bar** defaults to the submission tab. In the Submission tab, the task displays any required online forms, evidence documents and space for the LEA to upload documents.

Other tabs include:

- **Resources:**

The **Resource tab** will show any additional guidance, templates, or regulations for the task.



Name	Form Type
G3- Arizona Gifted Education Statutes & Administrative Code.pdf	PDF
G3- State Board Gifted Test List.pdf	PDF
G3- Gifted Scope and Sequence Template 2024.doc	Word

- **Communication:**

The **Communication tab** provides an opportunity for the EMAC User and ADE staff member assigned to communicate directly in EMAC.

Note: Communication in EMAC becomes part of the EMAC monitoring record.



- **Related Tasks:**

Other tasks associated with the monitoring cycle display in related tasks. Check related tasks to ensure all items in a monitoring cycle are completed.

- **History:**

The History tab provides a tracking record of the task, when it was assigned, opened, started, completed, and submitted by the LEA and reviewed, accepted, or returned by ADE staff.

Finally, at the very bottom of the task is the button to **Submit for Review**. This button sends the task to the assigned staff member at ADE. If an online form has not been marked **Complete**, the **Submit for Review** button will give an error message.

Online Forms

[Submission](#) [Resource](#) [Communication](#) [Related Tasks](#) [Notes](#) [History](#)

Online Forms

A1 - 20/20 Portion Compliance (Title IV-A)

Not Started

Evidence Documents

Barrier Action Plan Template.pdf

PDF

Many tasks will include an online form to be completed. Click on the status on the right (**Not Started**, **In Progress**, or **Completed**) to open the task.

A1 - 20/20 Portion Compliance (Title IV-A)

20/20 Portion Compliance

Page 1 of 1

LEAs selected for FY24 Title IV-A Programmatic Monitoring are not in compliance with the 20/20 Portion Rule as determined through the FY23 Completion Report Expenditure Verification page.

1. Indicate which item best describes how the FY23 ESEA Consolidated Grant Application, Title IV-A budgeted activities differed from the expenses outlined in the FY23 Completion Report Expenditure Verification page:

☐ No Title IV-A funds were obligated

☐ A portion of Title IV-A funds were not obligated

☐ All TIV-A funds were obligated but purchases did not align with approved budget items

☐ Other (describe)

Next Step:
Barrier Action Plan: Upload PDF File

Describe how the LEA addressed these barriers as related to the FY24 grant application or will address these barriers related to the FY25 grant application.

Upon acceptance of A2 - 20/20 Portion Compliance, your Title IV-A Specialist will send an invitation for a virtual technical assistance monitoring meeting via email. The meeting will be 1 hour and will review the uploaded "Barrier Action Plan."

Go Back

Save Draft

Download

Complete

The online task will have instructions and items to complete. When the form is filled out, select the **Complete** button on the bottom of the form. The form may be saved for more time or downloaded for reference.

[Submission](#) [Resource](#) [Communication](#) [Related Tasks](#) [Notes](#) [History](#)

Online Forms

A3 - Professional Development Survey (Title IV-A)

Completed

The status for the online form will change to Completed after the complete button has been selected. The form can still be opened by selecting the status.

Uploading Documents

In the **Submission Tab**, find the **Evidence Documents Uploaded** section.

1. Select the file to upload
2. Click the **Upload** button to attach the file.
 - a. **Note:** EMAC only accepts files saved as PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is **10MB**.
 - b. The file will appear in the **Evidence Documents Uploaded** Section if the upload was successful.
3. Click the **Submit for Review** button.

The screenshot shows the 'Evidence Documents Uploaded' section of a submission interface. At the top, there is a 'Purpose' section with the text: 'The LEA has transition plans for applicable groups served by the LEA, including program to program.' Below this is a navigation bar with tabs: 'Submission', 'Resource', 'Communication', 'Related Tasks', and 'History'. The 'Submission' tab is active. Under 'Online Forms', there is a section for 'Main Requirement 3' with a 'Not Started' status. The 'Evidence Documents' section shows 'Not Available'. The 'Evidence Documents Uploaded' section is highlighted with an orange box and shows 'Not Available'. Below this is a 'Select files...' button, also highlighted with an orange box. A message below the button states: '— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.' To the right of the 'Select files...' button is an 'Upload' button, highlighted with an orange box. Below the 'Upload' button is a 'Submit for Review' button.

The following shows a successful document upload:

The screenshot shows the 'Evidence Documents Uploaded' section of a submission interface after a successful upload. The 'Evidence Documents Uploaded' section is highlighted with an orange box and shows a document named 'DOC012225.pdf' with a PDF icon. Below this is a 'Select files...' button. A message below the button states: '— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.' To the right of the 'Select files...' button is an 'Upload' button. Below the 'Upload' button is a 'Submit for Review' button.

Troubleshooting

Returned Submissions – Action Required

Data Collection tasks that have been returned by ADE for revision or correction appear on the dashboard as **Action Required**. Click on **Action Required** to access the task.

Dashboard

Task Count(s)

All Programs

▼

Reset

FY 2025

2024

2023

My Tasks

In Progress

Completed

Overdue

Organization Tasks

In Progress

Completed

Overdue

1

22

0

Action Required

Onsite Visits

1

0

1

22

0

Action Required

Onsite Visits

1

0

Open the task using the “” **Action** icon.

Program Area	Program	Cycle	Task Name	Task Type	Onsite Visit	Start Date	End Date	Status	Staff Assigned	Actions
Educator and School Excellence	Gifted Education Monitoring	Gifted Monitoring	G3 Gifted Education Programs, Scope & Sequence - Public	Data Collection	No	07/01/2024	04/30/2025	Action Required	Catherine Oliver	

The action required to amend the task can be found in the **Action Required** section just above the **Submit for Review** button.

Online Forms

G3 Gifted Education Programs, Scope & Sequence

Completed

Evidence Documents

Not Available

Evidence Documents Uploaded

Gifted Scope and Sequence 2024-25.pdf

PDF

Select files...

You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload

Action Required:

Please upload evidence of governing board approval

Submit for Review

Who to Contact? - ADE Assigned Staff

For information about a data collection task or monitoring cycle, contact the program area or the staff member assigned. This information can be found in the [Support – Contact Us](#) option or within the task at the top of the open data collection task.

Status: Not Started

Program Type: Monitoring

Main Requirement 3 #188385

Program Area

Educator and School Excellence

Program

FY25 ESEA Programmatic Monitoring

Cycle

Cycle 1

Fiscal Year

2025

Assigned On: 12/5/2024

Last Modified On: 12/5/2024 5:51:07 PM

IsOnsite Visit: ☺

Start Date: 12/2/2024

Data Collection Method: Desktop Review

End Date: 3/1/2025

DOCUMENTS

Staff Assigned

Name	E-Mail	Internal	Type
David Gauch	David.Gauch@azed.gov	Yes	Primary
Gloria Dean	gloriadean@wendenk8.org		
Marsha Harold	mharold@wendenk8.org		
Sandra Cruz	scruz@wendenk8.org		

The task begins with the name of the task. On the right, the task displays **Staff Assigned** starting with internal ADE staff assigned to the monitoring task followed by the organization’s assigned staff.

Error Message: “You are not authorized to access the Data Submission.”

***The following message displays if the program cycle is not assigned to the user trying to access it.** To resolve this error, contact your **LEA Administrator** for them to [assign the program cycle](#).

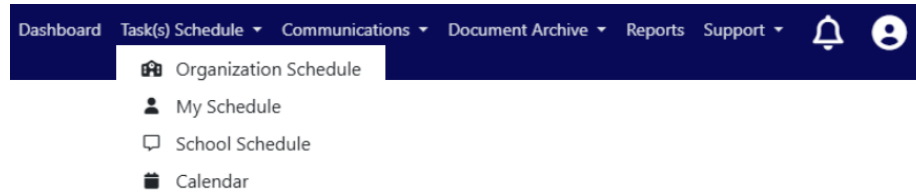


You are not authorized to access the Data Submission.
Please contact your EMAC LEA Administrator to Access the Data Submission.

To access the Data Submission a user must be assigned to the task. [Please Click Here](#) for User Assignment.
For Additional Information, [Please Click Here](#).

Task(s) Schedule

The **Task(s) Schedule** will show the tasks assigned to the organization at the district level, school level, tasks assigned to the user, and a calendar format.



Organization Schedule

To view all tasks assigned to the organization at the district-level, the data range may be kept blank. The data range will search for monitoring tasks by the assignment date, not the due date. The LEA Administrator or User may search for **Not Started** tasks, tasks still **In Progress**, tasks with **Action Required**, or search for a particular program.

A screenshot of the 'Organization Schedule' interface. At the top, there's a header with a hamburger menu icon and the text 'Organization Schedule'. Below this is a search filter section with the following fields: 'Fiscal Year' (a dropdown menu showing '2025'), 'Program' (a text input field with 'All' inside), 'Status' (a text input field with 'All' inside), and 'Date Range' (two date input fields, the first showing '7/1/2024' and the second showing '4/21/2025'). A blue 'Search' button is located below these fields. Below the search section is a table with a search bar on the right. The table has a header row with columns: 'Program Area', 'Program', 'Cycle', 'Task Name', 'Task Type', 'Onsite Visit', 'Start Date', 'End Date', 'Status', 'Staff Assigned', and 'Actions'. Below the header, there are two rows of data. The first row shows 'Educator and School Excellence' for Program Area, 'Equitable Service Monitoring' for Program, 'Equitable Services' for Cycle, 'P1-01 FY25 Equitable Service Timeline and Procedures' for Task Name, 'Data Collection' for Task Type, 'No' for Onsite Visit, '08/12/2024' for Start Date, '09/30/2024' for End Date, 'Completed' for Status, 'Sara Shaffer' for Staff Assigned, and an 'Edit' icon for Actions. The second row shows 'Educator and School Excellence' for Program Area, 'Equitable Service Monitoring' for Program, 'Equitable Services' for Cycle, 'P1-02 FY25 Equitable Service Consultation' for Task Name, 'Data Collection' for Task Type, 'No' for Onsite Visit, '08/12/2024' for Start Date, '09/30/2024' for End Date, 'Completed' for Status, 'Sara Shaffer' for Staff Assigned, and an 'Edit' icon for Actions.

My Schedule

The School Schedule view only shows program monitoring tasks assigned at the school level (**School Users**) instead of district level tasks. To view all tasks assigned to the organization, the data range may be kept blank. The data range will search for monitoring tasks by the assignment date, not the due date.

School Schedule

The **LEA Users** may also search for the status of items assigned to themselves. To view all tasks assigned to the organization, the data range may be kept blank. The data range will search for monitoring tasks by the assignment date, not the due date.

Calendar

Calendar View of Tasks/Onsite Visits

Programs:

All Programs

Select Program

Search

Show:

☒ On-Site Visits

☒ School Tasks

Calendar View

Today * * February, 2025

Month

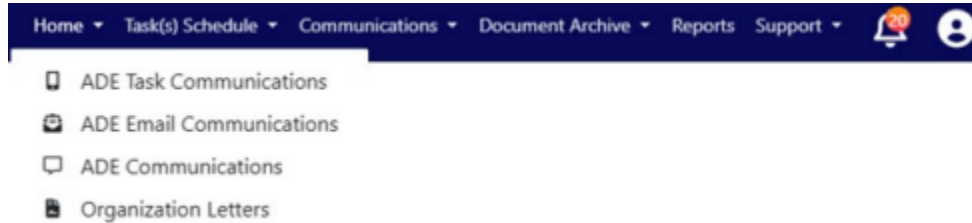
Timeline Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
	CB-81: MIP Services for Preschool/Out of School Youth CB-84: MIP Needs Assessment CB-92: MIP Identification and Enrollment CB-81: Statement of Assurance					

The Calendar view shows tasks in a calendar format. Clicking on the task will open the item.

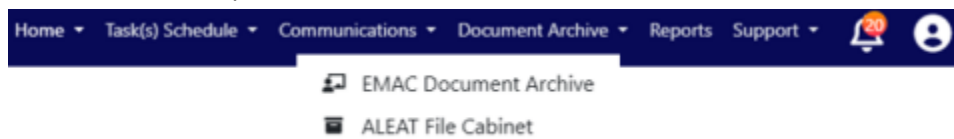
Communication

Use the **Communication tab** to find communication from ADE about program monitoring.

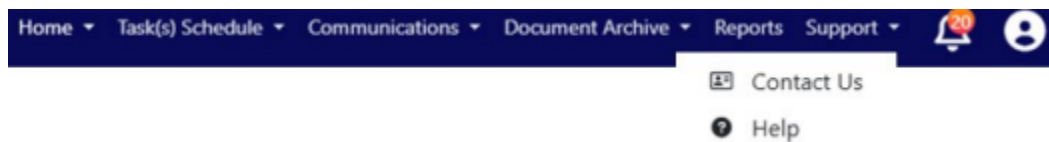


Document Archive

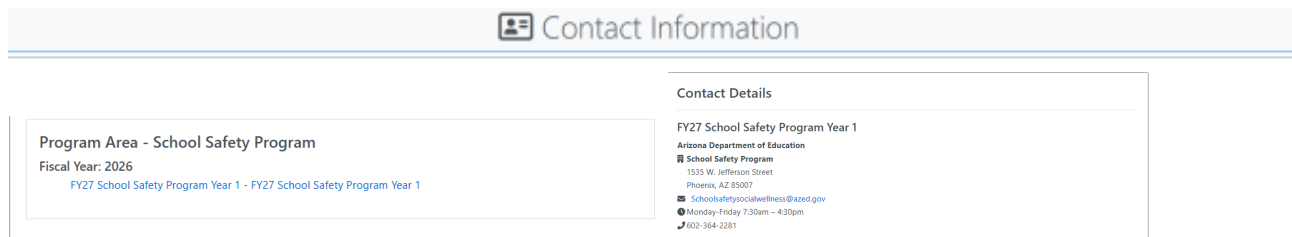
The **Document Archive tab** consists of 2 sections: the *EMAC Document Archive* for EMAC documents and tasks from 2020 to present and the *ALEAT File Cabinet* to find tasks and documents prior to 2020.



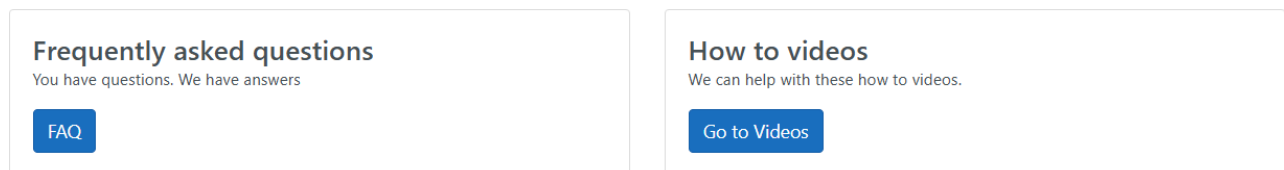
Support



The **Support tab** allows users to contact the program areas directly with the **Contact Us** option.



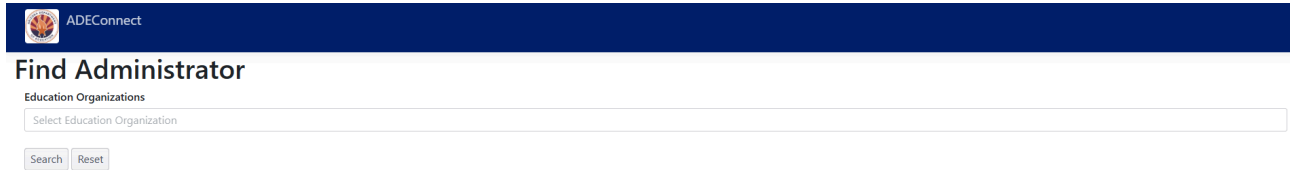
The **Help** option brings up some frequently asked questions and some EMAC videos.



APPENDIX - EMAC Access

How do I get access to EMAC if I do not have a login or the correct role?

1. Open <https://adeconnect.azed.gov/FindEA>.



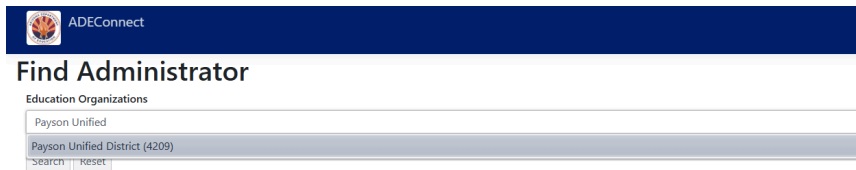
ADEConnect

Find Administrator

Education Organizations

Search Reset

2. Type in and select your LEA



ADEConnect

Find Administrator

Education Organizations

Payson Unified District (4209)

Search Reset

3. Contact your ADE Connect Entity Administrator from the list displayed and request access to EMAC for SSP program monitoring



ADEConnect

Find Administrator

Education Organizations

Search Reset

Payson Unified District (4209)

Entity Admin	Contact	Phone Number
Michelle Keegan	michelle.keegan@pusd10.org	(928) 474-2070