



System Training and Response (STaR) Team – LEA Profile

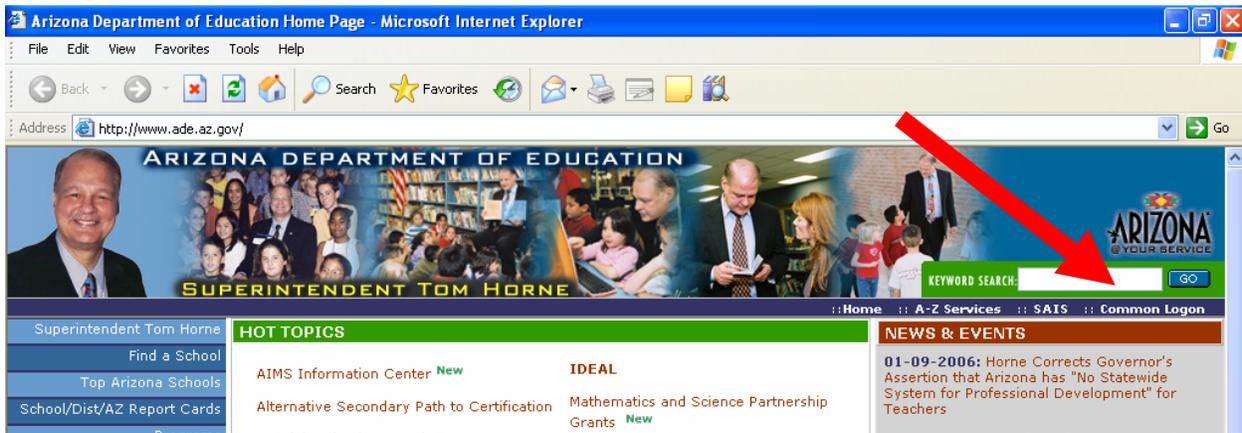
SAIS Technology Coordinator Contact Information Overview

This document is intended to provide basic step-by-step instructions for adding a SAIS Technology Coordinator and their contact information to the LEA Profile with the Arizona Department of Education. The purpose of having this information up to date is to establish a point of contact for issues regarding SAIS so that the System Training and Response (STaR) Team can more efficiently and effectively disseminate SAIS. This contact information is also used by other units at ADE, so to ensure that your LEA receives current information, please keep your LEA Profile current. Should you have questions or need additional assistance, please contact the STaR Team at <http://www.ade.az.gov/schoolfinance/STaR/>. Click on *Request for Training and Assistance*.

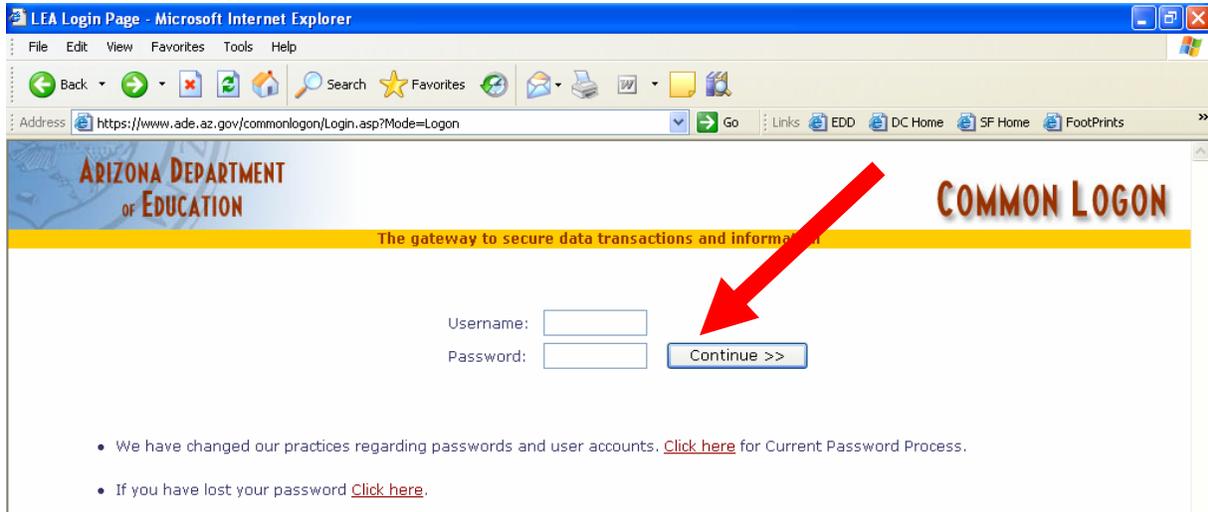
Add SAIS Technology Coordinator Information

To Add a new SAIS Technology Coordinator:

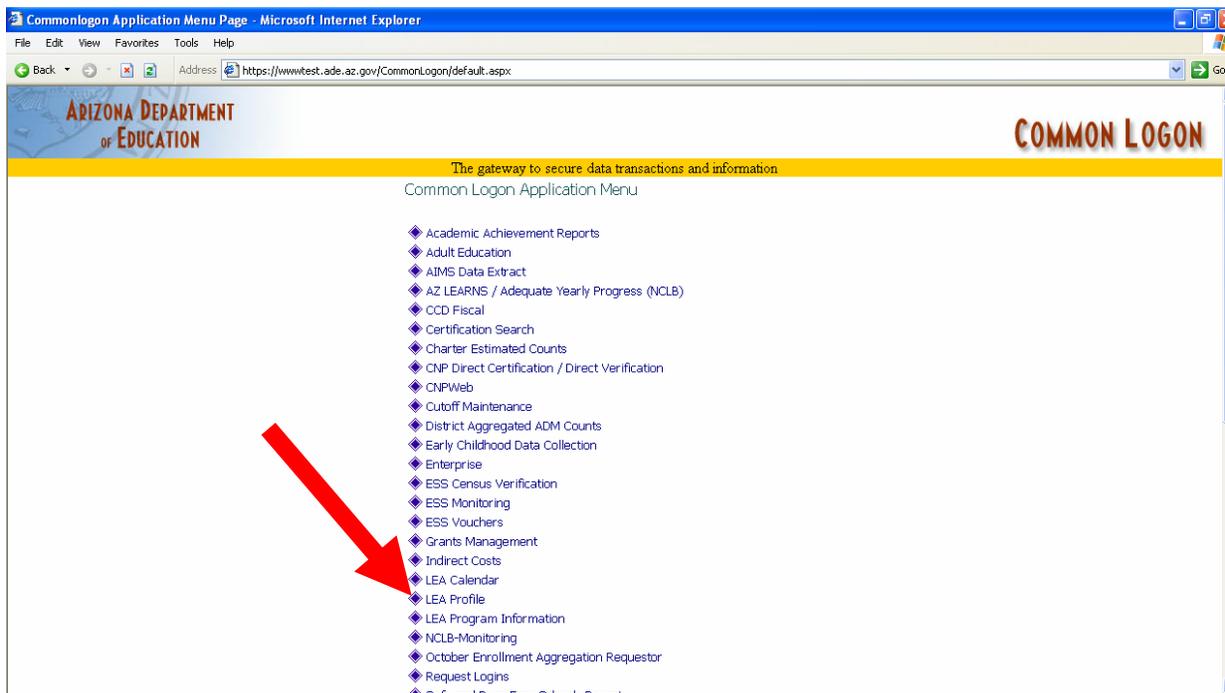
1. The authorized user logs on to the ADE Common Logon.
 - Navigate to the ADE home page at <http://www.ade.az.gov>
 - Click on *Common Logon*. The link is located near the upper right-hand corner of the home page.



2. Enter the username and password received by e-mail from the ADE Support Center, then click *Continue*.



3. Select *LEA Profile* from the Common Logon Application.



4. Click on the *Email: Change Request* button at the bottom of the page.

San Fernando Elementary District (10-03-35-000)

ENTITY INFORMATION

County: Pima Grades Served: Pre-K-8, UE

Postal Address: P O Box 80, Sasabe, AZ 85633 0080

Location: 1 Schoolhouse Dr, Sasabe, AZ 85633

Phone: (520) 555-1234 Fax: (520) 555-1235

CONTACTS

	TITLE & FULL NAME	PHONE	EMAIL
Head of Governing Board:	Mr. John Doe	(520) 555-1234	john.doe@yourschool.org
Bus Inventory:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
TRAN:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
SDER:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
SPED Census:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Absence Approval:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
ADM:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
LEPS:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
October Enrollment:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
ROLL:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Grant Contact:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Grant Contact:	Mr. Joe Schmo	(520) 555-1234	joe.schmo@yourschool.org

[Email: Change Request](#)

5. Enter your contact information in the **Name**, **Phone Number**, **E-Mail** and **Fax Number** fields.

LEA Entity Change Request

To confirm these changes I may be reached at:

Name: Jane Doe Phone Number: (520) 555-1234

E-mail: jane.doe@yourschool.org Fax Number: (520) 555-1235

* Name, E-mail, & Phone are required

Comments:

Requested Changes:

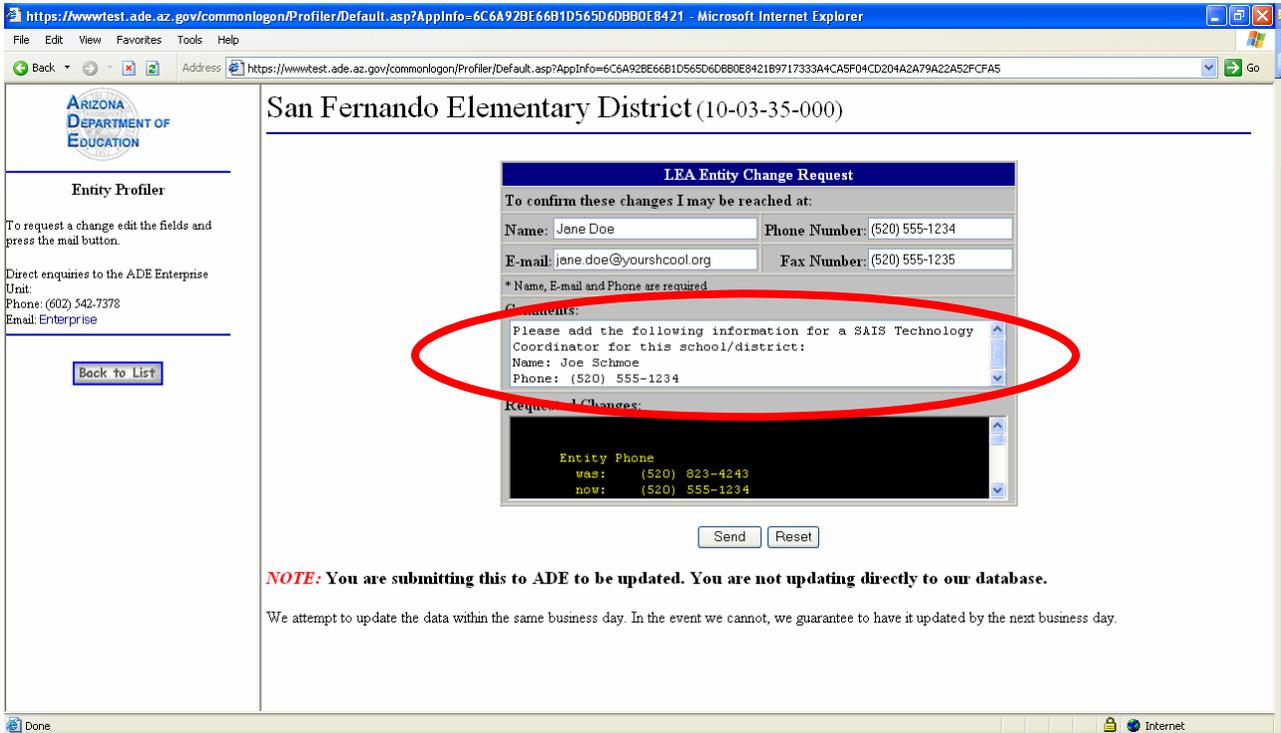
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Entity Phone
was: (520) 823-4243
now: (520) 555-1234
```

[Send](#) [Reset](#)

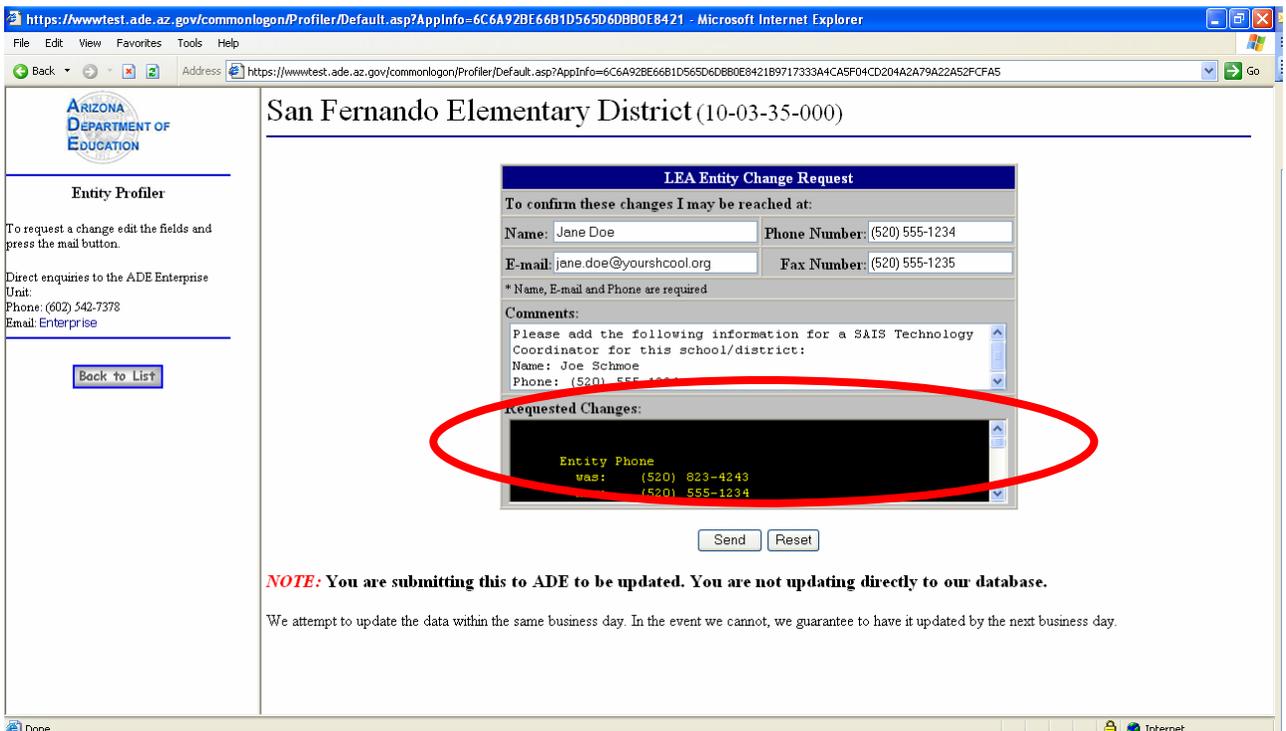
NOTE: You are submitting this to ADE to be updated. You are not updating directly to our database.

We attempt to update the data within the same business day. In the event we cannot, we guarantee to have it updated by the next business day.

- In the **Comments** field, Enter the phrase “Please add the following person as a SAIS Technology Coordinator for this district” followed by the Name, Phone Number and E-mail address of the SAIS Technology Coordinator. The comments field sometimes has issues with the @ symbol in the email address as well as any other non-standard punctuation (colons, semicolons, etc.). Please replace the @ symbol with “ at ” when entering the email address.



- Ignore the black **Request Changes** field. This field reflects the changes, if any, made to the contact information on the previous page.



- Click **Send**. The application will return you to the main LEA Profile application page (from step 4).