



System Training and Response (STaR) Team – LEA Profile

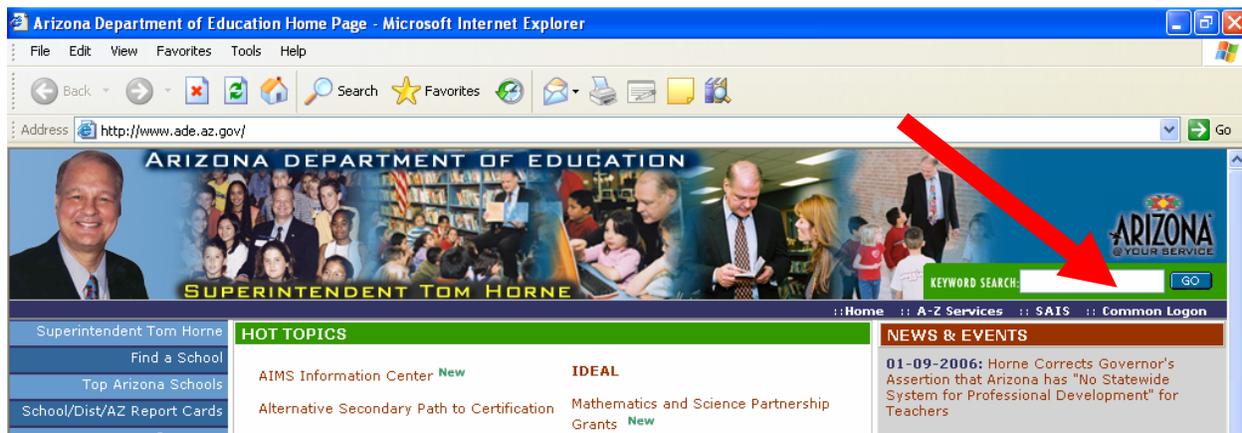
SAIS Technology Coordinator Contact Information Overview

This document is intended to provide basic step-by-step instructions for updating the SAIS Technology Coordinator's contact information in 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 information. 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*.

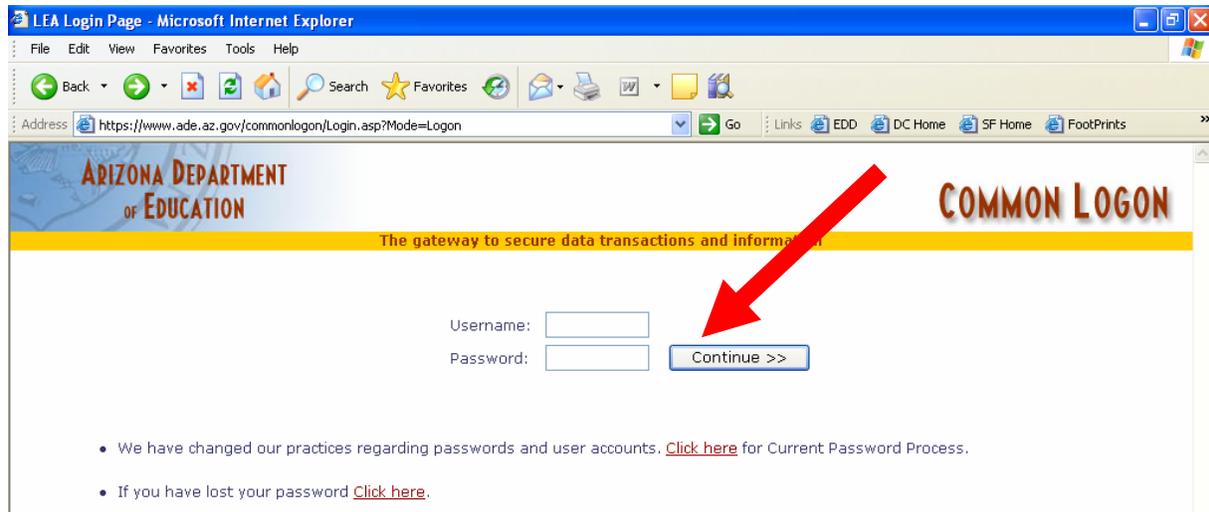
Update SAIS Technology Coordinator Information

To update the SAIS Technology Coordinator:

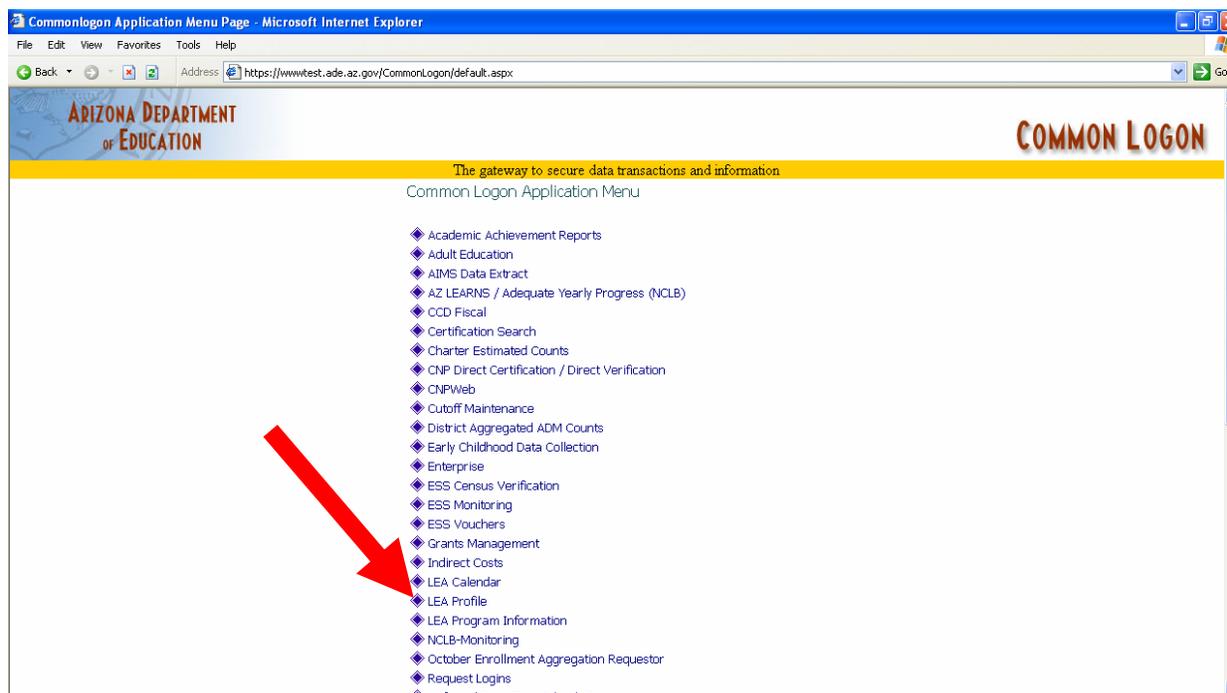
1. The authorized user logs on to the ADE Common Logon.
 - Navigate to the ADE home page at <http://www.ade.az.gov>
 - Click on *Common Logon*. The link is located near the upper right-hand corner of the home page.



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. Edit the **Name**, **Phone** and **E-Mail** fields for the SAIS Technology Coordinator to reflect the current information.

The screenshot shows the profile for Apache Elementary District (02-03-42-000). The page is divided into an 'ENTITY INFORMATION' section and a 'CONTACTS' table. The SAIS Technology Coordinator row in the contacts table is circled in red.

ENTITY INFORMATION			
County:	Cochise	Grades Served:	Pre-K-8, UE
Postal Address:	P O Box 16435, Portal, AZ 85632		
Location:	10488 Skeleton Canyon Rd, Apache, AZ		
Phone:	(520) 555-1234	Fax:	(520) 555-1235

CONTACTS			
	TITLE & FULL NAME	PHONE	EMAIL
District Administrator:	Mr. John Doe	(520) 555-1234	john.doe@yourschool.org
TRAN:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Business Manager:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
SPED Census:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Site Contact:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Site Contact:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Site Contact:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Grant Contact:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Grant Contact:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Grant Contact:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
Grant Contact:	Ms. Jane Doe	(520) 555-1234	jane.doe@yourschool.org
SAIS Technology Coordinator:	Mr. New Guy	(520) 555-1234	new.guy@yourschool.org

At the bottom of the page, there is a button labeled 'Email Change Request'.

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

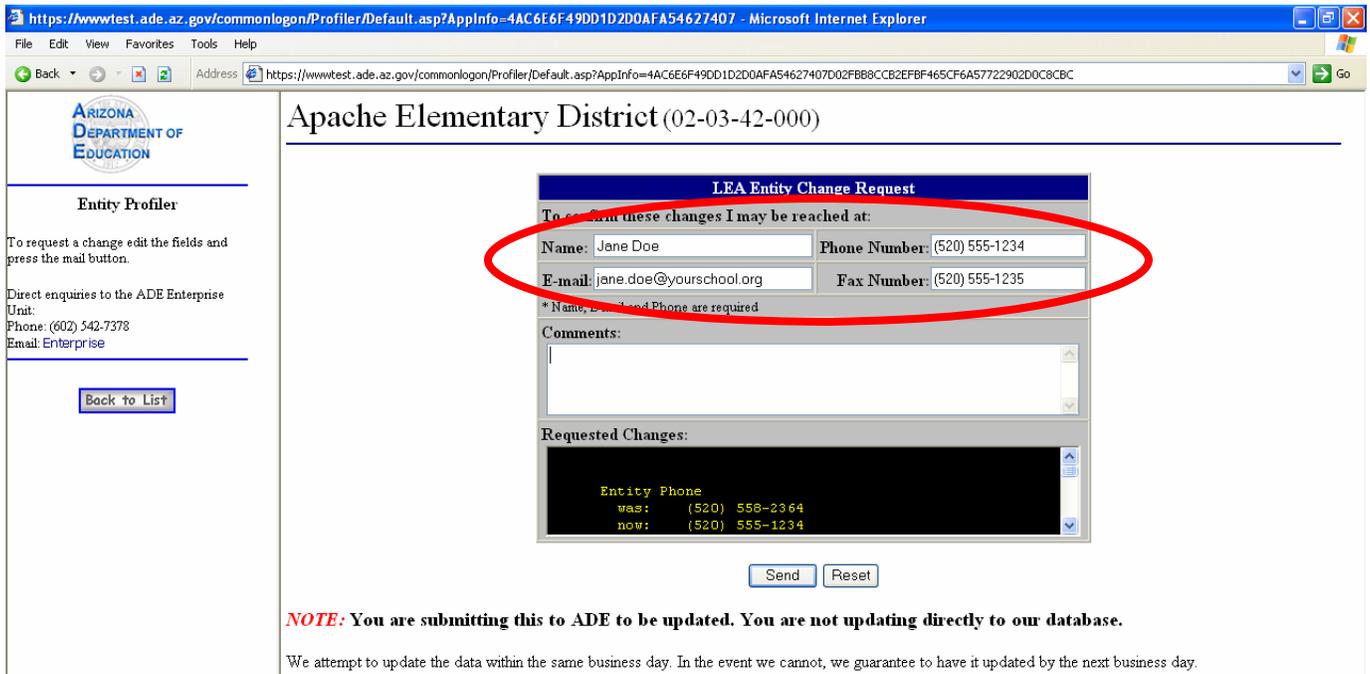
The screenshot shows the profile for San Fernando Elementary District (10-03-35-000). The page is divided into an 'ENTITY INFORMATION' section and a 'CONTACTS' table. A red arrow points to the 'Email: Change Request' button at the bottom of the page.

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

At the bottom of the page, there is a button labeled 'Email: Change Request'.

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



Entity Profiler

To request a change edit the fields and press the mail button.

Direct enquiries to the ADE Enterprise Unit:
Phone: (602) 542-7378
Email: Enterprise

[Back to List](#)

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 and Phone are required

Comments:

Requested Changes:

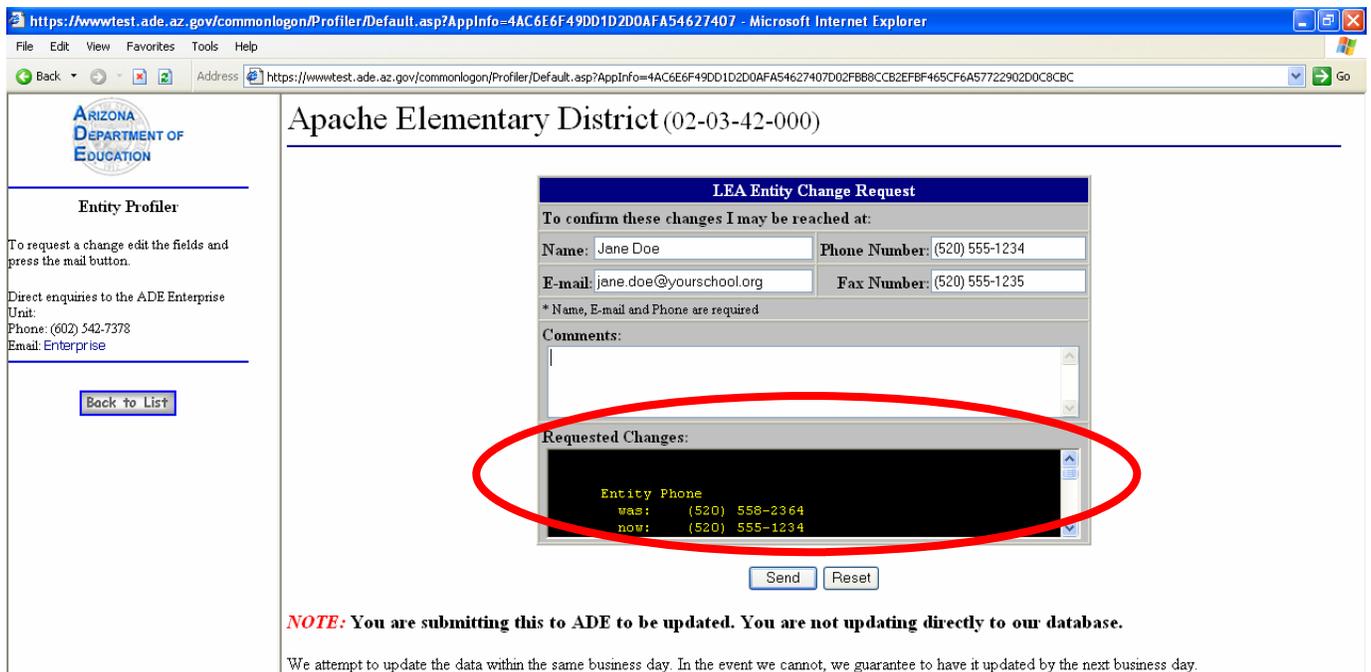
```
Entity Phone
was: (520) 558-2364
now: (520) 555-1234
```

[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.

7. Add any additional comments you may have in the **Comments** field. You may skip this field if you wish.
8. Verify that the changes listed in the **Requested Changes** box are correct. If they are incorrect, click your web browser's *Back* button and correct the information.



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Name: Jane Doe Phone Number: (520) 555-1234
E-mail: jane.doe@yourschool.org Fax Number: (520) 555-1235

* Name, E-mail and Phone are required

Comments:

Requested Changes:

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Entity Phone
was: (520) 558-2364
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[Send](#) [Reset](#)

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