System Training and Response (STaR) Team – LEA Profile

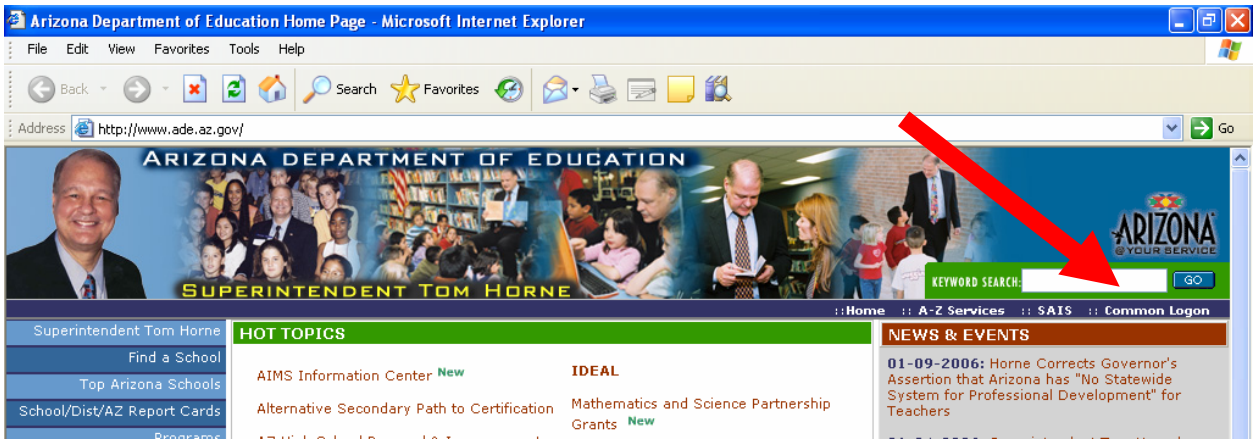
SAIS Technology Coordinator Contact Information Overview

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*.

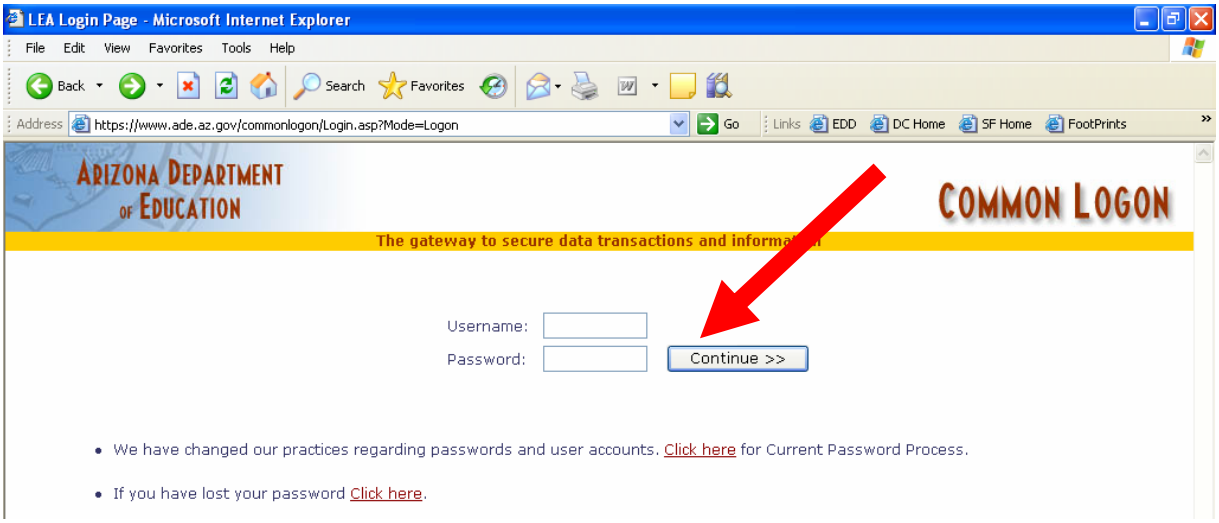
Update SAIS Technology Coordinator Information

To update the SAIS Technology Coordinator:

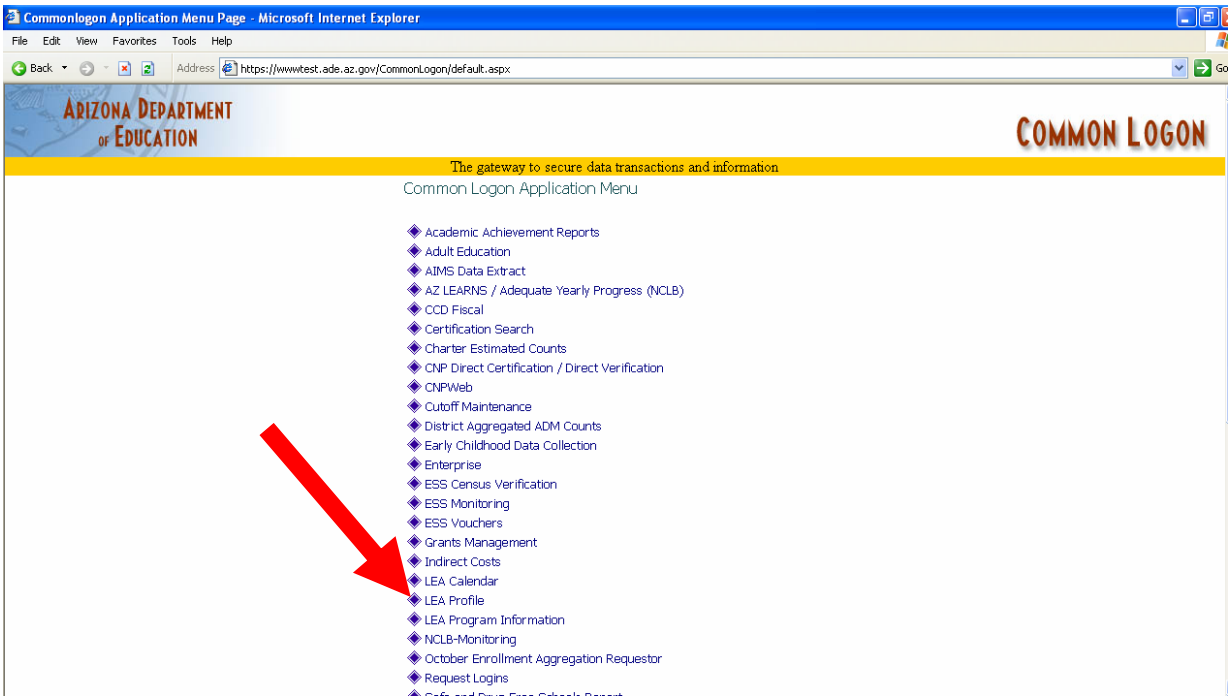
1. The authorized user logs on to the ADE Common Logon.
    - Navigate to the ADE home page at http://www.ade.az.gov
    - Click on *Common Logon*. The link is located near the upper right-hand corner of the home page.



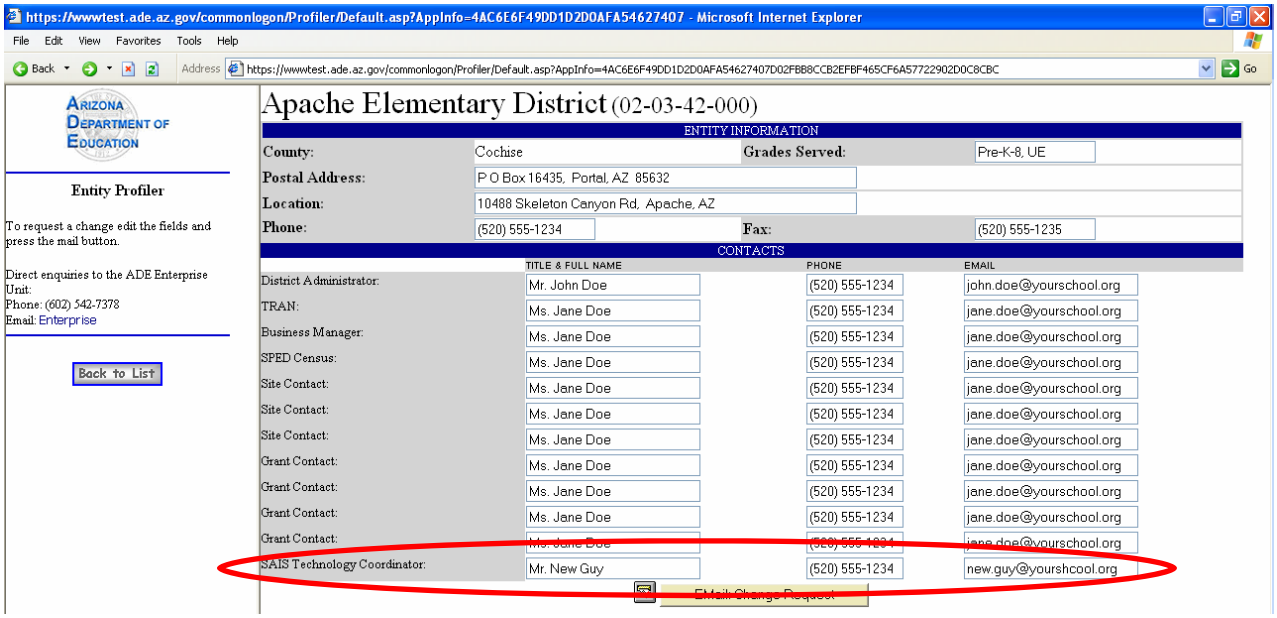
2. Enter the username and password received by e-mail from the ADE Support Center, then click *Continue*.



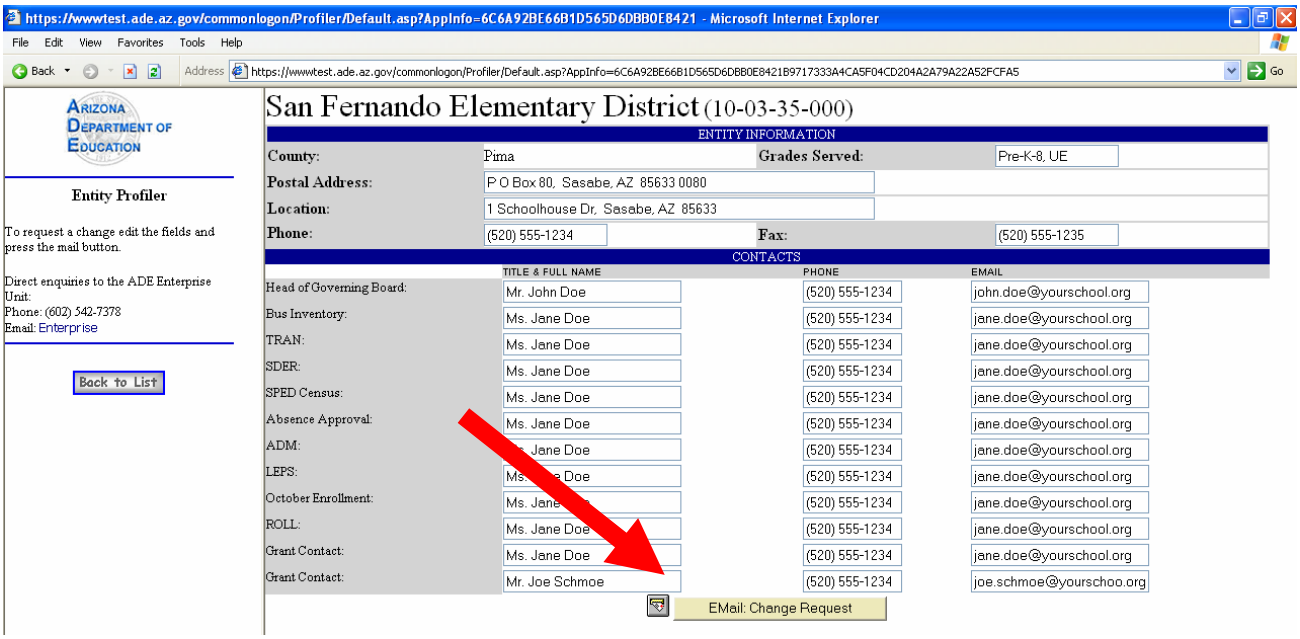
3. Select *LEA Profile* from the Common Logon Application.



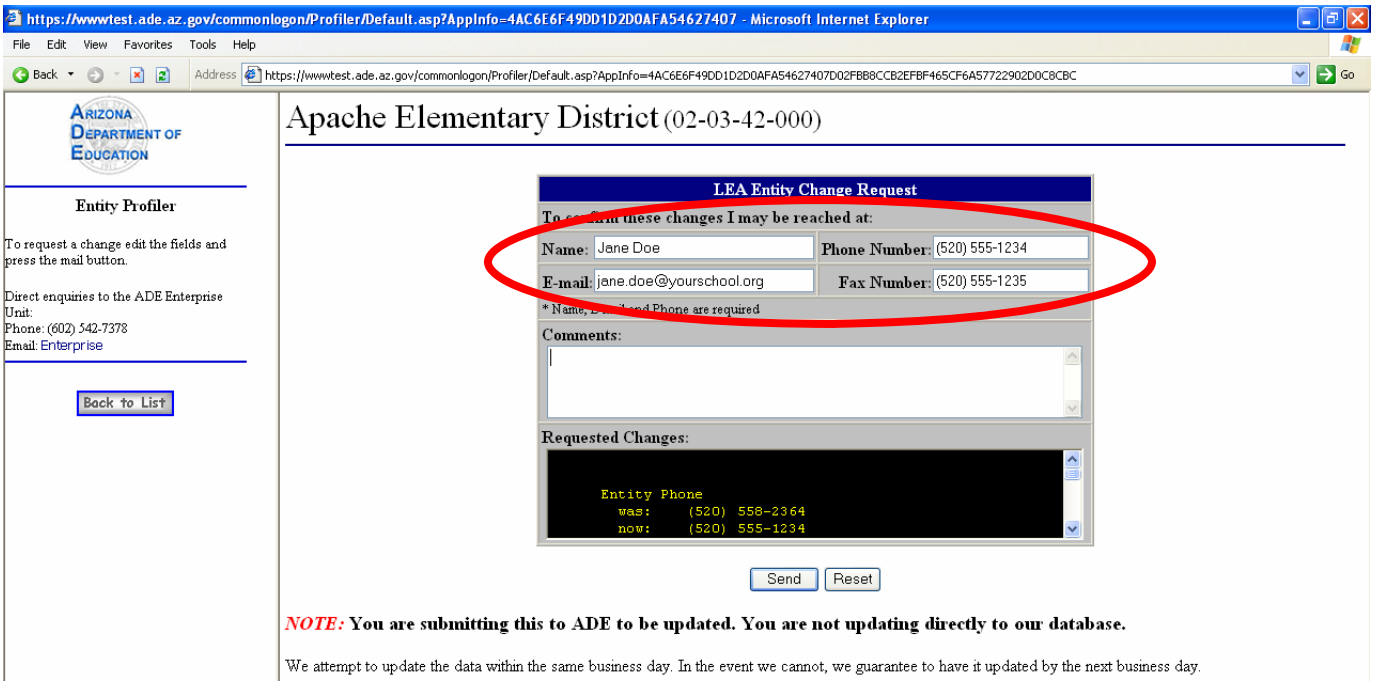
4. Edit the **Name**, **Phone** and **E-Mail** fields for the SAIS Technology Coordinator to reflect the current information.



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

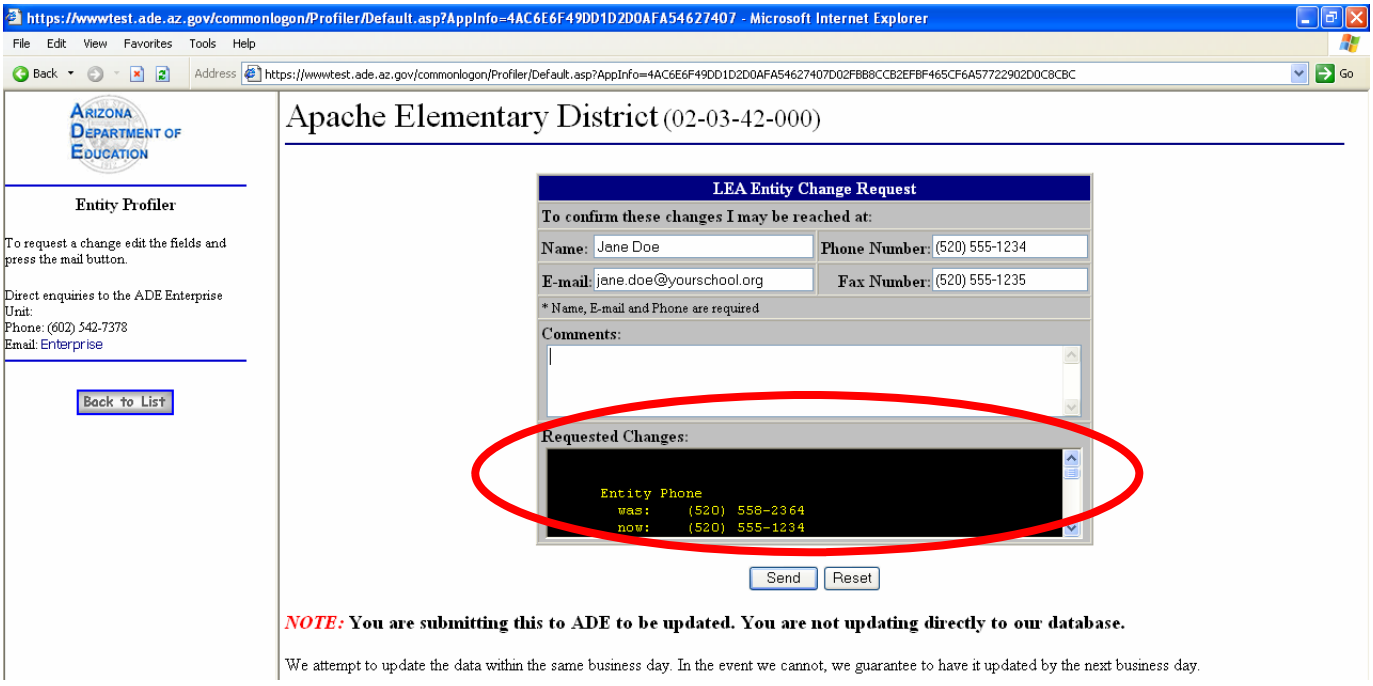


6. Enter your contact information in the **Name**, **Phone Number**, **E-Mail** and **Fax Number** fields.



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.



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