

# ADE Fiscal Management System

## Registration Guide

### New User Registration


If you are a new non-ADE and a non-APSCN user, please register an account

1. Click on “Register Now” on the login page
2. Fill up the Registration form  
(If you don't see your agency from the dropdown list, click on the “Missing your Agency” link to add one)
3. Click on Register button to complete

### Registration

#### User information

Agency

Select 

[Missing your Agency ?](#)

First Name

Last Name

Title

Email

Office Phone

Mobile


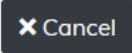
#### Create a password

The password must be at least 8 characters long and contains the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character (.\*?[#!@\$%^&\*~])

Password

Confirm Password

 Register  Cancel

4. You will receive a confirmation email shortly after the registration, please check your inbox
5. If you are from a LEA, your superintendent will also receive an email to approve your registration, (if you are from a Co-op, your director will receive it, if you are from a 3rd party vendor, the program manager will receive it), Once they approve it, you will be able to log in to FMS.

**Note:** for new entity registration, you will need to provide the organization's D-U-N-S number and Tax Identification Number (TIN).

### Register New Entity ×

Entity Name	Entity Type
<input type="text"/>	Select <span>▼</span>
D-U-N-S Number <span>?</span>	Tax Identification Number <span>?</span>
<input type="text"/>	<input type="text"/>
Division To apply Grant	
Select <span>▼</span>	