

Registration and User Roles

The Utah LEA Consolidated Needs Assessment (CNA) is a secure, web-based platform designed to facilitate a systematic and data-driven approach to identifying, analyzing, and prioritizing educational needs within Local Education Agencies (LEAs). This comprehensive tool functions as a diagnostic instrument, enabling LEAs to assess the gap between their current performance and their aspirational goals. Access to the CNA is granted to LEA administrators and other authorized personnel through defined user roles. This document provides a detailed guide to the registration process and the management of user accounts.

| User Role | Permissions |
|----------------|---|
| LEA Admin | Enter, edit, and save LEA data (including text) for designated LEA; Approve/deactivate LEA users |
| LEA User | Enter, edit, and save LEA data (including text) for designated LEA |
| LEA Guest User | View data for designated LEA(s) |
| USB Admin | Approve/inactivate all users; Edit all Qualitative goals; Edit, view, and delete USBE data; View all LEA data |
| USBE User | View USBE and all LEA data |

Current LEA UTREx Administrators should select the CNA LEA Administrator role when creating an account. When a new user from your LEA registers for a CNA account, the LEA CNA Administrator, will receive an automated email notification requesting account approval. Upon approval, the new user will receive a confirmation email stating that their account is approved. Once their account is activated, CNA LEA Administrators retain the ability to approve or deactivate user accounts within their respective LEA. To ensure system security and resource efficiency, accounts that remain inactive for 365 days will be automatically deactivated.

Steps for registering for an LEA CNA account.

The application can be found by navigating to <https://ucip.schools.utah.gov/>.

On the landing page, select the “Login” option.



On the login page, select the “Register as a new user”



Please complete all required fields on the registration form, ensuring you accurately select your Local Education Agency (LEA) and your desired user role.

Note: In the rare instance where an LEA administrator has responsibilities across multiple LEAs, please utilize the "+" feature to request access to each additional LEA for which you are responsible. This ensures you have the necessary permissions within the system.

Registration

Complete the information requested to Register for UCIP

All fields are required for Registration

Registration Information

- * First Name
- * Last Name
- * Work Email
- * Confirm Work Email
- * Phone Number
- * Username: Work Email
- * Password: Desired Password
- * Confirm Password: Confirm Password

LEA and Permission Requested +

- LEA: USBE
- Select Role

Create User Cancel

After all required information has been entered select “Create User”

The user will receive an automated email from noreply@schools.utah.gov indicating their request has been sent.

Subject: Registration

An email has been sent to the following UCIP LEA Administrator(s) to process your UCIP registration request.

paula.huber@schools.utah.gov
vidya.duvanthula.ctr@schools.utah.gov
Priya.Cherukuri.ctr@schools.utah.gov
marlene.ruff@schools.utah.gov
quinn.kellis@schools.utah.gov
max.lang@schools.utah.gov
mwallac@wested.org
rebecca.nielsen@schools.utah.gov

After the LEA UCIP Administrator has setup your account, you will receive an email to be able to login to the UCIP website. This process may take up to a week to process. If you have any questions, you can reach out to your LEA UCIP Administrator. Thank you

The user will receive an additional automated email from noreply@schools.utah.gov when their request has been approved with the following message: Your Role for the Utah Continuous Improvement Plan has been assigned. Please sign in to activate your account [Log in](#). User's will use this link to sign in for the first time, using the email and password they used when registering for an account.