How to become a School Administrator

You do not need an account to use UtahFutures, but there are many benefits. Counselors and Teachers working with students can become School Administrators. Administrator access gives you the ability to view information that students have saved to their accounts. This includes assessment results, and saved occupations, programs of study, and schools.

**Step 1 - Create an Account:**
1. Click the Create Account link in the top-right corner of the homepage.
2. Complete the Account Form and set a Username and Password.
3. Enter your Graduation Year as “High School Graduate or Out of School” so the system recognizes you are an adult.
4. Answer the three security questions. These will be used to reset your password if you ever forget it.
5. Click the Next button
6. Accept the Terms of Use

**Step 2 – Join a School as an Administrator:**
1. To request access as a school counselor or teacher (ability to view student reports and saved information), click Settings > User Roles.
2. Click “Join a School as an Administrator”
3. Start typing the name of the school you would like to join.

- The name of your school should appear in a dropdown list.
- Select your school from the list. If your school does not appear, please email us at resources@uen.org.

Access is not granted immediately. You will receive an email from UtahFutures when your request has been verified.