

UtahFutures Quick Start Guide

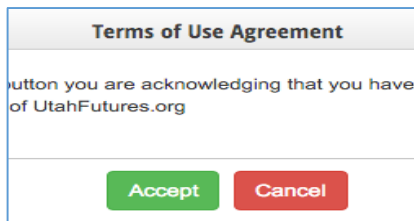
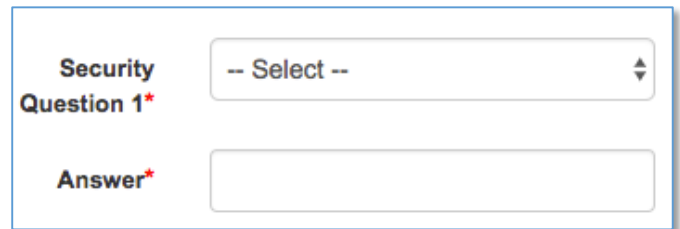
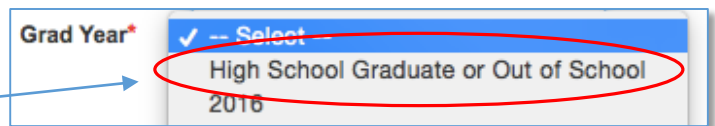
UtahFutures.org

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.

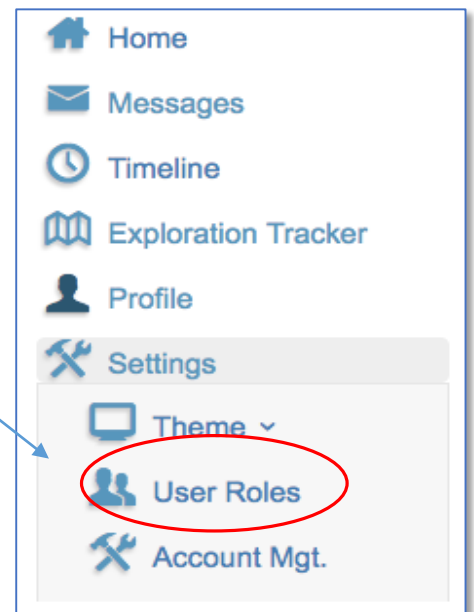
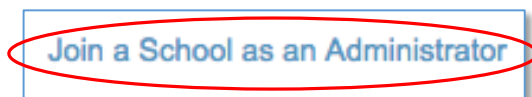
Step 1 - Create an Account:

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.

If your school or district does not appear it is not in our database and your request will not be submitted. Please email resources@uen.org for assistance if the school or district you want to request access for does not appear.

PINE VIEW HIGH (SCHOOL 33720)

- 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.