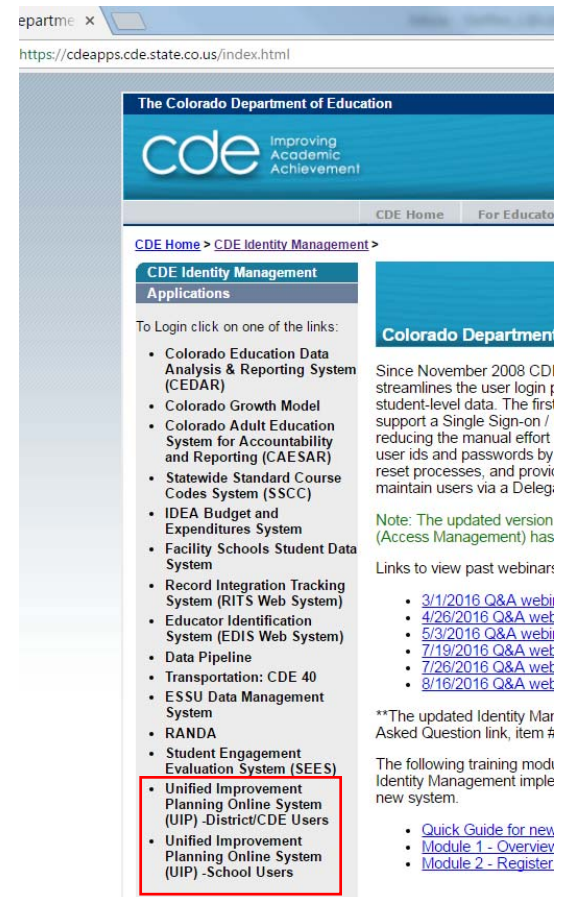


# Accessing the UIP Online System and Common Login Issues

## Steps for Accessing the UIP Online System

1. Contact your District local access manager (LAM) to request access to the UIP Online System, a role within CDE's Identity Management System (IDM).
2. The LAM will need to assign each user in the school/district to one role. The roles are either:
  - District Admin (can submit UIP, as well as view and edit all school/district UIP)
  - District User (can view and edit all school/district UIP)
  - School Admin (can submit UIP, view and edit)
  - School User (can view and edit school UIP)
3. Once assigned, users will go to the CDE Identity Management System <https://cdeapps.cde.state.co.us/index.html> (bookmark this page!) and select:
  - **Unified Improvement Planning Online System (UIP) - District & CDE Users** link for District Admins, District Users, and CDE Users.
  - Or,
  - **Unified Improvement Planning Online System (UIP) - School Users** link for School Admin and School Users.
4. Log in to the system using your assigned username and password. This role is in addition to other Identity Management roles already assigned (e.g. CEDAR, RANDA) and uses the same username and password.



## Login Failed- Now what?

**Assigned Multiple Roles?** Check with your LAM that you are only assigned to one role, either District Admin, District User, School Admin or School User.

**Manage Multiple Schools?** If a school user, check with your LAM that you are only assigned to one school. School users can only access one school at a time. To access multiple schools, the LAM will need to assign you to a District Admin or District User.

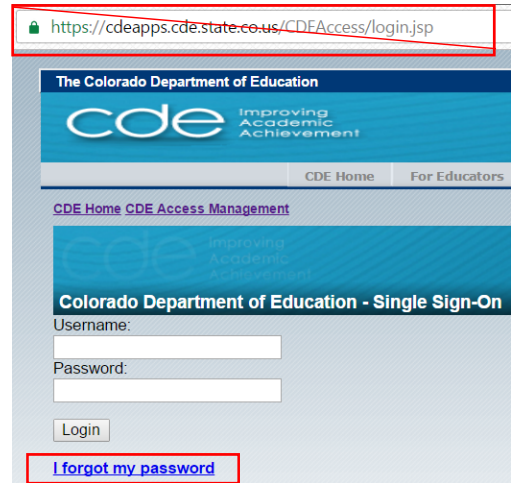
**Changed Schools?** Contact both the LAM and Lisa Steffen, [steffen\\_l@cde.state.co.us](mailto:steffen_l@cde.state.co.us) to switch the school assignment in the system.

**Clicked the wrong Link?** If you are a District User/Admin, make sure you clicked the “District/CDE Users” link. If you are a School User/Admin, make sure you clicked the “School Users” link.

**Logging in from the wrong page?** Do not bookmark the login page (right), the system will forget where you are logging in.

**Password Doesn’t Work?** Hit the ‘I forgot my password’ link at the login page, or here

<a href="#">Frequently Asked Questions</a>
<a href="#">Quick Reference Guide</a>
<a href="#">Family Educational Rights and Privacy Act (FERPA)</a>
<a href="#">Request for Assistance</a>
<a href="#">BOCES Agreement</a>
<a href="#">Change/Reset Password</a>
<a href="#">Access Management</a>
<a href="#">Executive Director Registration</a>
<a href="#">Acceptable Use Policy</a>



<https://cdeapps.cde.state.co.us/index.html> with the ‘Change/Reset Password’. A new password will be emailed automatically. This can take up to 10 minutes.

**Don’t know who your LAM is?** Select “Request for Assistance” and select your district from the dropdown.

**Have you done the steps above and it still doesn’t look right?** Clear your cookies in your browser for the last hour- often the system will get stuck logging on to the error page and needs to be refreshed. If that still does not do the trick, contact Lisa Steffen [steffen\\_l@cde.state.co.us](mailto:steffen_l@cde.state.co.us).

## Additional Resources

The Unified Improvement Planning website has a page with resources and links for the UIP Online System: <http://www.cde.state.co.us/uiip/uiip-online-system>. Some of these resources are listed below:

- [UIP Online System Overview Webinar](#) - This webinar covers updates to the online UIP system as well as a general overview. Recorded 9/23/16.
- [Action Plan and Implementation Benchmarks Info Sheet](#) - Guide to changes occurring in the Action Plan of the UIP Online System for 2016-17.
- [About the UIP Online System](#) - The Improvement Planning team recommends utilizing these resources as you enter the UIP Online System. District users will have more administrative responsibility, while schools will enter directly into the UIP.
- **Online UIP User Guide** - For Schools and Districts - use this guide to navigate the sections and subsections of the UIP and guide you in transitioning from the paper UIP to online.
- **District Admin User Guide** - use this guide to navigate the administrative pages for the UIP Online System, including accessing UIPs, submitting UIPs, and using the additional administrative features.
  - [District Quick UIP Access Sheet](#) - use this sheet to quickly navigate to the UIP from administrative pages.