

# UIP/ACI System Set Up & Management

## For Local Access Managers (LAMs)



**COLORADO**  
Department of Education

This resource supports Local Access Managers (LAMs) with setting up and managing users in the [UIP/ACI Online System](#). LAMs are responsible for ensuring all users have access to the system and are assigned to the appropriate user role. LAMs must use CDE’s Identity Management System (IdM) to grant and manage user access to the UIP Online System.

### New UIP Template Option for 2024-25:

CDE is rolling out a [Streamlined Unified Improvement Plan](#) (UIP) Template. The changes stem from consideration of feedback over time and two years of piloting from educators, administrators, and stakeholders. This template will be available as an opt-in choice for districts and schools for the 2024-25 plan. Key features of the new template include:

- Streamlined Layout
- Clarified Instructions
- Reduced Completion Time
- Enhanced Visual Appeal

District staff do not need to make any changes to access the new template, and can view the Streamlined UIP using the UIP2 Home button. For school users to access the Streamlined UIP, district LAMs will need to remove the “UIP~School Admin” or “UIP~School User” role and assign the new user role “UIP~UIP2 School Admin” to all staff interested in utilizing the Streamlined Template in 2024-25.

### Steps for Setting Up Users

1. Log in to CDE’s [IdM Access Management portal](#).
2. Search for the user to see if they exist in the system. If they do not, create an account for the user following the steps in the [Local Access Manager Quick Reference Guide](#).
3. Select the user’s profile and navigate to the “Application Access Rights” tab. Select “Assign New Roles.”
4. Assign the user to **one** of the below roles. Users can only be assigned to one role at any given time, or else they will not be able to access the UIP online system.

### User Roles

Role	Description	Who typically has this role?
UIP~District Admin	System users who are able to read, write, edit, generate PDF documents, and submit the District UIP and all School UIPs to CDE for review and/or public posting. This user type can also view and edit all School UIPs for their district.	<ul style="list-style-type: none"><li>• District personnel responsible for submitting UIPs</li></ul>
UIP~District User		<ul style="list-style-type: none"><li>• The Principal of more than one school in the district</li><li>• District personnel who support with school UIP review</li></ul>



UIP~Accountability Contact	System users with the same access level as District Admins, but can also access and submit Accreditation and Request to Reconsider form and will receive access to Syncplicity folders with accountability results.	<ul style="list-style-type: none"> <li>● Superintendents</li> <li>● District personnel responsible for submitting Accreditation or Request to Reconsider form</li> <li>● District personnel responsible for submitting UIPs</li> </ul>
TABLEAU~Acct_Contact	Provides access to Tableau n of 1 reports and dashboards	<ul style="list-style-type: none"> <li>● District administrators</li> </ul>
UIP~School Admin	System users who are able to read, write, edit, generate PDF documents, and submit a single School UIP to the district.	<ul style="list-style-type: none"> <li>● The principal of a single school using the current UIP Template</li> </ul>
UIP~School User	System users who are able to read, write, edit, and generate PDF documents.	<ul style="list-style-type: none"> <li>● Staff at a single school using the current UIP Template</li> </ul>
UIP2~School Admin  *new option for 2024-25*	System users who are able to read, write, edit, generate PDF documents, and submit a single School UIP to the district.	<ul style="list-style-type: none"> <li>● The Principal or Staff of a single school using the <b>Streamlined UIP Template</b></li> </ul>

## Steps for Changing User Access

When changing user roles (e.g. changing a school user to a district user):

1. Log in to CDE's [IdM Access Management portal](#).
2. Search for the user and select the user's profile.
3. Revoke the user's current UIP role using the directions in the [Local Access Manager Quick Reference Guide](#).
4. Assign the user to their new role by navigating to the "Application Access Rights" tab on the user's profile and selecting "Assign New Roles."

Moving a school admin/user to a new school within the district:

1. Log in to CDE's [IdM Access Management portal](#).
2. Search for the user and select the user's profile.
3. Select the "Edit Profile" button and change the user's organization to their new school.
4. Submit the [UIP User Change Request Form](#) so that CDE can update the user's school in the UIP Online System. The user will not be able to view their new school's UIP until CDE makes the change in the system.

## FAQs

### **What if a user still cannot access the UIP Online System after they are assigned to a role in IdM?**

Complete the following troubleshooting steps:

- Ensure the user is using the correct login credentials.
  - The username is the email address associated with the account. LAMs can view the correct email address in IdM.
  - If the user does not know their password, they can reset it using the [password reset form](#).
- Make sure the user is signing in through the correct log in option on the [UIP Online System page](#). District users cannot log in using the school Log In button, and school users cannot log in using the district Log In button.

### **Do all the schools in the district have to use the same template or can school leaders choose?**

Districts have the discretion to select how they want to manage transition to the streamlined template. Districts can let their schools choose which template to use and will need to manage the selection process.

### **What if users receive an error message when attempting to log in?**

This is likely because the user bookmarked the page where they enter their credentials and attempted to log in through the bookmark. Due to authentication that occurs, users must log in from the [UIP Online System page](#). If they continue to receive an error message, copy the web address of the error message and send it to [uiphelp@cde.state.co.us](mailto:uiphelp@cde.state.co.us).

## WHERE CAN I LEARN MORE?

For additional support, email [uiphelp@cde.state.co.us](mailto:uiphelp@cde.state.co.us).