

# UIP Online 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 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.

### 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?
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>
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>
Accountability Contact	System users with the same access level as District Admins, but can also access and submit Accreditation and Request to Reconsider form.	<ul style="list-style-type: none"><li>● Superintendents</li><li>● District personnel responsible for submitting Accreditation or Request to Reconsider form</li></ul>
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</li></ul>
School Users		<ul style="list-style-type: none"><li>● School administrators or teachers who support with writing the school's UIP</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."
5. Submit the [UIP User Change Request Form](#) so that CDE can also update the user's role in the UIP Online System. The user will not be able to log in until CDE makes the change in the system.

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.

### 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](#).

## WHERE CAN I LEARN MORE?

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