UIP/ACI System Set Up & Management For Local Access Managers (LAMs)

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.

UIP Template Option for 2025-26:

As of the 2025-2026 UIP cycle, starting April 2025, all UIPs will be completed on the streamlined UIP template. The Colorado Department of Education has rolled 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.

- District LAMs and template users **do not need to take any action** for this change. The CDE staff has reassigned all users assigned to the School Admin and School User IdM roles for the UIP application.
- Moving forward, District LAMs should only assign school-level users to UIP2_SCHOOL_ADMIN. If any user is assigned to "UIP~SCHOOL_ADMIN" or "UIP~SCHOOL_USER", the user will still be signed in to the streamlined template. These roles will be deactivated on Identity Management in the near future and any user assigned to these roles will be reassigned by CDE staff.
- District-level users will also only be able to access the streamlined UIP template using the "Access UIP" button found on the UIP record. More details about the changes can be found in the UIP Online System: District Admin Guide.
- All school-level users will be assigned to UIP2~School Admin on Identity Management. School-level users should continue to sign into the UIP Online System as normal.

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. Users can only have one building assignment.
   a. If the user needs access to multiple building assignments, CDE recommends assigning the UIP~District User role (the user will have access to all UIP records in the district) or assigning one school at a time.

User Roles

Role	Description	Who typically has this role?
UIP~District Admin	System users who can 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.	District personnel responsible for submitting UIPs
UIP~District User	System users who can read, write, edit, and generate PDF documents. This user type can also view and edit all School UIPs for their district.	The Principal of more than one school in the district District personnel who support with school UIP review
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.	Superintendents District personnel responsible for submitting Accreditation or Request to Reconsider form District personnel responsible for submitting UIPs
TABLEAU~Acct_Contact	Provides access to Tableau n of 1 reports and dashboards	District administrators
UIP2~School Admin	System users who are able to read, write, edit, generate PDF documents, and submit a single School UIP to the district.	The Principal or Staff of a single school

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.

FAQ

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](#). 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.