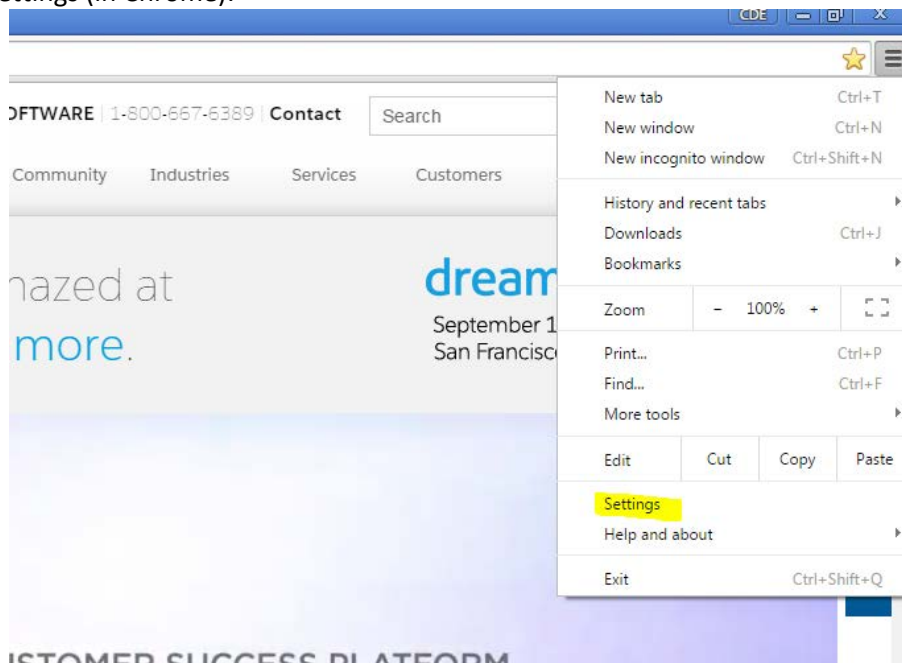




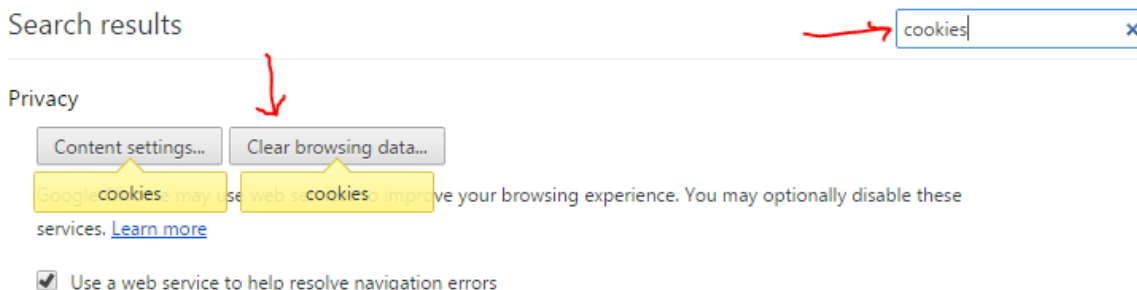
Steps for Accessing the UIP Online System

1. Contact your District LAM to request access to the UIP Online System, a role within CDE’s Identity Management System (IDM)
 - a. Request either a District Administrator (submit UIPs) or District User Account within IDM for the UIP Online System
 - b. This role is in addition to roles already assigned (e.g. CEDAR, RANDA) but uses the same username/password
2. Visit the [CDE Identity Management System Page](#) in Chrome/Firefox and select **“Unified Improvement Planning Online System (UIP) – District/CDE Users”**, the second to last bullet
3. Log in to the system. If you receive an error, first reset your cookies:

Go to settings (in Chrome):



Search “cookies”
And select “clear browsing data”



If resetting your cookies doesn’t work, first, confirm with your LAM that you are only set up for one user role, then, contact Lisa Steffen steffen_l@cde.state.co.us



Steps for within the Online UIP

- Once you log in, you should see this page- select the **UIP** tab

The screenshot shows the Salesforce home page for 'Test User50'. The navigation bar includes 'Home', 'Reports', 'Chatter', 'UIP Contacts', and 'UIP' (highlighted). Below the navigation bar, there is a user profile for 'Test User50' and a 'Calendar' section. The calendar section has tabs for 'Scheduled Meetings' and 'Requested Meetings'. Under 'Scheduled Meetings', it says 'Today 9/3/2015' and 'You have no events scheduled for the next 7 days.'

- To access both your 2015-16 MS Word Pre-Populated Templates for your schools and districts and the 2015-16 online District UIP, select "*District Name* District UIP 2015" under "UIP Name"

The screenshot shows the 'District Dashboard' in Salesforce. A table lists UIP entries. The entry 'CDE TEST DISTRICT UIP 2015' is highlighted with a red underline. The table columns are Action, UIP Name, District Name, UIP Status, and UIP Annual CDE Plan.

| Action | UIP Name ↑ | District Name | UIP Status | UIP Annual CDE Plan |
|----------|-----------------------------------|-------------------|------------------|--|
| Edit + | <u>CDE TEST DISTRICT UIP 2015</u> | CDE Test District | Submitted to CDE | 2015 District Template |



6. To access 2015-16 MS Word Pre-Populated Templates, select “Show Feed,” then continue to step 7 below. To enter into the online District UIP, select “UIP Home.”

UIP CDE TEST DISTRICT UIP 2015

Show Feed

Back to List: UIP

UIP Detail

| | | | |
|---------------------|----------------------------|-------------------------|-------------------------------------|
| UIP Name | CDE TEST DISTRICT UIP 2015 | UIP Status | Submitted to CDE |
| Last Year's UIP | | UIP Annual CDE Plan | 2015 District Template |
| Record Type | District UIP 2015 [Change] | Year | 1 |
| District Name | CDE Test District | Entering Year | |
| Organization Code | 7854 | Biennial Plan Eligible | <input type="checkbox"/> |
| City | | District Only Plan | <input checked="" type="checkbox"/> |
| AU Code | 8888 | Combined Plan | <input type="checkbox"/> |
| AU Name | TEST AU | Required Year | <input type="checkbox"/> |
| Is Version | <input type="checkbox"/> | Recommended Year | <input type="checkbox"/> |
| Submit to CDE | <input type="checkbox"/> | Review Required | <input type="checkbox"/> |
| Title I School Wide | No | Re-Review Required | <input type="checkbox"/> |
| | | Optional October Review | <input checked="" type="checkbox"/> |

7. After selecting “Show Feed,” the Pre-Populated UIPs will appear. To download, select “Download zip”

UIP CDE TEST DISTRICT UIP 2015

Hide Feed

Post File Link More

Write something... Share Followers

No followers.

Show All Updates

CDE TEST DISTRICT UIP 2015 — Test User50 to Colorado Department of Education Only

This file contains the MS Word Pre-Populated UIPs for 2015-16.

0000 UIPs

Download zip (193 KB) More Actions

Click to add topics: MS, Populated UIPs, MS Word Pre

Comment Like Today at 3:10 PM

If you run into any problems or need further assistance, please contact Lisa Steffen (steffen_l@cde.state.co.us, 303-866-6676) or Kelly Stritzinger (stritzinger_k@cde.state.co.us, 303-866-6108).