



UTREx User Account Rules

- Each LEA must have a MINIMUM of 2 and a MAXIMUM of 5 UTREx Data Collector accounts
- Each LEA can have multiple UTREx ODS accounts to view reports
- New UTREx accounts must be sent by the UTREx Account Manager (USOE's official UTREx contact at each LEA) to utrexhelp@schools.utah.gov. The following information for each prospective user should be included:
 - Name (first, last)
 - Title
 - Phone Number
 - Email Address
 - Access Level (DC + UTREx ODS, DC only, or UTREx ODS only)
- UTREx accounts must be assigned to an individual. There will be no "SchoolUser" or mass use/shared accounts.
 - Shared accounts will be deactivated permanently and all users associated with shared accounts will no longer have access to UTREx or receive a new UTREx account.
 - Accounts are not to be passed from former to new employees. If an employee leaves an LEA, the account must be deactivated and a new account must be created for the new employee. "Passed on" accounts will be deactivated and any users associated with that account will not receive a new UTREx account.
 - Individual users will be allowed only one UTREx account. If a new account is needed, the previous account will be deactivated.