Requesting Access to the SLT Reporting Website

INSTRUCTIONS

1. Visit the School LAND Trust [reporting website](#) and select "New Account."

2. Enter your information and select "Create my Account."

3. Click the activation link in the email from noreply@schools.utah.gov.

4. Login to the reporting website and select your user type (see chart below).
   *If you need **LEA Admin access, select **LEA User** and contact SCT staff to elevate the access.

5. Select your LEA. **School Users** also choose a school. Select "Request."

6. Email schoollandtrust@schools.utah.gov to let the School Children's Trust team know your login is awaiting approval.

USER TYPE

School User	A Principal or Director who needs to **enter and submit** plans and other required forms for one or more schools.
LEA User	**Read-only** access for an entire LEA.
LEA Admin*	A SLT representative, Superintendent, or other appointed person who **reviews and approves** plans for all schools in the LEA.

QUESTIONS

Contact the School Children's Trust team at schoollandtrust@schools.utah.gov.