

## Requesting Access to the School LAND Trust Reporting Website

A video of with step by step instructions can be found [here](#).

**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.

1. Visit the School LAND Trust [reporting website](#) and select "New Account."
2. Enter the requested information and select "Create my Account."
3. Click the link in the email you receive from [noreply@schools.utah.gov](mailto:noreply@schools.utah.gov) to activate your account.
4. Login to the website using your username and password and select the appropriate user type.
  - \*If you need **LEA Admin** access, select **LEA User** and contact SCT staff to elevate the access.
5. Select your district or charter LEA. **School Users** also choose a school. Select "Request."
6. A USBE Admin will need to approve your account.

**Email [schoollandtrust@schools.utah.gov](mailto:schoollandtrust@schools.utah.gov) to let the School Children's Trust team know your login is awaiting approval.**

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