

Directions to Principals Registering, Activating & Creating User Accounts In UAA

Step 1 - “Register” for this school year

The principal (known as the Primary Delegator in UAA) must “register” at the beginning of every school year. There are many staff changes in schools across Manitoba so this process communicates to us that you are the principal of your school for the current school year.

Have you already done this?

If yes, go to Step 2 (on p. 3).

If no, go to <http://www.edu.gov.mb.ca/k12/assess/index.html> (Assessment & Evaluation page of the MB Ed website) & click on User Account Administration icon


The screenshot shows the Manitoba Education website. At the top, there are navigation tabs for Government, Business, Residents, Tourism, and Services, along with a search bar. The main header features the Manitoba logo and the text 'Manitoba Education'. Below this, a breadcrumb trail reads 'Education and Literacy > Education > K-12 > Assessment and Evaluation'. A left-hand menu lists various assessment-related topics. The main content area is titled 'Assessment and Evaluation Welcome!' and includes a paragraph about the department's role in enhancing teaching and student learning. A 'User Account Administration' icon with a laptop symbol is highlighted with a red arrow and the word 'Click'. Below it is a link for 'UAA - Frequently Asked Questions (FAQ)'. At the bottom of the main content area, there is a link for 'Provincial Assessment Policy Kindergarten to Grade 12: Academic Responsibility, Honesty and Promotion/Retention' and a section titled 'The Role of Assessment in Learning'.

The UAA icon above links to the UAA log in page below (<https://web16.gov.mb.ca/eduadmin>)

The screenshot shows the UAA login page. At the top right, there is the Manitoba logo and the text 'Français'. Below this, a blue header box contains the text 'Welcome User Account Administration (UAA) Manitoba Education'. The main content area has the text 'If you are a principal and this is your first time logging in for this school year, please click [Register](#).' Below this is a login form with two input fields: 'User ID:' and 'Password:'. A 'Login' button is positioned below the password field. At the bottom of the page, there are two links: 'Forgot your password?' and 'View Terms and Conditions'.

Before the user ID you will see the phrase: If you are a principal **and** this is your first time logging in for this school year, please click [Register](#).

Now Click Register if you haven't registered in the **2011-2012 School year (i.e. since September 1, 2011.)**

Manitoba 
Français

Welcome
User Account Administration (UAA)
Manitoba Education

If you are a principal **and** this is your first time logging in for this school year, please click [Register](#).

User ID:
Password:

[Forgot your password?](#) [View Terms and Conditions](#)

A Terms and Conditions page will display. Read the page and click Agree at the bottom of the page.


The Registration page will display next. Fill in the required information (see sample screen below) and follow prompts to Submit to the Department.

Manitoba 
Français

Step 2: Enter Your Information

For Security purposes, your name must be entered as it appears on your Teaching Certificate. If you do not know your PSP#, please contact your hiring authority.

PSP#:
First Name:
Last Name:
Birth Date: (YYYY/MM/DD)
School Division:
School:
Your Email Address (not a generic school address):
Language of Correspondence:
Are you the principal of more than one school? Yes No

Please enter the characters from this picture: 

Click continue at the bottom of the page. Your page of completed information will display so that you can check it and edit if you want. If all the information is correct, click Submit.

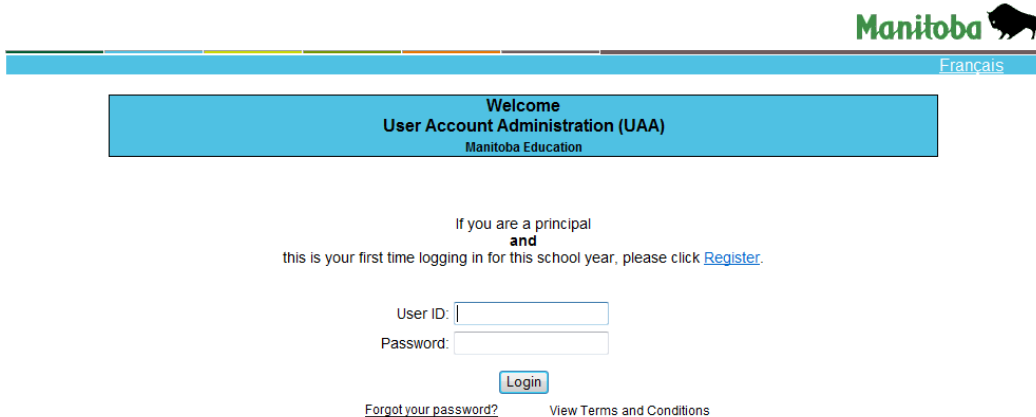
You should **receive 2 emails** from edu.help.aide@gov.mb.ca (Help Desk) within 48 hours (but usually within an hour). You need both emails because one contains your user ID and the other contains your temporary password. You will need these 2 pieces of information AND your organization code (on the little card sent in September) to log in.


Step 2 - “Log in” to User Account Administration

Before starting gather the items you will need to complete creation or activation of user accounts for your school:

- Your own user ID, temp password and organization code
- PSP numbers & email addresses of staff you want to create accounts for
- For *non-teaching* staff who need access (may include admin support or IT) you only need their name and their individual email address
- Email address of existing users for verification (they may need updating)
- Think about *who to assign to be secondary delegator* (the 1 other person in school who can sign into UAA and create/edit accounts.)

Go back to the same Login Screen as before but this time you are going to log in.



Manitoba 

Français

Welcome
User Account Administration (UAA)
Manitoba Education

If you are a principal
and
this is your first time logging in for this school year, please click [Register](#).

User ID:

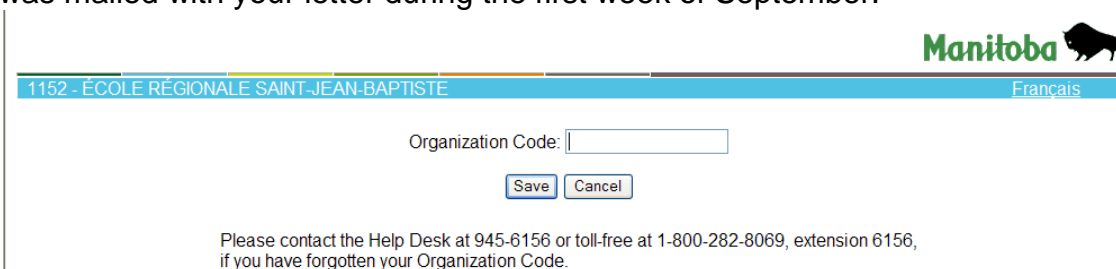
Password:


[Forgot your password?](#) [View Terms and Conditions](#)

Enter your User ID and Password on this page and click Login.

- You will be prompted to change your temporary password to a new more user-friendly password.
- You will be asked to select a challenge question & provide an answer

When you get to the following page, you will need the small business-sized card that was mailed with your letter during the first week of September.



Manitoba 

1152 - ÉCOLE RÉGIONALE SAINT-JEAN-BAPTISTE Français

Organization Code:

Please contact the Help Desk at 945-6156 or toll-free at 1-800-282-8069, extension 6156, if you have forgotten your Organization Code.

Enter your code here and click Save.

If you do not have your organization code card, please contact the Help Desk toll free at 1-800-282-8069 ext. 6156 or directly at 945-6156 and follow the prompts to select your preferred language and then the Help Desk. Help Desk staff will fax your organization code promptly.

The **User Account Administration Home Page** displays.

Requesting Access, Activating Existing Accounts and Making New Accounts in UAA

1. Review current list of users in the school. You might be the only one on the page or there may be a few names.
2. Click the **Remove** link beside **any user who has left the school permanently**. Do not remove staff on temporary leave; just don't activate them for this year.
3. Click **View/Edit beside your own name** and review your personal info. If anything has changed please edit.

To give yourself access to a web application you must click your mouse in the box under the Access column.

	Application	Grades	Access	Current Status
CAR	Collection of Assessment Results	3-4 / 7-8	<input checked="" type="checkbox"/>	Approved
METL	MET # Lookup	All	<input type="checkbox"/>	Approved
PTSR	Provincial Test Student Registration	12	<input type="checkbox"/>	Approved

Click on CAR (Gr 3 and 4 Immersion & Gr 7 and 8) and/or MET # lookup in the bottom part of the screen to request access for these applications. Do NOT select Provincial Test Student Registration unless your school has Grade 12 students. Save/Submit and return to user list.

4. Click **View/Edit beside each existing user name on the list** - review the information; update as required and request access to applications needed.
5. Don't forget to assign 1 person (current or new user) to be secondary delegator so they can use UAA should you be unavailable.

Remember: Never write over any current user's information to try to make an account for a new user. To make an account for a different staff person follow #6 below.

6. If you have someone **new** (not on list) who needs to use the applications, click the **Create a User Account** button at the bottom of the user list to open up the screen. You will need the person's PSP number (available from your hiring authority) and their school email address (must be unique to each user).

MSTRONG	Marie	Strong	View/Edit	Remove	MET # Lookup	No Access
					Provincial Test Student Registration	Approved
					User Account Administration	No Access

If you have any questions, please contact the Help Desk. The Help Desk hours are Monday to Friday (8:00 am to 4:30 pm) at 945-6156 or toll-free 1-800-282-8069, extension 6156.

Within 48 hours, each activated user should receive 2 emails advising of his/her User ID & temporary password. As primary delegator you receive a copy of the User ID email to let you know that the account was approved; there is no need to forward that email to the user. You do not receive their password email. **Please ensure that you give each user the organization code for your school (the one on the card).**

Step 3 – Log in to the CAR application

In the emails notifying you that your access is “approved” there will be links to applications you can use. Click on the link to CAR (<https://web16.gov.mb.ca/car>) and use the same user ID, password and organization code that you used to log in to UAA. You can now proceed to use the CAR application.