

Request Access to the SLT Reporting Website

INSTRUCTIONS

1. **Create an Account:** Go to the [School LAND Trust Reporting Website](#) and click "New Account."
2. **Enter Your Information:** Choose a:
 - a. username (no special characters), and
 - b. a secure password (8-50 characters, with at least one uppercase letter, one lowercase letter, one special character (@#%&), and one number).
 - c. Fill in your preferred contact information and select "Create my Account."
3. **Activate Your Account:** Click the activation link in the email from noreply@schools.utah.gov. If you didn't receive the email, check your spam.
4. **Log In and Select User Type:**
 - a. **School User:** Choose this if you're a principal or director who submits plans and other requirements for your school(s).
 - b. **LEA User:** Choose this if you need district-level access to view or review plans. If you'll be a reviewer, email schoollandtrust@schools.utah.gov to request elevated access.
5. **Select Your LEA and School:** Choose your LEA. School Users also need to select their school. Click "Request."
 - a. **[Need Access to Multiple Schools or LEAs?](#)** Select one for now, then contact us at schoollandtrust@schools.utah.gov to add more.

For Quickest Access: Email schoollandtrust@schools.utah.gov to let the School Children's Trust team know your login needs approval.