## How to Request a School LAND Trust Website Login

- 1. Go to: <u>https://schoollandtrust.schools.utah.gov</u> and click the blue button "New Account"
- 2. You will need to supply a username, password, email address, your first and last name and a phone number, and then click "Create My Account."
- 3. You will receive an email from noreply@schools.utah.gov asking you to activate your account by clicking a link. Click on that link and you will be taken to a page that will direct you to login to the site.
- 4. You will need to request an LEA level account (District or Charter Authorizer) or a School Level (principal) account. Select which LEA and /or which School you would like access to.
- 5. Once you have requested access a USBE Admin will need to approve your account.
- 6. You will receive a confirmation email when your account has been approved.
- 7. If you need website support, please contact a member of the School Land Trust Team.



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