

Utah KEEP Data Entry – Getting Started (for those who don't already have a Data Gateway account)

1. Go to <https://datagateway.schools.utah.gov/>.
2. Click on the 'Login' button in the top right corner.
3. Enter your jordandistrict.org email for the username.
4. At the bottom of the login box, there is a question: 'Are you an educator with an account?' Click the words 'Register Now' following that question.
5. Follow the instructions to set up your login information and create a password. You will need your Cactus ID and last four digits of your Social Security Number handy. Click the 'Register' button when you have entered all of your information.
6. Now log in using your email and new password.
7. Find 'My Tools' in the red bar on the left. Select 'KEEP Results.'
8. Select the tab for the correct test (Entry Profile for fall testing and Exit Profile for spring testing).
9. Click the green button called 'Student Entry Scores.'
10. From here, you should be able to select students and enter scores.
11. Remember to check your data before clicking the 'Submit' button at the bottom.

Contact Ben Jameson if you need a student's scores unlocked or deleted. He may be contacted at 801-567-8243 or ben.jameson@jordandistrict.org.