



KEYS
TO
SUCCESS

a program of Success in Education

2023 UCAW TRAINING

Get UCAW
materials/Giveaway
materials sent to
your school by filling
out this link:

[https://tinyurl.com/
ktsucawmaterials](https://tinyurl.com/ktsucawmaterials)



BULK UPLOAD USERS

New User ▾

Add Individual User

Bulk Upload Users



Bulk Upload Users

School: ALTA HIGH

- 1 Select School >
- 2 Upload CSV File >
- 3 Review Existing Users >
- 4 Review New Users >
- 5 Retrieve code

Instructions:

1. Download this [CSV file](#) to use as a template
2. Input user information into the file and save
3. Upload the completed file (in CSV format) below
4. After the file has been successfully uploaded, click "Next"



Drag your file here

OR

Browse Files

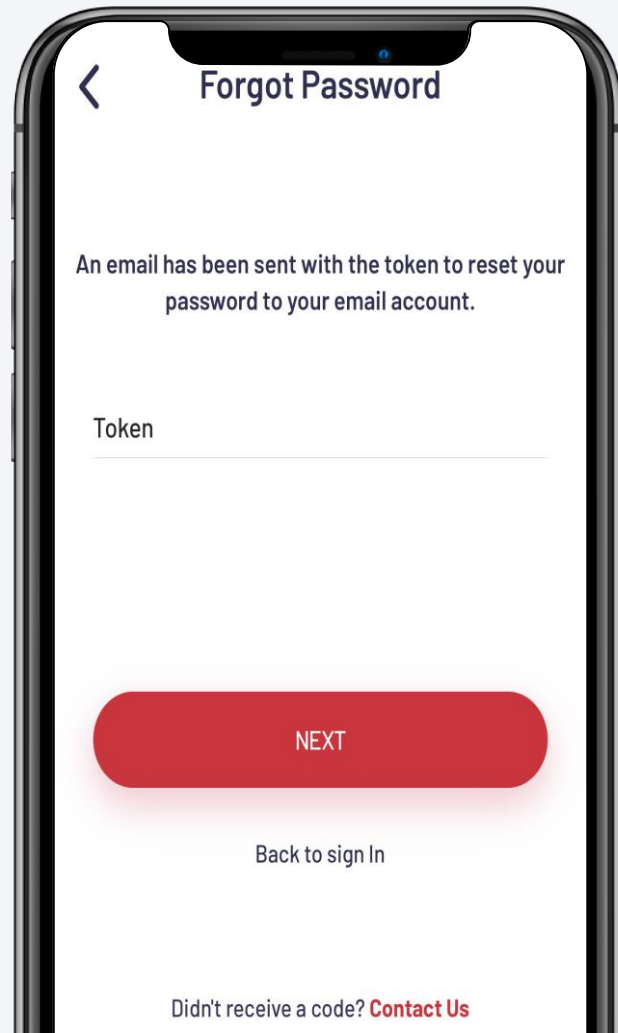
Cancel

Example of a completed CSV file

1	First Name	Last Name	Email Address	School	Grade (Ex. 10)
2	Melanie	Melie	melie.melie@gmail.com	Snow Canyon High	10
3	Alexander	Kramer	alexanderkramer@gmail.com	Snow Canyon High	10
4	Melody	Burkels	melodyburkels@gmail.com	Snow Canyon High	10
5	Theresa	Morris	theresamorris@gmail.com	Snow Canyon High	10
6	Allen	Michael Williams	allenmichaelwilliams@gmail.com	Snow Canyon High	10
7	Savannah	Thompson	savannahthompson@gmail.com	Snow Canyon High	10
8	Tamara	Burman	tamaraburman@gmail.com	Snow Canyon High	10
9	Ryan	Jackson	ryanjackson@gmail.com	Snow Canyon High	10
10	Kenneth	Genie	kennethgenie@gmail.com	Snow Canyon High	10
11	Scottie	Garban	scottiegarban@gmail.com	Snow Canyon High	10
12	Ane	Byart	anebyart@gmail.com	Snow Canyon High	10
13	Marcus	Rose	marcusrose@gmail.com	Snow Canyon High	10
14	Patrick	Taylor	patricktaylor@gmail.com	Snow Canyon High	10
15	Christina	Gonzalez	christinagonzalez@gmail.com	Snow Canyon High	10
16	Jennifer	Hunter	jenniferhunter@gmail.com	Snow Canyon High	10
17	Christopher	Lee	christopherlee@gmail.com	Snow Canyon High	10
18	Bary	Mead	barymead@gmail.com	Snow Canyon High	10
19	Linda	Yang	lindayang@gmail.com	Snow Canyon High	10
20	Gregory	Wilson	gregorywilson@gmail.com	Snow Canyon High	10
21	Caroline	Hanson	carolinehanson@gmail.com	Snow Canyon High	10
22	Jessika	Juarez	jessikajuarez@gmail.com	Snow Canyon High	10
23	Sarah	Ball	sarahball@gmail.com	Snow Canyon High	10
24	Kate	Choi	katechoi@gmail.com	Snow Canyon High	10
25	William	Clark	williamclark@gmail.com	Snow Canyon High	10
26	Brett	Rose	brettrrose@gmail.com	Snow Canyon High	10
27	Eric	Chen	ericchen@gmail.com	Snow Canyon High	10
28	Donna	Wille	donna.wille@gmail.com	Snow Canyon High	10
29	David	Genie	davidgenie@gmail.com	Snow Canyon High	10
30	Michael	Walker	michaelwalker@gmail.com	Snow Canyon High	10
31	Tim	Olsen	timolsen@gmail.com	Snow Canyon High	10
32	Christine	Valentine	christinevalentine@gmail.com	Snow Canyon High	10
33					
34					

Next

BULK UPLOAD USERS



Students are automatically enrolled once you utilize the "Bulk Upload" feature, all they need is a 4-digit code!

Go to Sign In Page

Download the App or visit KTSUTAH.org/log-in

Click "Forgot Password?"

Type in email that was used in bulk upload process

Type in Token

Type in token and access your account

BULK UPLOAD USERS

PLEASE NOTE THE FOLLOWING:

Code Expires after 7 Days

Due for security protection, the code is not everlasting please plan ahead

Individual "Generate Code" Must Be Done in a Specific Order

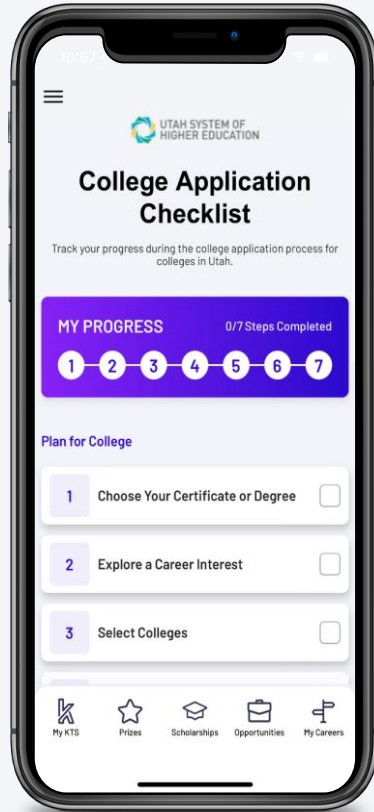
Individual student must select "Forgot Password", from there an admin can click "Generate Code" to help student log back in

Bulk Upload Automatically Approves Student Accounts

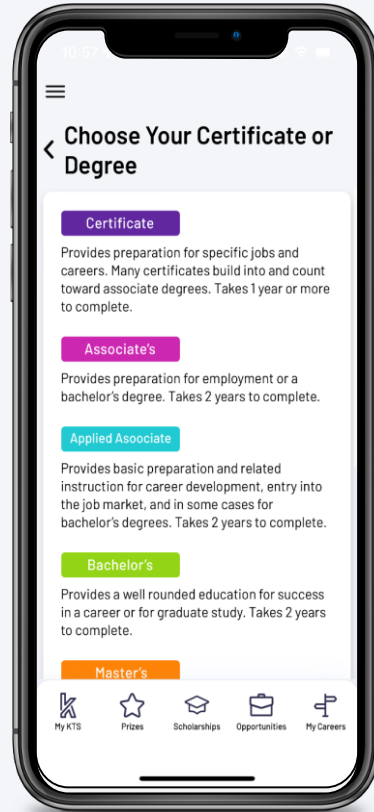
You won't need to approve students that you upload in your bulk account list



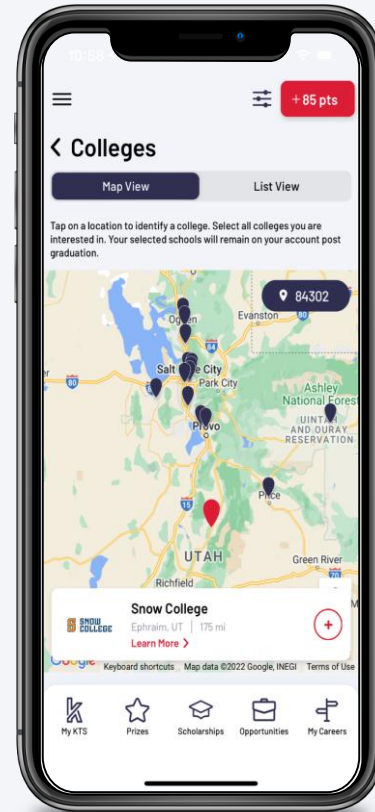
Key Features



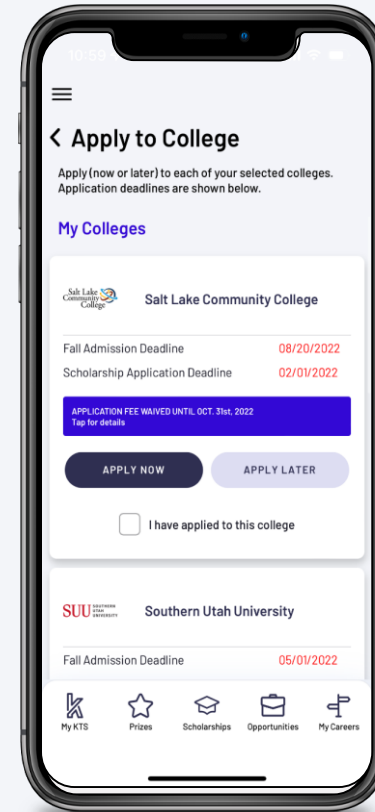
LIST VIEW



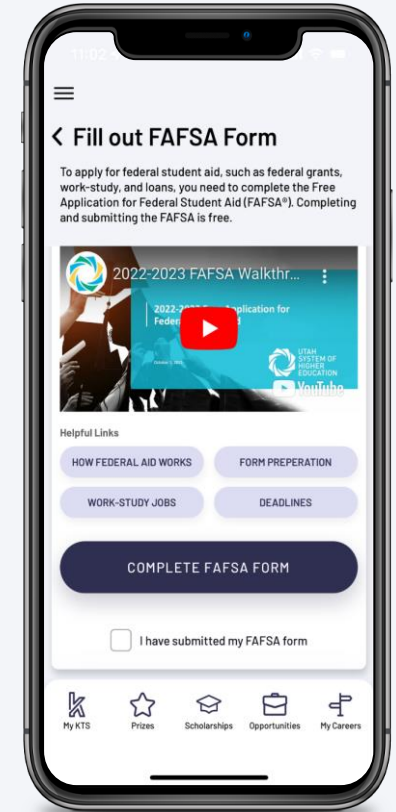
CERTIFICATES AND DEGREES



EXPLORE & SELECT COLLEGES

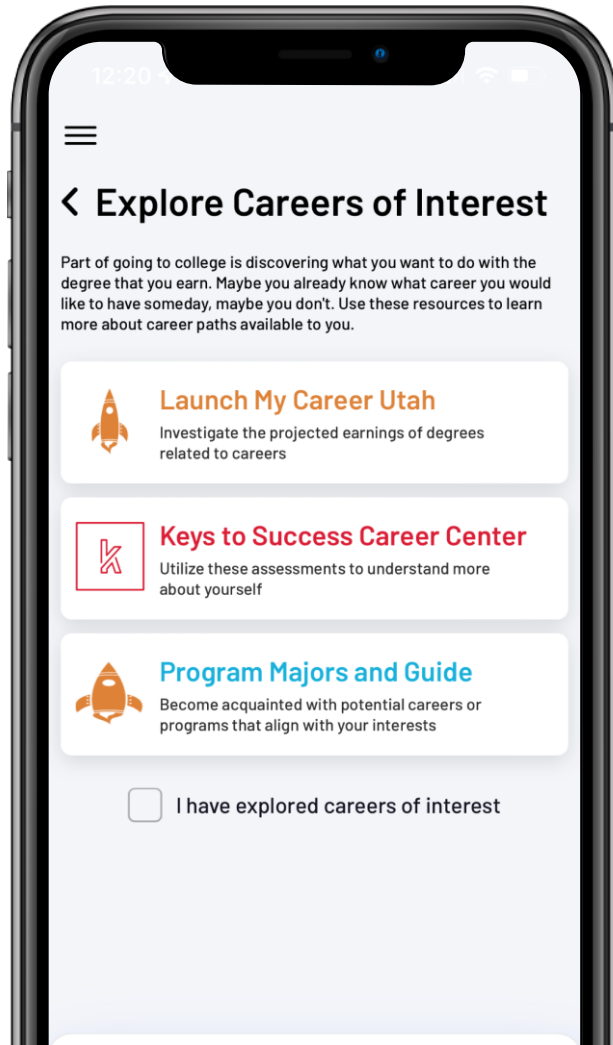


APPLY TO COLLEGES



FAFSA HELP

EXPLORE A CAREER INTEREST



What can students do?

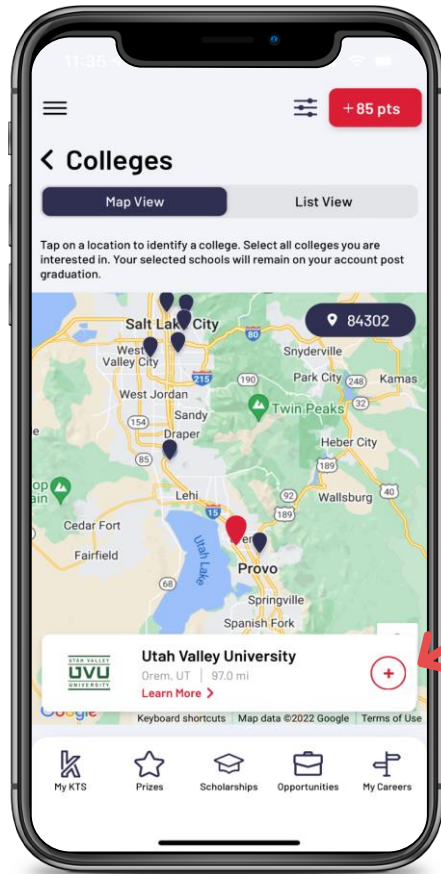
- Navigate to “Launch My Career Utah” to understand how college degrees influence careers
- Navigate to the Career Center to take assessments to better understand career choices that match their interests
- Navigate to Program Majors Guide to find more alignment between degrees and careers

How do students “Check” this step?

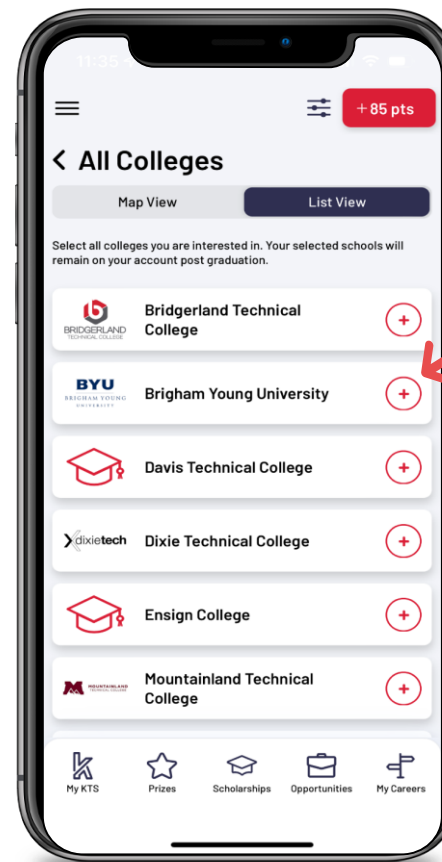
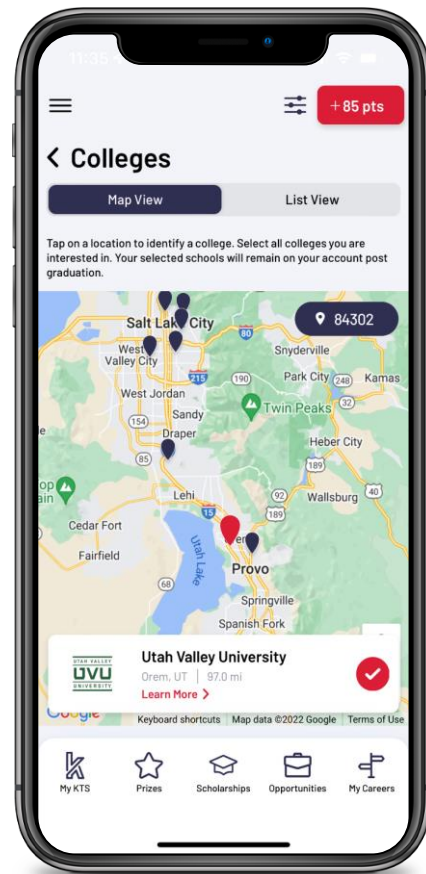
- Check box “I have explored careers of interest”



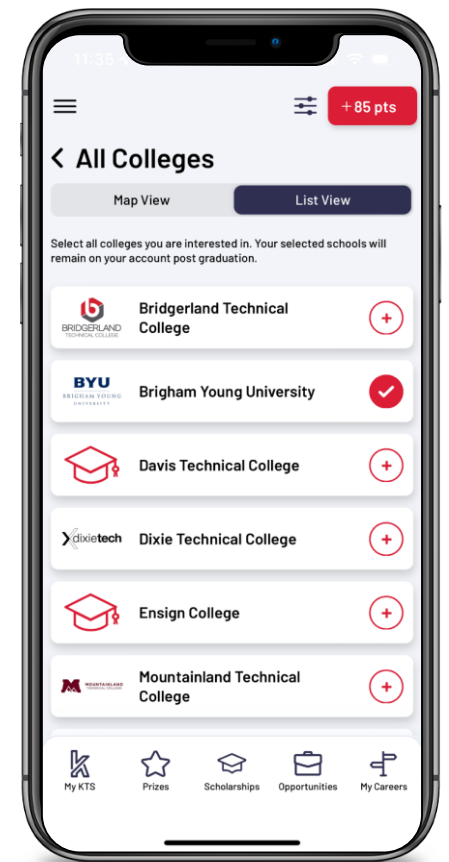
WAYS TO SELECT COLLEGES



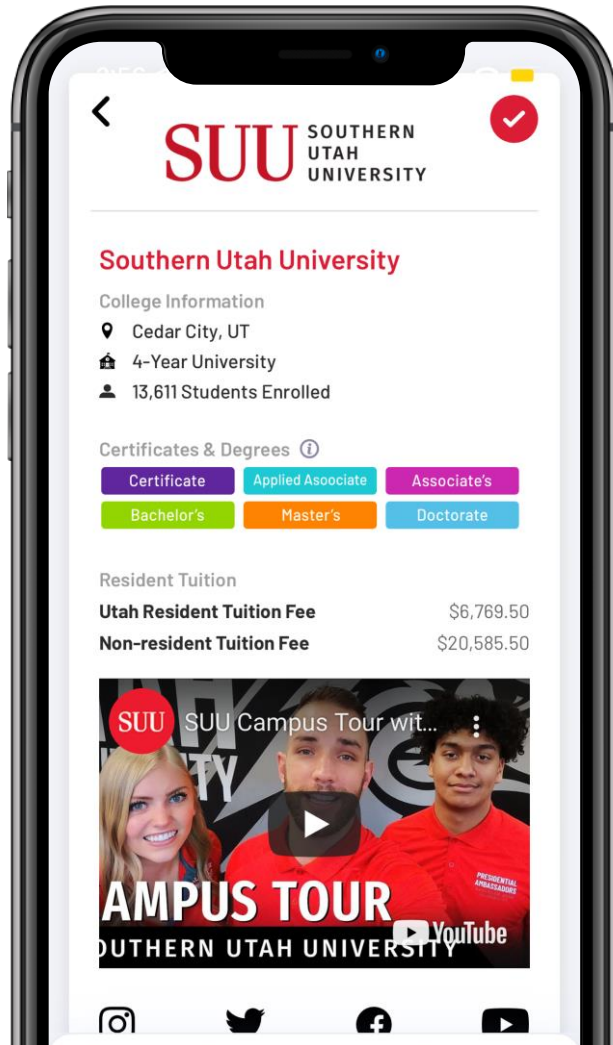
MAP VIEW



LIST VIEW



LEARN MORE ABOUT THE COLLEGES

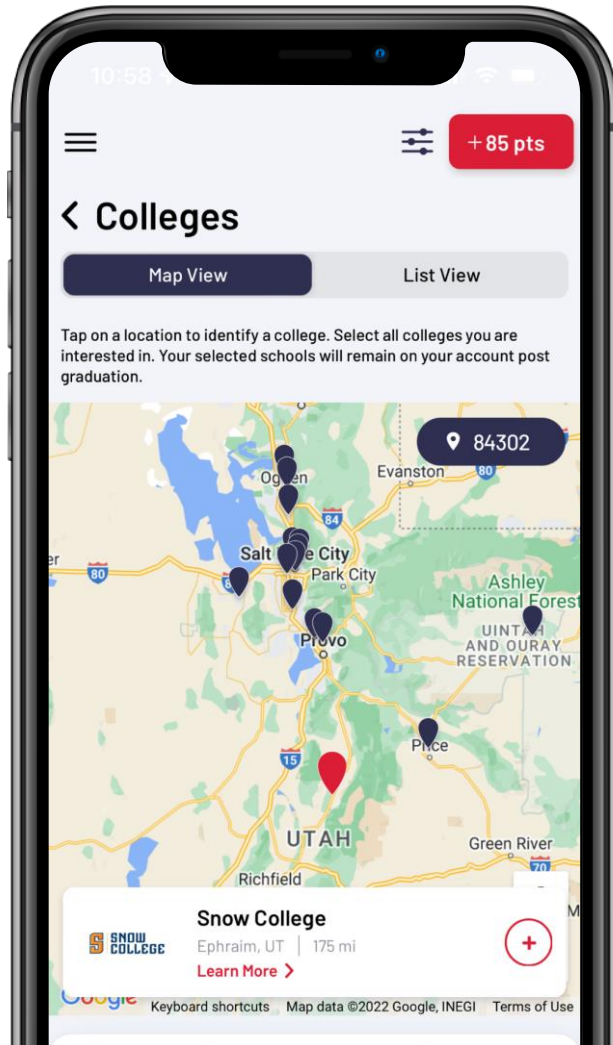


What can students do?

- View priority deadlines and scholarship deadlines for their colleges
- Find fee waiver codes for their colleges
- Navigate to the application page
- Sign up for email reminders to apply to their colleges later



APPLY TO COLLEGES



What can students do?

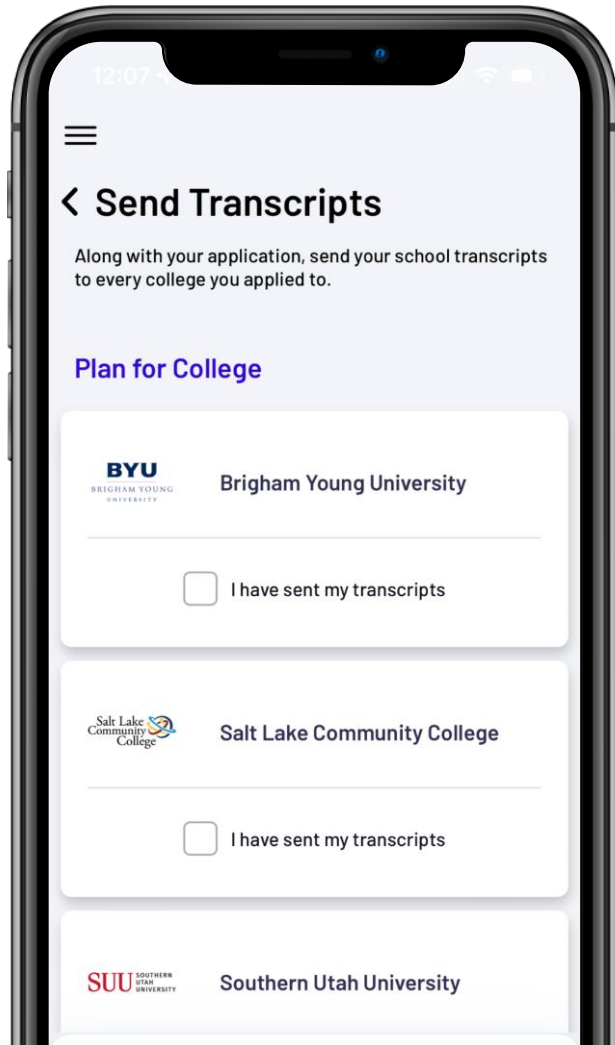
- View priority deadlines and scholarship deadlines for their colleges
- Find fee waiver codes for their colleges
- Navigate to the application page
- Sign up for email reminders to apply to their colleges

How do students "Check" this step?

- Check the "I have applied to this college" for each of their interested colleges



SEND TRANSCRIPTS



What can students do?

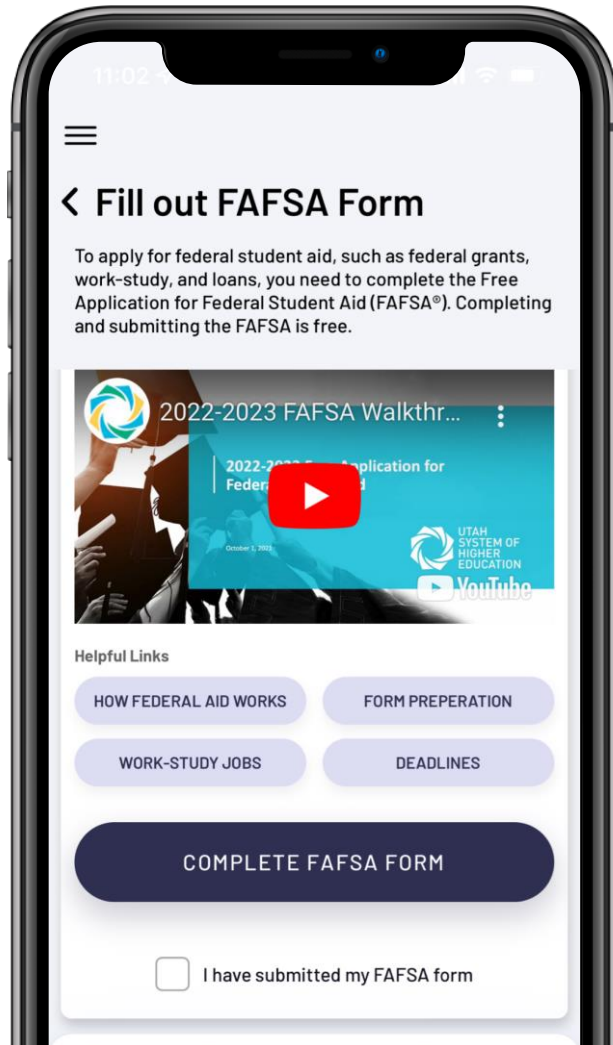
- Keep track of what colleges they have sent their high school transcripts to

How do students "Check" this step?

- Check the "I have sent my transcripts" for each of their interested colleges



FILL OUT A FAFSA FORM



What can students do?

- Watch FAFSA walkthrough video in English and Spanish
- Quick links to FAFSA resources
- Navigate to the FAFSA Application form

How do students "Check" this step?

- Check the box next to "I have submitted my FAFSA form"



Regional Managers



Hannah Jeffs

Wasatch Front North
-Davis, Morgan, Ogden, Weber



Evelyn Gomez

Wasatch Front South
-Canyons, Granite, Jordan,
Murray, Salt Lake, Tooele



Phoenix Poore

Bear River & Uintah Basin
-Box Elder, Cache, Logan,
Rich, Daggett, Duchesne, Uintah



Joshua Fox

Mountainland
-Alpine, Nebo, Park City, North
Summit, South Summit, Wasatch,
Provo



Sydney Leiseth

Central & Southeast
-Sevier, North Sanpete, South Sanpete, Tintic,
Wayne, Carbon, Emery, Grand, San Juan, Piute,
Millard, Juab



Madeline Park

Southwest
-Beaver, Garfield, Iron, Kane,
Washington



KEYS
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a program of Success in Education

THANK YOU!

CHECK OUT OUR OTHER PROGRAMS



Ken Garff
ESPORTS



ROAD TO
SUCCESS

