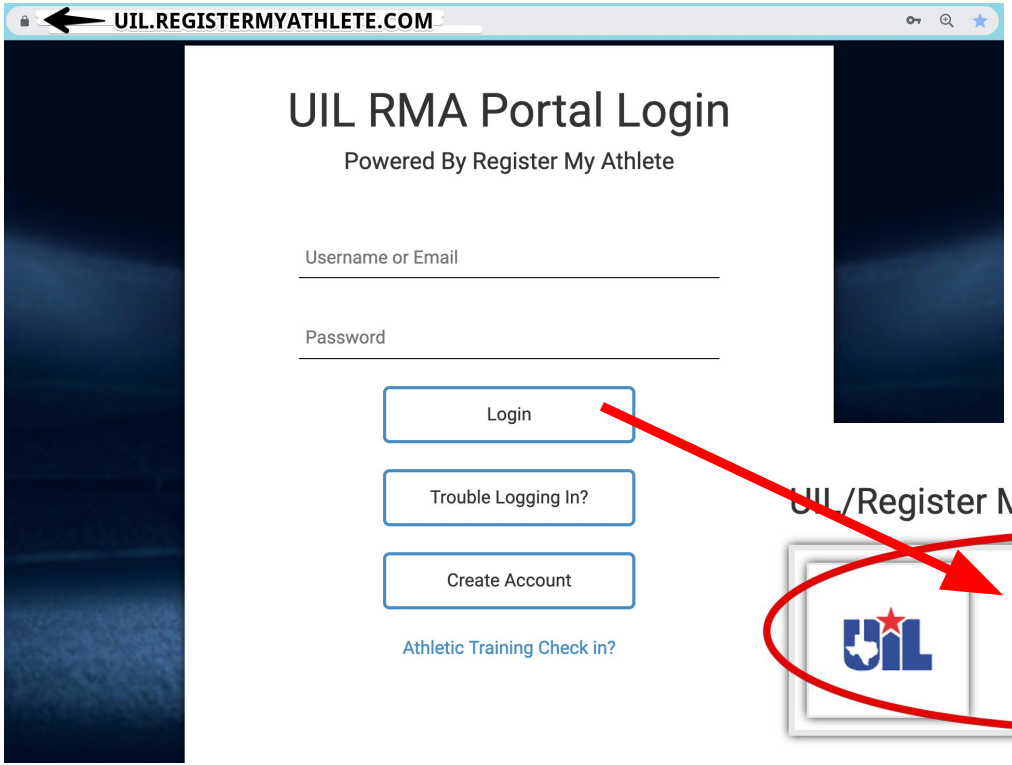
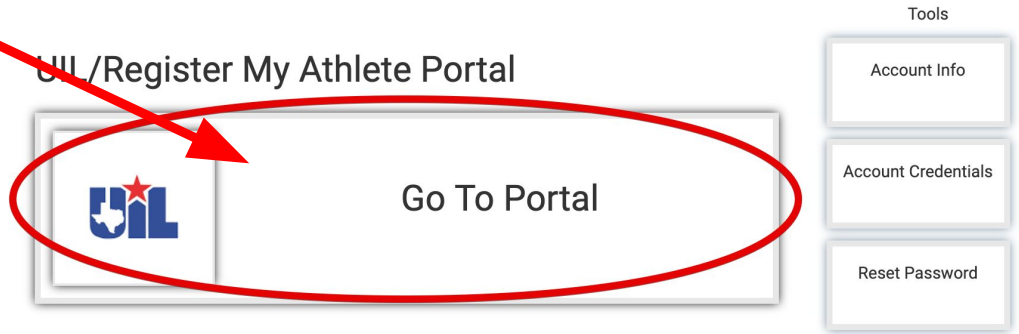
How to Assign Your DEC Role in the UIL Portal

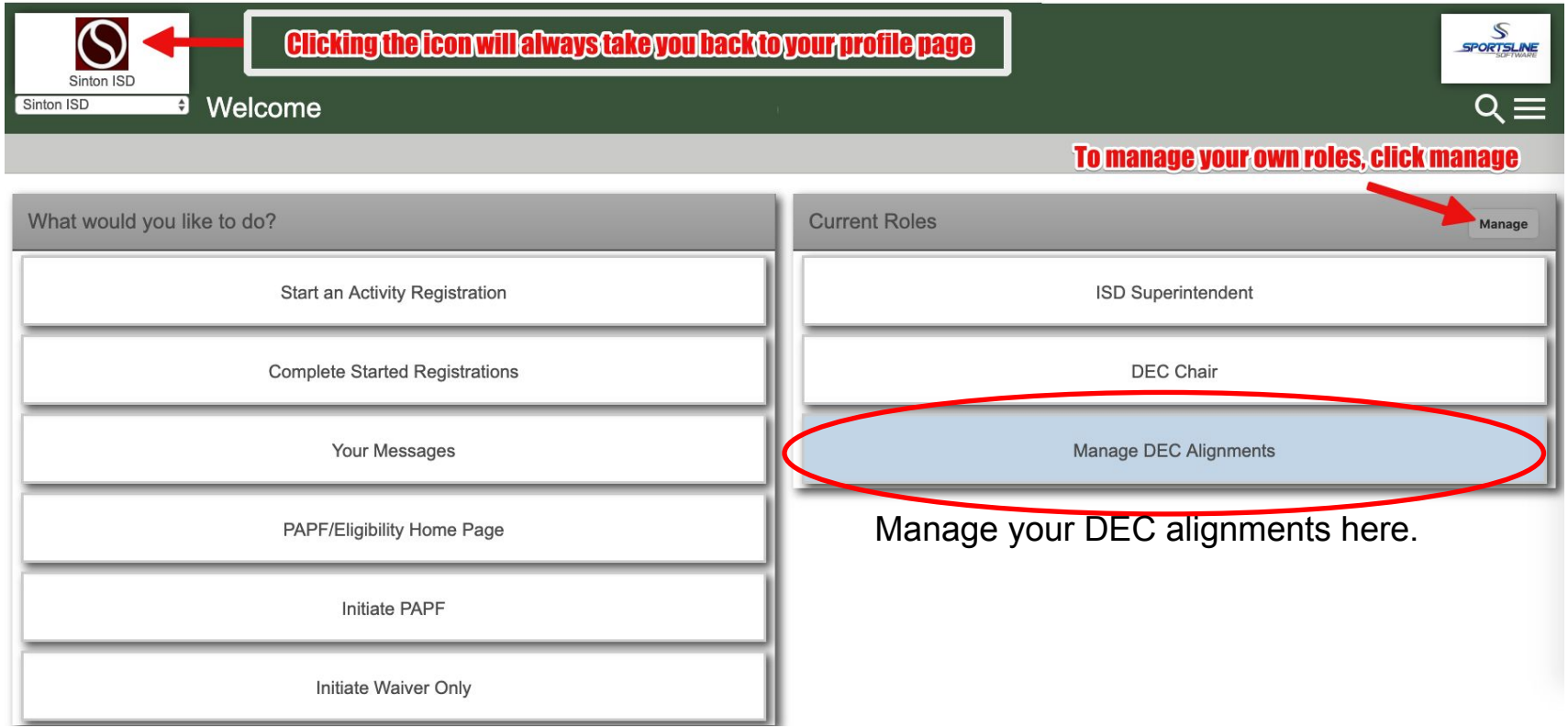
Login to the UIL Portal



Login to the UIL portal with your email & password. Make sure on the next page that you click 'Go To Portal' after logging in.



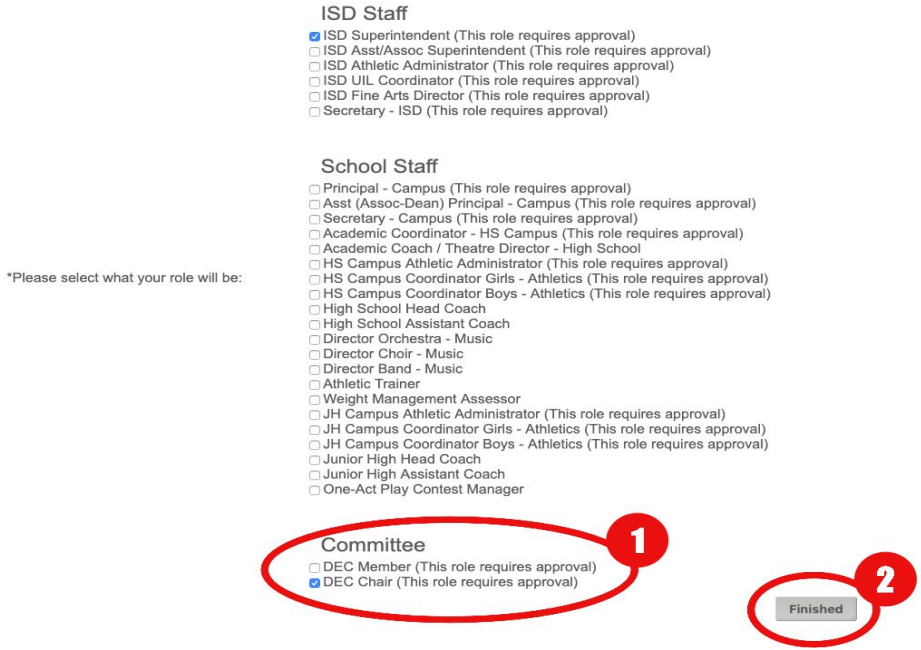
Manage Your DEC Role (My Account)



Manage your DEC alignments here.

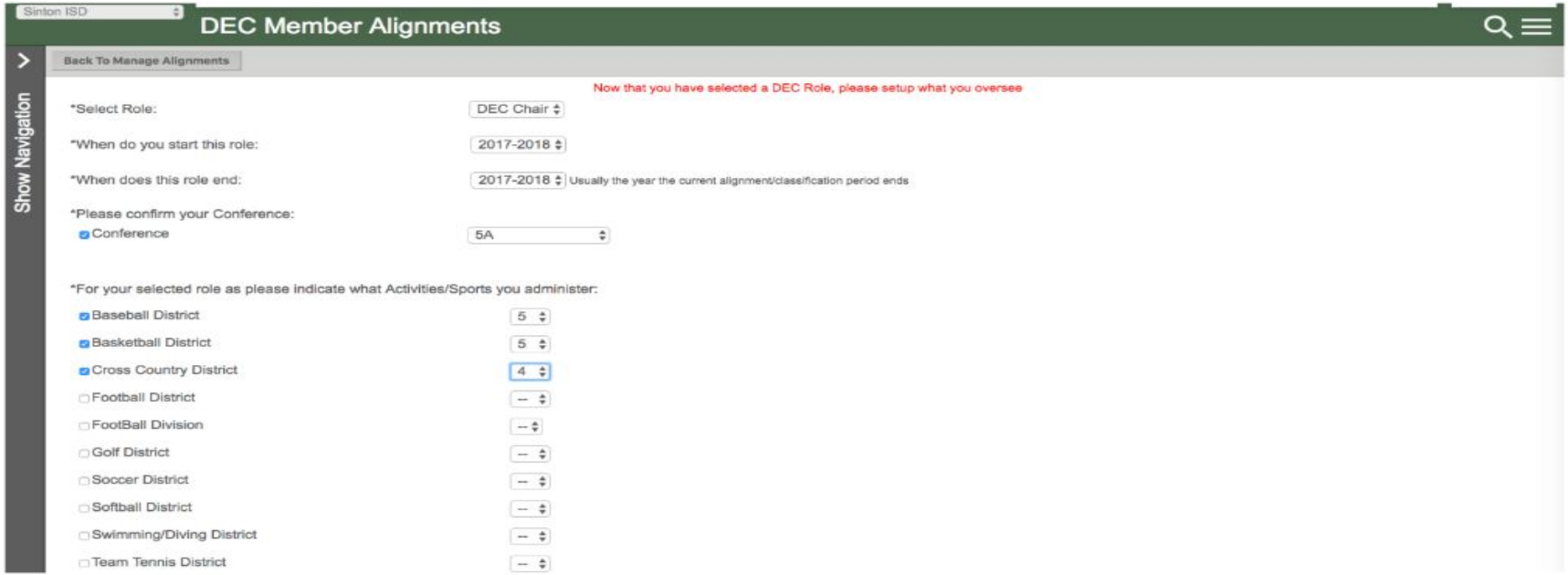
The right side will show all current roles. To add or edit, click ‘Manage’.

Adding a DEC Role (Role Selection)



Choose the role pertaining to your position. When role selection is complete, click ‘Finished’

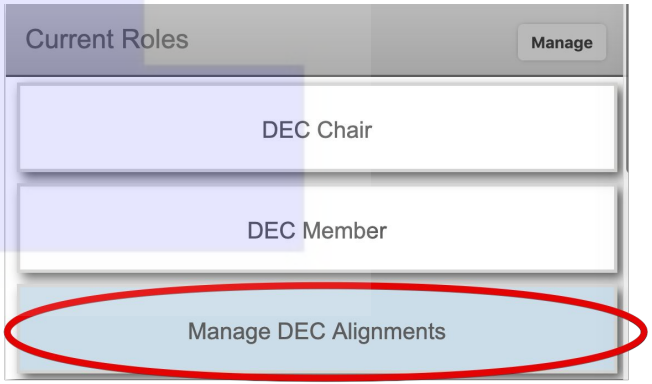
Adding/Editing a DEC Alignment Selection



The system will recognize that you have selected a DEC role, and automatically directs you to this page for your alignment selection. Please take time to enter all appropriate information for your role/position. (You can edit later if needed.)

Role Selection & Alignment Selection Complete

- You are finished!
- These alignments will be used by the system to determine what PAPF's and Waivers you need to review.
- Role and Alignment selection an be edited at anytime by following these steps (slide 2 – 5). Should you need to edit your alignments, you can quickly do this by using this blue button (See Slide 3):

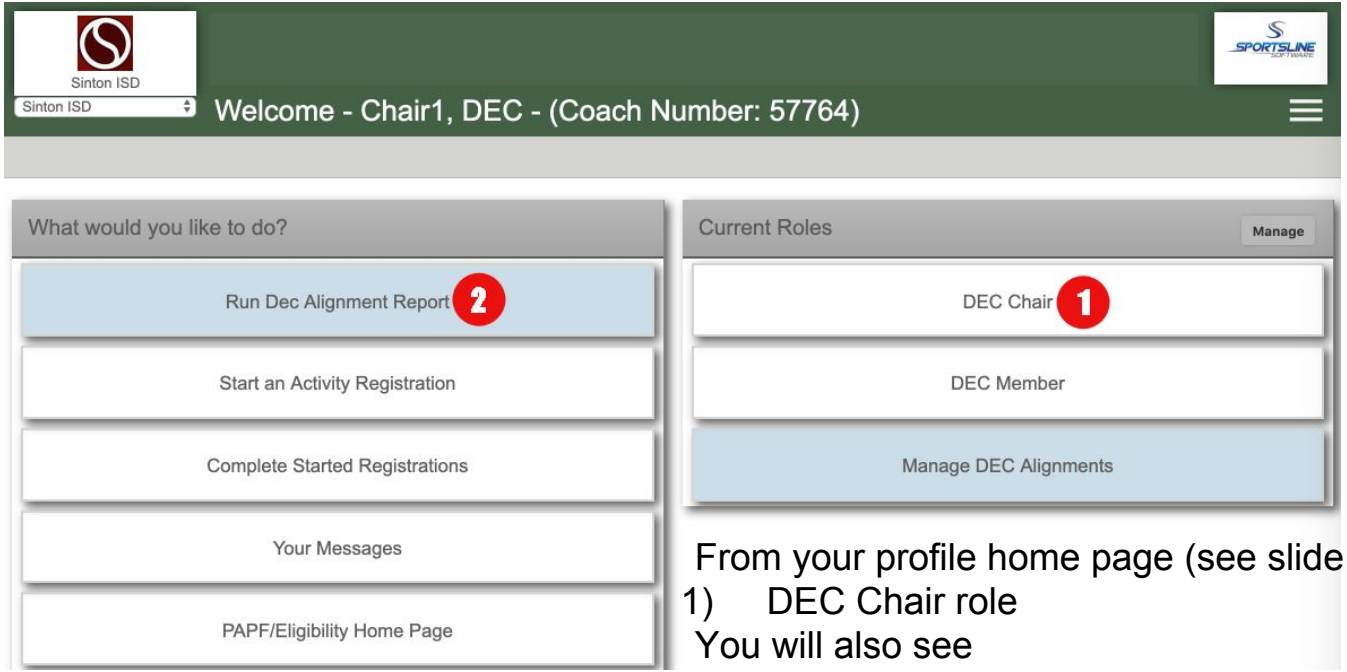


DEC Chair – Review/Mange DEC Members

- Now that you have set yourself up to be a DEC Chair, you will want to review and manage your DEC Member(s) to ensure that PAPF/Waiver applications can be processed quickly.

- Lets first review the report that will allow you find what members have already be identified correctly. (Slide 8 – 10)
- Then lets review how to manage user roles and alignments (Slide 12 – 14)

Running a DEC Alignment Report



From your profile home page (see slide 3) when you have

1) DEC Chair role

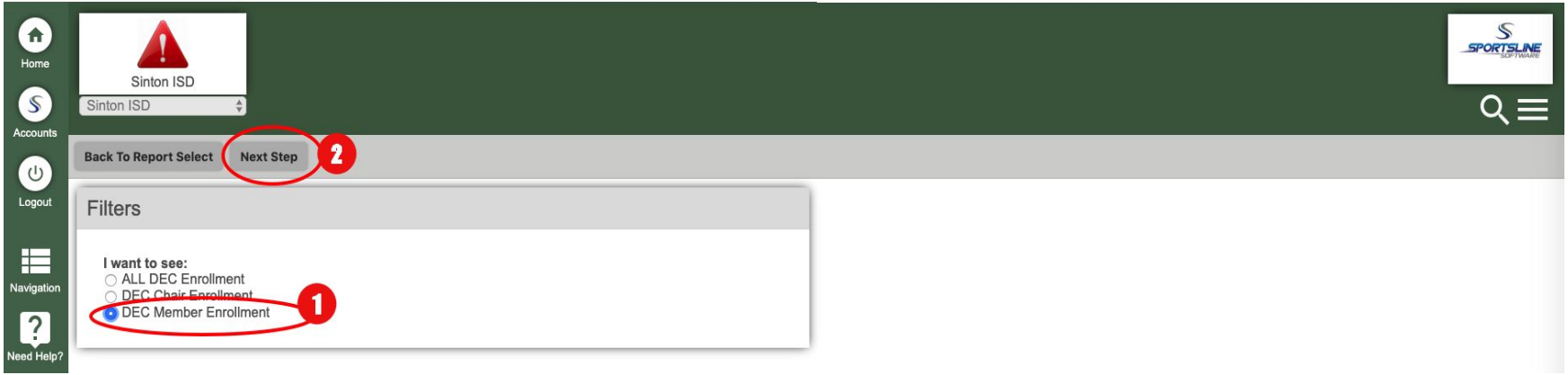
You will also see

2) Run DEC Alignment Report

This report will allow you the ability to see everyone that has already identified as a DEC role in your care.

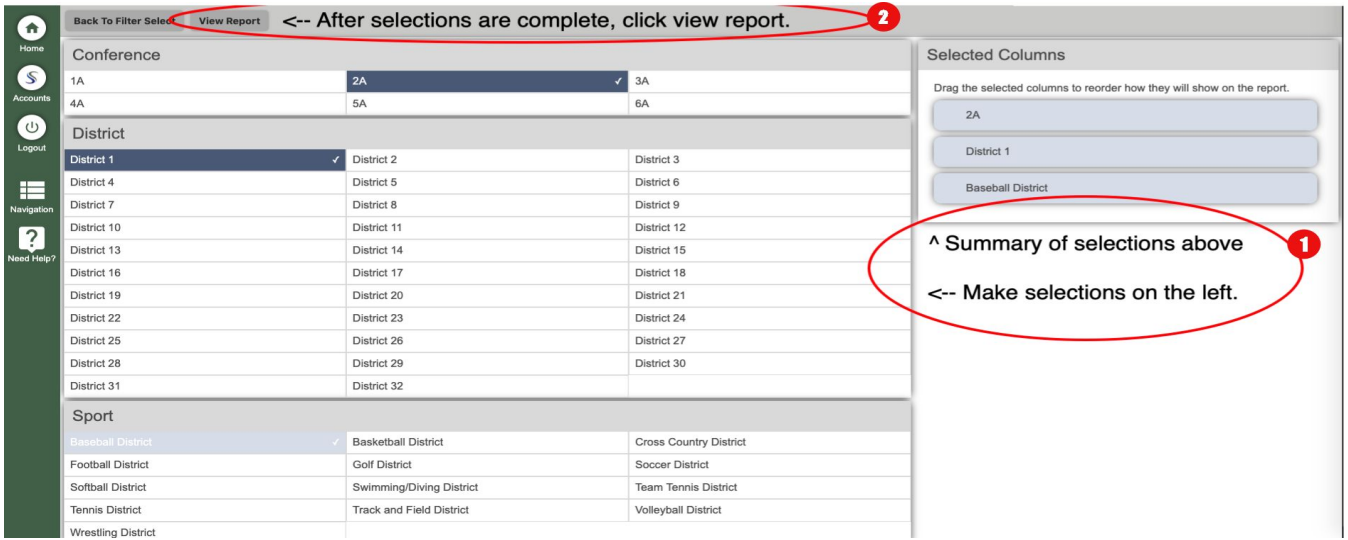
DEC Chair Report Options

1) Select the kind of report needed. (For DEC Chair, you are looking for members.)
2) Once you have selected the filter, click ‘Next Step’.



DEC Chair Report Options

1) On the left side, make the selections that match your DEC alignment(s).
2) Once all selections are complete, click view report. You will be able to view all the members you oversee.

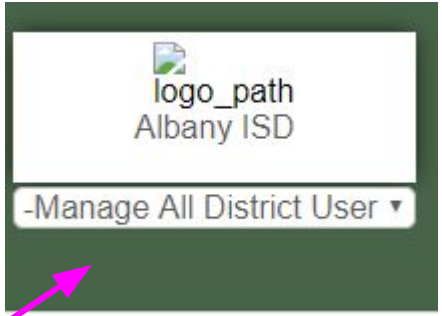


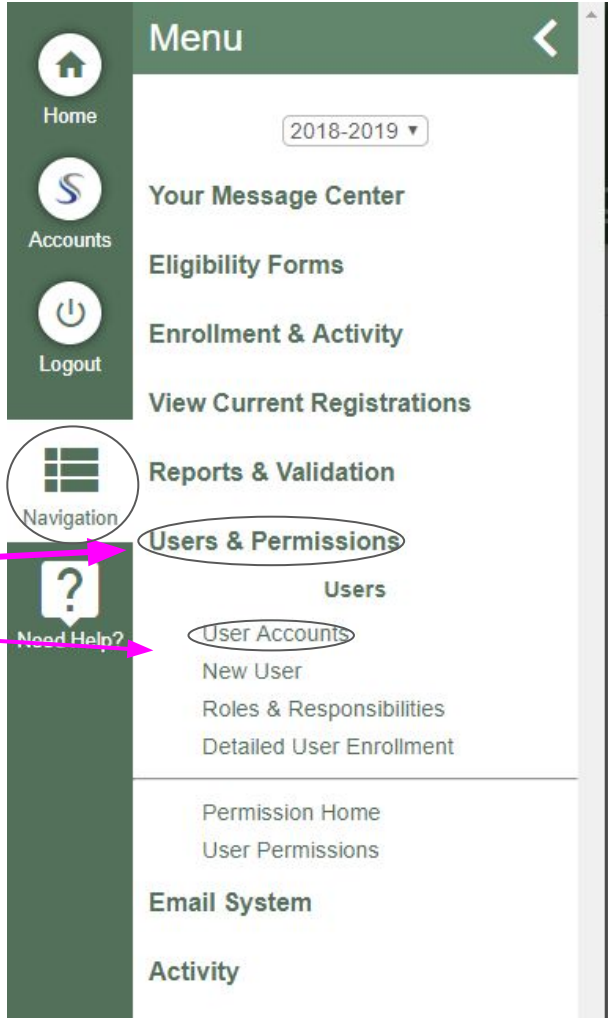
How To Manage Other Users In Your School District

- The next slides will show you how to manage other users in your school district. For example if you know that Bob Johnson is a DEC Member in your group, but he is not showing up on your report, you can assign his DEC Member role and then set his alignments.
- First, lets locate Bob Johnson (slide 12)
- Then we can review what roles Bob has selected, and access his DEC alignments (slide 13)
- Then finally, we can add or edit Bob’s alignments (slide 14)

Manage users to setup DEC roles and alignments

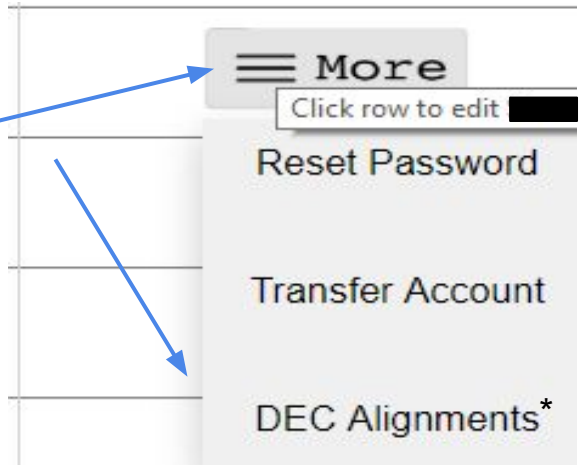
- Use the filter in the top left to select the school or district level where the user is located
- Once selected, click Navigation>Users & Permissions>User Accounts
- This will take you to the list of users that have accounts at the selected school.

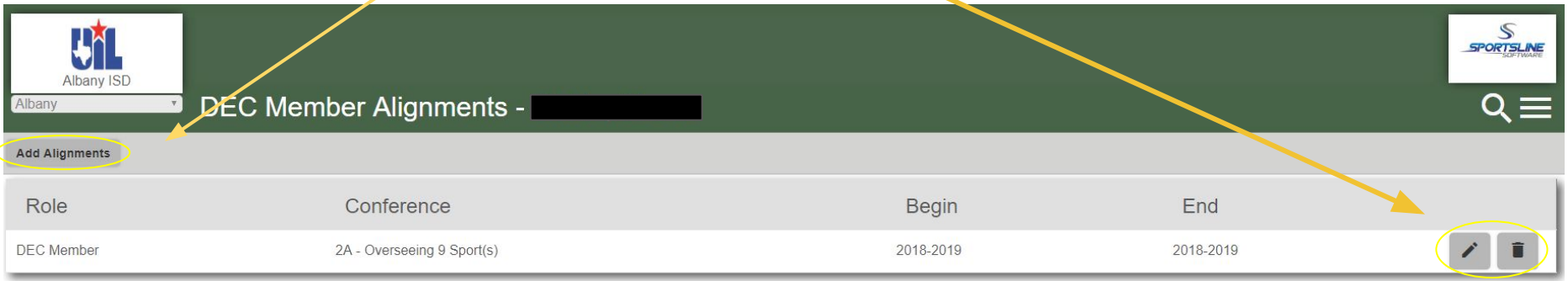




With this list of users, locate the name of the individual you need to set alignments for.

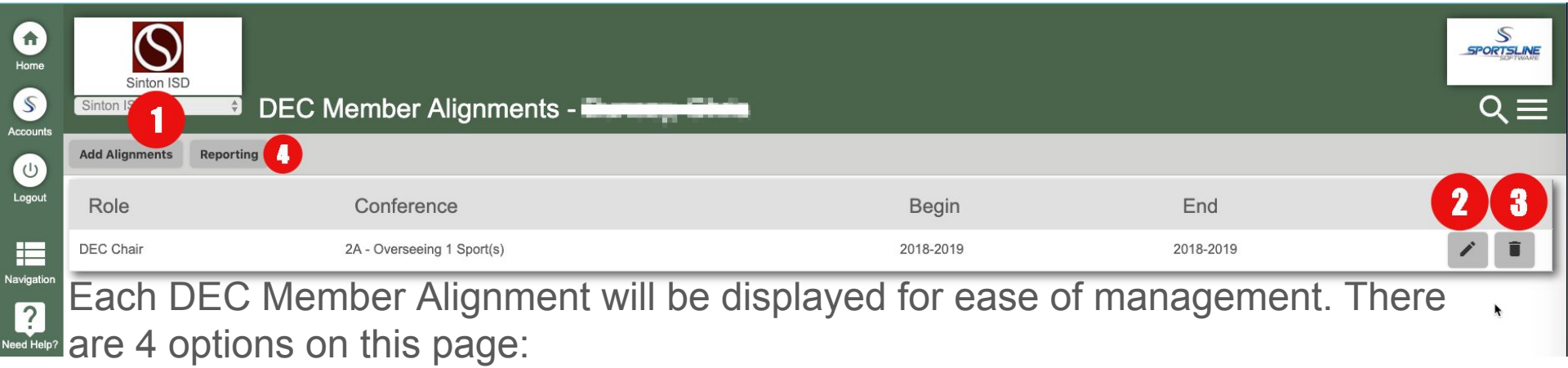
- On the right hand side, click More>DEC Alignments
- This give you access to add or edit alignments.





*while editing a user, the 'DEC Alignments' menu option will not be present if the user has not selected a DEC role. You can add roles by clicking the 'Role(s)' button 1

Adding a DEC Role/Manage Alignments



Each DEC Member Alignment will be displayed for ease of management. There are 4 options on this page:

1) Add
2) Edit
3) Delete

4) DEC Chair - will have this report option on this page as well for quick access. (*See slide 8 - 10)