



Aktivate - UII Portal  
Updates February 2024


# Admin Dashboard


This early 2024 update will include a new Admin Dashboard will be introduced as the new landing page on admin login.

Academic Year:

**Registered Staff at School**  
76

**Incomplete Registrations at School**  
14

**Registrations Started Today**  
1

**Total School Staff Count**  
208

### Reports [View All](#)

Report Name	<a href="#">Update Order</a>
Registrations	<a href="#">View</a>
Document Verification	<a href="#">View</a>
Registrations Accountability Report	<a href="#">View</a>
Coach <-> RMA Connected Staff	<a href="#">View</a>
View Coach Requirements	<a href="#">View</a>
My Profile	<a href="#">View</a>

### Role Counts for the School [View School Users](#)

Role	Count	
Sky View High School		
Assistant Coach	142	<a href="#">List Users</a>
Athletic Director	2	<a href="#">List Users</a>
Head Coach	45	<a href="#">List Users</a>
Principal - Campus	2	<a href="#">List Users</a>
Volunteer	17	<a href="#">List Users</a>
<b>Total Distinct Users For This School</b>	<b>199</b>	

### Today's Alerts [View All](#)

You have no new alerts today.

### My Account Options

My Dashboard	<a href="#">View</a>
My Profile	<a href="#">View</a>
Reset Password	<a href="#">Reset</a>
Manage Message Center Subscriptions	<a href="#">Manage</a>
Connected Associations	<a href="#">Manage</a>

[Help?](#)

# Admin Dashboard Cont'd

\*Not pictured – Above the dashboard is the district/school selector. The numbers reported will vary depending on school selected

1) Shows how many total registrations for the selected academic year.

See page 4 for hyperlinked report

2) Shows the number of registrations that are incomplete.

See page 5 for hyperlinked report

3) Shows how many registrations have been started that day.

See page 6 for hyperlinked report.

Academic Year: 2023-2024

**1** Registered Staff at School 76

**2** Incomplete Registrations at School 14

**3** Registrations Started Today 1

**4** Total School Staff Count 208

**5** Reports [View All](#) [Update Order](#)

Report Name	View
Registrations	<a href="#">View</a>
Document Verification	<a href="#">View</a>
Registrations Accountability Report	<a href="#">View</a>
Coach <-> RMA Connected Staff	<a href="#">View</a>
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**6** Role Counts for the School [View School Users](#)

Role	Count	List Users
Sky View High School		
Assistant Coach	142	<a href="#">List Users</a>
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Total Distinct Users For This School	199	

**7** Today's Alerts [View All](#)

You have no new alerts today.

**8** My Account Options

- [My Dashboard](#) [View](#)
- [My Profile](#) [View](#)
- [Reset Password](#) [Reset](#)
- [Manage Message Center Subscriptions](#) [Manage](#)
- [Connected Associations](#) [Manage](#)

[Help?](#)

4) Shows the total count of school staff (with or without a registration) See page 7 for hyperlinked report.

5) A list of report/quick links. This list is sortable with the 'Update Order' link.

6) Shows the total role count(s) for the selected site. When the district is selected, data is grouped by school.

7) Shows any alert generated that day.

8) A list of quick links for account/profile settings

# Registration Report (All Registrations)

Academic Year: 2023-2024	Sport Filter: All	Season: All	Registration Status: Any	Report Dashboard
ITEMS 100 per page	Export	Search	1 - 57 of 57 Items	Page 1
Staff Name	Registration		Assigned Roles	
<a href="#">Sidon</a> sidon.123@gmail.com	Basketball Boys (Assistant Coach)	Complete	Assistant Coach	
<a href="#">Trevor</a> trevor.123@yahoo.com	Football (Assistant Coach)	Not Complete	Assistant Coach	
<a href="#">Mitchell</a> mitchell.123@loganschools.org	Basketball Boys (Head Coach)	Complete	Head Coach, Athletic Director	
<a href="#">Aaron</a> aaron.123@gmail.com	Basketball Girls (Assistant Coach)	Not Complete	Assistant Coach	

**These requirements are still incomplete for this registration:**

Coach Action(s) Needed

1. First Aid Training
2. CPR Training

This is a new report being added to show users and associated registrations.

In other registration reports it will list all registrations, and in the case of a user having multiple registrations the report could appear cluttered.

This report lists the user one time and nests registrations, and any role assigned at the selected school.

Using filters, the admin can drill into user data quickly.

The 'Report Dashboard' button will take the admin to the existing report dashboard for the school/district.

# Registration Report (Incomplete Registrations)

Academic Year: 2023-2024 Sport Filter: All Season: All Registration Status: Incomplete [Report Dashboard](#)

ITEMS 100 per page 1 - 21 of 21 items Page 1

Staff Name	Registration		Assigned Roles
<a href="#">Anderson, Trevor</a> trevoranderson65@yahoo.com	<a href="#">Football (Assistant Coach)</a>	Not Complete	Assistant Coach
<a href="#">Beatty, Aaron</a> aaronbeatty@gmail.com	<a href="#">Basketball Girls (Assistant Coach)</a>	Not Complete	Assistant Coach
<a href="#">Bendrook, Korrin</a> korrinbendrook@gmail.com	<a href="#">Swimming (Head Coach)</a>	Not Complete	Head Coach
<a href="#">Covis, Payton</a> paytoncovis@gmail.com	<a href="#">Wrestling Boys (Assistant Coach)</a>	Not Complete	Assistant Coach
<a href="#">Feldman, Alex</a> alexfeldman16@gmail.com	<a href="#">Volleyball Girls (Head Coach)</a>	Not Complete	Head Coach

**These requirements are still incomplete for this registration:**

Coach Action(s) Needed

1. Background Check
2. First Aid Training
3. CPR Training
4. Click Here to take the Yearly Concussio...
5. Click Here to take the Yearly Child Sex...
6. Click Here to take Yearly Bullying Hazi...
7. PHOTOGRAPH: Upload a picture (JPG forma...

Admin Verification

1. Click Here to take the NFHS Fundamental...

With the click of a button, admins can now see a list of coaches that have incomplete registrations. Hovering over the right side of the 'Not Complete' tag will show a list of all items missing.

All words in blue are hyper links that will seamlessly take the admin to relevant and useful pages.

Additional filtering could be applied here to reduce noise and get admins access to important details quickly.

# Registration Report (Current Day Registrations)

Academic Year: 2023-2024	Sport Filter: All	Season: All	Registration Status: Any	<a href="#">Report Dashboard</a>
ITEMS 100 per page	Export	Search	1 - 1 of 1 items	Page 1
Staff Name	Registration	Assigned Roles		
<a href="#">Smith, Olive</a> olivesmith3@gmail.com	Basketball Girls (Assistant Coach)	<span>Not Complete</span>	Assistant Coach	

This familiar report will show only registrations that have been started on the current day.

Being able to quickly view the activity happening on the current day should really help admins understand if coaches need help or attention to get cleared.

Additional filtering could be applied here to reduce noise and get admins access to important details quickly.

# Report (All Staff)

Academic Year: 2023-2024	Sport Filter: All	Season: All	Registration Status: Any	<a href="#">Report Dashboard</a>
ITEMS 100 per page	Export	Search	1 - 100 of 149 items	Page 1
Staff Name	Registration		Assigned Roles	
<a href="#">sidon</a> sidon123@gmail.com	Basketball Boys (Assistant Coach)	Complete	Assistant Coach	
<a href="#">Admin, tester</a> testeradmin123@gmail.com			No Roles Found	
<a href="#">Hunter</a> hunter123@gmail.com			Assistant Coach	
<a href="#">Whitney</a> whitney123@gmail.com			Assistant Coach	
<a href="#">Justin</a> justin123@loganutah.org			Assistant Coach	
<a href="#">Trevor</a> trevor123@yahoo.com	Football (Assistant Coach)	Not Complete	Assistant Coach	

In one easy place admins can now see all coaches and staff assigned to their school/district.

With a few clicks admins now have to ability to quickly clean up staff that has churned or identify staff that haven't started registrations.

With enhances user management tools released in Fall 2023, admins can keep school staff up-to-date with ease.

# Coach Dashboard (Non-Admin Staff)

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### My Profile Summary

**Hurst, Tyler**  
Coach Number: 165337

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**My Registrations: 2**  
Complete: 1 Incomplete: 1

**My Staff Roles: 1**

**My Alerts/Messages: 0**

### My Registrations (2023-2024) + New Registration

Registrations	Role	Status	
Cheer - Competition & Sideline	Assistant Coach	<span>⚠ IN PROGRESS</span>	<a href="#">View</a>
Drill Team	Assistant Coach	<span>✅ COMPLETE</span>	<a href="#">View</a>

### Quick Links

Report Name	<a href="#">Update Order</a>
My Profile	<a href="#">View</a>

### My Staff Roles [Update Roles](#)

Assistant Coach

### My Account Options

My Profile	<a href="#">View</a>
Reset Password	<a href="#">Reset</a>
Manage Message Center Subscriptions	<a href="#">Manage</a>
Connected Associations	<a href="#">Manage</a>

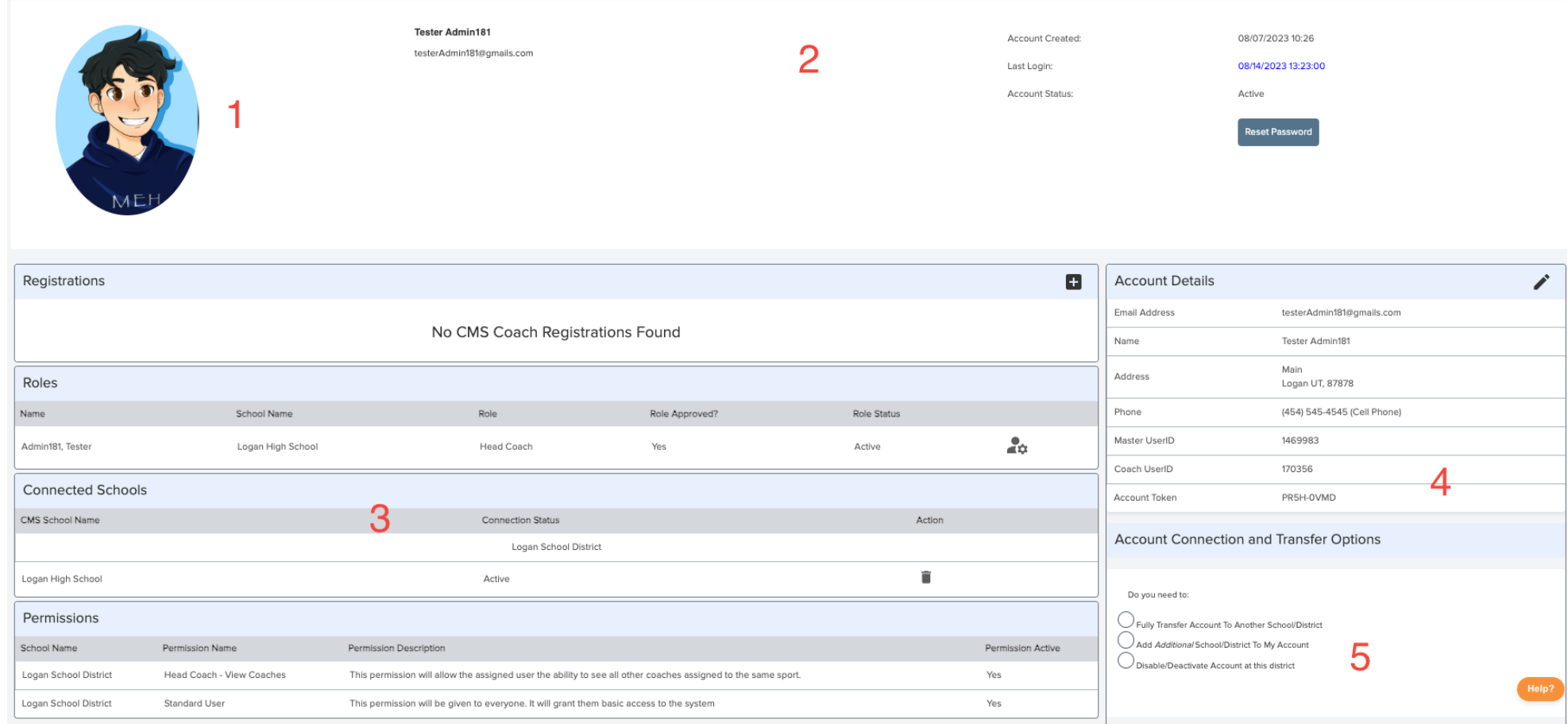
Coaches now have a quick look at profile activity. Cards display relevant data, and quick links to get where they need to be. Coaches can now spend less time getting cleared, and more time *helping more kids live winning lives*.



# User Management Updates

# User Profile

- 1) A user can upload a profile picture now (optional).
- 2) Brief summary of account details, including successful logins in the last 90 days.
- 3) Quick view of all the connections, and permissions tied to the user account
- 4) Detailed summary of account details.



The image shows a user profile page for 'Tester Admin181'. The page is divided into several sections:

- Profile Header:** Includes a profile picture (MEH) with a red '1' next to it, the user's name 'Tester Admin181', email 'testerAdmin181@gmails.com', and a red '2'. Account details include 'Account Created: 08/07/2023 10:26', 'Last Login: 08/14/2023 13:23:00', and 'Account Status: Active'. A 'Reset Password' button is present.
- Registrations:** A section titled 'Registrations' with a '+', showing 'No CMS Coach Registrations Found'.
- Roles:** A table with columns: Name, School Name, Role, Role Approved?, Role Status. One role is listed: Admin181, Tester, Logan High School, Head Coach, Yes, Active.
- Connected Schools:** A table with columns: CMS School Name, Connection Status, Action. One connection is listed: Logan High School, Active.
- Permissions:** A table with columns: School Name, Permission Name, Permission Description, Permission Active. Two permissions are listed: Logan School District, Head Coach - View Coaches; Logan School District, Standard User.
- Account Details:** A sidebar section with a pencil icon, containing fields for Email Address, Name, Address, Phone, Master UserID, Coach UserID, and Account Token.
- Account Connection and Transfer Options:** A section with radio buttons for 'Fully Transfer Account To Another School/District', 'Add Additional School/District To My Account', and 'Disable/Deactivate Account at this district'. A red '4' is next to the 'Add Additional School/District To My Account' option. A red '5' is next to the 'Disable/Deactivate Account at this district' option. A 'Help?' button is at the bottom right.

- 5) Account Transfer/deactivate options. Please note that disabling an account will now attempt to find and remove school access in the Aktivate Registration Product. This will have the benefit of synchronizing the account access between the systems.

# Staff Report in Aktivate Certification

Step 1: Using the checkboxes on the left side, select all accounts that you would like to deactivate/remove from this school/district.  
Step 2: Click 'Remove Users'

**1**

Remove User(s)

Search:

ITEMS: 50 per page 1 - 39 of 39 items Page 1

		First Name	Last Name	Role(s)	School	Account Created	Last Login
<input type="checkbox"/>	<b>2</b> Profile	Tester	Admin141		Sinton	07/26/2023	08/02/2023
<input type="checkbox"/>	Profile	Tester	Admin191		Sinton	08/11/2023	
<input type="checkbox"/>	Profile	Test	Admon131		Sinton	07/26/2023	
<input type="checkbox"/>	Profile	Adrian	Alaniz	High School Head Coach,High School Assistant Coach,DEC Chair	Sinton	07/31/2017	07/14/2023
<input type="checkbox"/>	Profile	Steven	Bonuz	High School Assistant Coach	Sinton	07/20/2023	07/20/2023
<input type="checkbox"/>	Profile	bob	brown	High School Assistant Coach	Sinton	07/23/2020	07/19/2023
<input type="checkbox"/>	Profile	Harold	Busack	High School Assistant Coach	Sinton	11/05/2018	03/21/2023

**3**

This page will allow admins a quick way to disable/remove users from the school/district. Please note that disabling an account will now attempt to find and remove school access in the Aktivate Registration Product. This will have the benefit of synchronizing the account access between the systems.

- 1) Instructions for the user
- 2) Checkboxes to select user(s) to remove
- 3) Sortable columns to help identify accounts that need to be removed.

# PAPF Updates

# Initiate PAPF Updates

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Enrollment Info

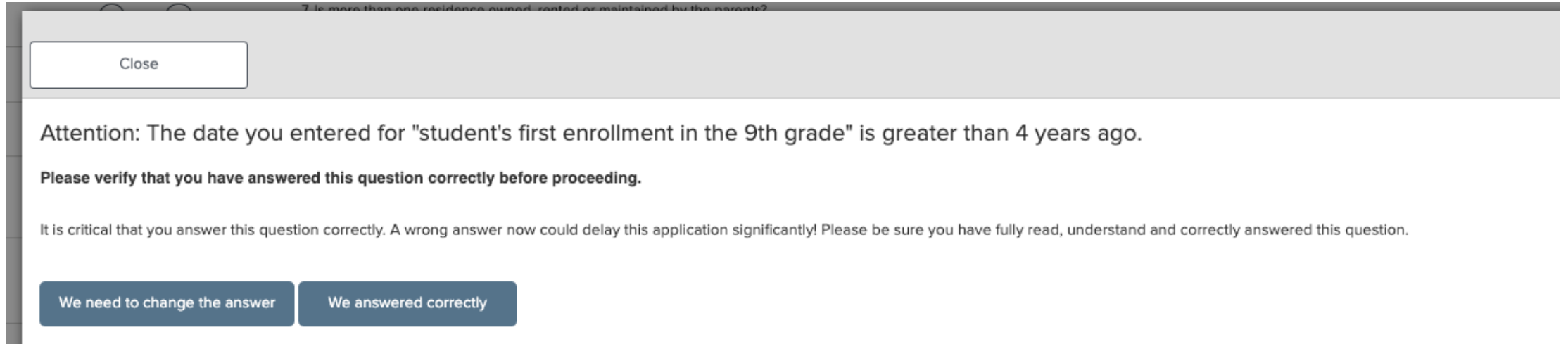
Date of Enrollment in New School:  Date of Enrollment to Previous School:  Date of Withdrawal from Previous School:

Has the student been continuously enrolled in the new school for one calendar year?  YES  NO

The “date of enrollment in new school” listed above is less than a year ago, update enrollment date to continue.

To ensure accurate data the system will now check a user’s enrollment date answers. If the user answers Yes to being *continuously enrolled* but the supplied date is less than a year, the system will not allow them to continue.

# Initiate PAPF Updates Con't



7. Is more than one residence owned, rented or maintained by the parent?

Close

Attention: The date you entered for "student's first enrollment in the 9th grade" is greater than 4 years ago.

**Please verify that you have answered this question correctly before proceeding.**

It is critical that you answer this question correctly. A wrong answer now could delay this application significantly! Please be sure you have fully read, understand and correctly answered this question.

We need to change the answer    We answered correctly

If the ninth-grade enrollment date is greater than 4 years ago, the system will now issue a warning to the parent. The system will not prevent them from moving forward but will serve as a warning to ensure they are submitting correct data.

# Initiate PAPF Updates Con't

Enrollment Info

Date of Enrollment in New School:

Date of Enrollment to Previous School:

Date of Withdrawal from Previous School:

Close

Attention: The date(s) you have entered might have some conflict(s).

Please verify that you have answered these date(s) correctly before proceeding.

Please verify the *Date of Enrollment at Previous School (01/24/2024)*. It should not be **AFTER** the *Date of Enrollment in New School (01/01/2024)*.

Please verify the *Date of Enrollment at Previous School (01/24/2024)*. It should not be **AFTER** *Date of Withdrawal from Previous School (01/01/2024)*.

It is critical that you answer this question correctly. A wrong answer now could delay this application significantly! Please be sure you have fully read, understand and correctly answered this question.

Thank you! I will make adjustments as necessary

See next page for more...

# Initiate PAPF Updates Con't

## Initiate PAPF Updates Con't

Close

Attention: The date(s) you have entered might have some conflict(s).  
Please verify that you have answered these date(s) correctly before proceeding.

There is a gap of more than 90 days from the *Date of Withdrawal from Previous School (11/01/2023)* and the *Date of Enrollment in New School (01/01/2024)*. If this is correct, please be prepared to explain.

It is critical that you answer this question correctly. A wrong answer now could delay this application significantly! Please be sure you have fully read, understand and correctly answered this question.

Thank you! I will make adjustments as necessary

When users are entering enrollment and withdrawal dates, the system will attempt to validate dates and report back when anomalies are found. This page, and the last page show the messages that parents will see.

The current date gap is 90 days, meaning the user will only see this message if the gap is greater than/equal to 90 days.



UIL Portal page has information for Customer Service or other account issues: <https://www.uiltexas.org/uil-portal>

The screenshot shows the top portion of the UIL Portal website. At the top left is the University of Texas at Austin logo. To the right is a navigation menu with links for Home, About, Calendar, Contact, Shop, and UIL Portal. Below this is a dark blue header with the UIL logo (University Interscholastic League) on the left and social media icons for Facebook, X, Instagram, RSS, and Email on the right. A search bar is also present in the header. Below the header is a horizontal menu with categories: ACADEMICS +, ATHLETICS +, MUSIC +, SPIRIT +, UNIFIED +, MEDIA +, and POLICY +. The main content area features a large heading "UIL Portal" followed by a yellow highlighted text box containing contact information for customer support. At the bottom, there is a footer with the Akiivate logo, copyright information, and links to Privacy Policy and Terms and Conditions of Use, along with a "Help?" button.

The University of Texas at Austin

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**UIL** University Interscholastic League

Search

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# UIL Portal

If you are having any issues with your account, please contact UIL Portal Customer Support at [support@aktivate.com](mailto:support@aktivate.com) or click Contact Us within the "Help Beacon" in the bottom left corner of the UIL portal. (pictured below for reference)

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## Aktivate Video Resources - Common Questions and support documentation