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)

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

Manage your DEC alignments here.
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 can 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):