

UIL Portal

June 2024 Update



UIL Portal –Updates

System rolled over to the 2024-25 school year on June 1

Everyone with DEC roles will need to go in and add DEC Alignments for the 2024-25 and 2025-26 school years.

If you cannot find PAPF, switch year on Eligibility Home Page (filter at top of screen) back to 2023-24 and once you click on it to view, it will move to the 2024-25 home page.

If you need to update the school year for a PAPF, bring up the PAPF and in the Summary down the right side, click the school year listed to update as needed.

Waivers can be added / deleted as needed by using Tools Menu (top), Add / Remove Forms.

Users who have access to PAPFs can be viewed / updated by using Tools, Add / Remove Invited Users.

Level of participation requested (varsity / sub varsity) can be updated using Tools, Change Application Type.

UIL Eligibility –PAPF

Changing Schools for Athletic Purposes – PAPF

- All PAPFs are electronic and are to be completed in the UIL Portal.
- New Student Eligibility Questionnaire (page 1 of PAPF) should be started upon enrollment for ANY new student athlete who did not come from your feeder pattern, whether they previously participated or not. If page 2 is not required, the form should be signed locally by school administrator and submitted to UIL.
- A complete (both pages!) Previous Athletic Participation Form (PAPF) is required for varsity participation for any new student in grades 9-12 who has participated previously at another school, in the United States or Mexico, in grades 8-12.
- Once DEC signs and submits to UIL, as long as student is otherwise eligible, you do not have to wait for a staff member to ‘Accept’ the PAPF.

UIL Portal –Update DEC Role

Get logged in and place the applicable high school in the school selection box at top of screen. If you already have DEC Role, click 'My DEC Alignments' under Account Options, far right of screen:

The screenshot shows the UIL Portal dashboard for the school of Austin. At the top left, the school name 'Austin' is displayed with a dropdown arrow. At the top right, there is a search icon and an 'Account' dropdown menu. The dashboard is divided into several sections:

- Incomplete Registrations at School:** 6
- Registrations Started Today:** 4
- Total School Staff Count:** 87
- View School Users:** A section with three 'List Users' buttons.
- Today's Alerts:** A table with columns 'Date' and 'Type'. One alert is shown: 06/03/2024, Coordinator - Outgoing Athlete Review. A 'View All' link is present.
- My Account Options:** A list of options with 'View' buttons: My Dashboard, My Profile, My DEC Alignments, and MaxPreps League Partnership. A 'Help?' button is also visible.

An orange arrow points to the 'My DEC Alignments' link in the 'My Account Options' section.

UIL Portal –Add DEC Role

Get logged in and place the applicable high school in the school selection box at top of screen. If you do not have DEC Role, click ‘My Dashboard’ under Account Options, far right of screen:

The screenshot shows the UIL Portal dashboard for the school 'Austin'. At the top left, there is a dropdown menu for 'Austin'. At the top right, there is a search icon and an 'Account' dropdown menu. The dashboard is divided into several sections:

- Incomplete Registrations at School:** 6
- Registrations Started Today:** 4
- Total School Staff Count:** 87
- View School Users:** A section with three 'List Users' buttons.
- Today's Alerts:** A table with columns 'Date' and 'Type'. One alert is shown: '06/03/2024' with the type 'Coordinator - Outgoing Athlete Review'. A 'View All' link is present.
- My Account Options:** A list of options with 'View' buttons: 'My Dashboard', 'My Profile', 'My DEC Alignments', and 'MaxPreps League Partnership'. An orange arrow points to the 'My Dashboard' button.

An orange 'Help?' button is located at the bottom right of the 'My Account Options' section.

UIL Portal –Add DEC Role

Once on the Dashboard, if you need to add DEC Role, click ‘Update Roles’ under My Staff Roles, make appropriate selection and submit:

The screenshot displays the UIL Portal dashboard. At the top, there is a 'My Registrations' section with a '+ New Registration' button. Below this, a message states 'No registrations found for the 2024-2025 academic year.' An orange arrow points from this message down to the 'Update Roles' link in the 'My Staff Roles' section. The 'My Staff Roles' section lists 'HS Campus Athletic Administrator' and 'DEC Chair'. The 'My Account Options' section includes 'My Profile', 'My DEC Alignments', and 'MaxPreps League Partnership', each with a 'View' button. A 'Help?' button is also visible.

My Registrations	
+ New Registration	
No registrations found for the 2024-2025 academic year.	

My Staff Roles	Update Roles
HS Campus Athletic Administrator	
DEC Chair	

My Account Options	
My Profile	View
My DEC Alignments	View
MaxPreps League Partnership	View Help?

UIL Portal –Add DEC Alignment

Once on the Dashboard, if you need to add/update your DEC Alignment, click ‘My DEC Alignments’ under My Account Options

The screenshot displays the UIL Portal dashboard. At the top, there is a 'My Registrations' section with a '+ New Registration' button. Below this, a message states 'No registrations found for the 2024-2025 academic year.' The dashboard is divided into two main columns. The left column, 'My Staff Roles', lists 'HS Campus Athletic Administrator' and 'DEC Chair'. The right column, 'My Account Options', lists 'My Profile', 'My DEC Alignments', and 'MaxPreps League Partnership', each with a 'View' button. An orange arrow points from the 'DEC Chair' role to the 'My DEC Alignments' option. A 'Help?' button is visible next to the 'MaxPreps League Partnership' option.

My Registrations	
+ New Registration	
No registrations found for the 2024-2025 academic year.	

My Staff Roles	Update Roles
HS Campus Athletic Administrator	
DEC Chair	

My Account Options	
My Profile	View
My DEC Alignments	View
MaxPreps League Partnership	View Help?

UIL Portal –Update/Add DEC Alignment

Once on the DEC Member Alignments page, click ‘Add Alignment’ at the top of the screen, make appropriate selections (Role, School Years, Conference, Sport, District and submit at the bottom:

*Select Role: DEC Chair

*When do you start this role: 2024-2025

*When does this role end: 2025-2026 Usually the year the current alignment/classification period ends

*Please confirm your Conference:

Conference 6A

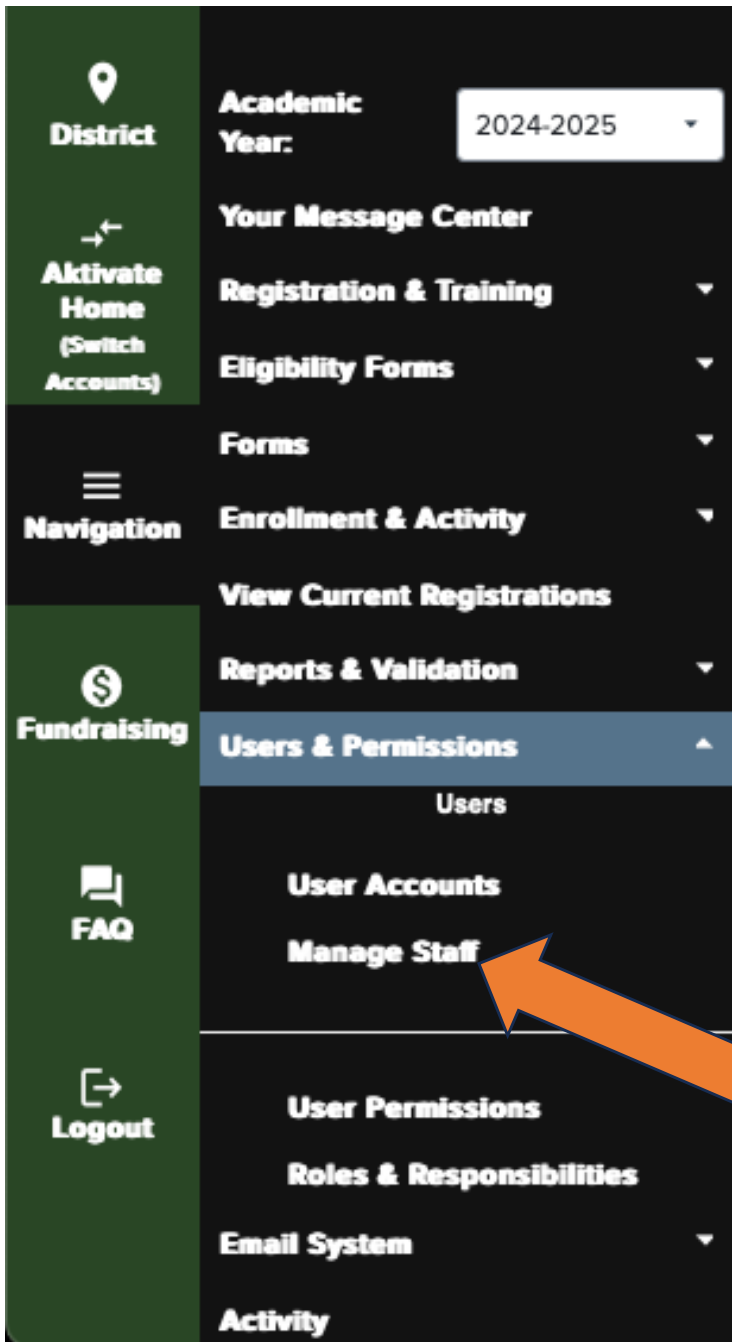
*For your selected role as please indicate what Activities/Sports you administer:

<input checked="" type="checkbox"/> Baseball District	26
<input checked="" type="checkbox"/> Basketball District	26
<input checked="" type="checkbox"/> Cross Country District	26
<input checked="" type="checkbox"/> Football District	26
<input type="checkbox"/> Football Division	--
<input checked="" type="checkbox"/> Golf District	26

UIL Portal – Additional Info.

- CCP Modules are scheduled to open July 1
- Administrators can remove accounts that are no longer needed. Log in and place applicable school in School selection bar at top of screen. (see slides to follow)
- Click Navigation, Users and Permissions, Manage Staff. You can sort with columns at top of screen. Sorting by Last Log In makes it easier!
- Check the boxes for Accounts you wish to remove. Once finished checking boxes, go back to top and click 'Remove Users'.

Remove Inactive / Previous Users



To remove inactive users or coaches who are no longer with your ISD, place the applicable school in the school selection bar at top of screen and click Navigation, Users and Permissions, Manage Staff

Remove Inactive / Previous Users

Step 1. Click the box next to the name of the account. Step 2. Click Remove Users

Step 1: Using the checkboxes on the left side, select the account(s) that you would like to deactivate/remove from this school/district.

Step 2: Click 'Remove Users'

Attention:

Here is what you need to know if you proceed with this action.

1. This will disable selected account(s). The next login will be prompted to transfer this account to a new school/district.
2. All roles and permissions will be deleted from this school/district.
3. All registrations will be deleted. If the user account is restored to this district, all registrations will also be restored.
4. The system will search for roles at the same school(s) on the 'Aktivate Registration (formerly Register My Athlete)' and remove roles.
5. This action is reversible, and **will not** permanently delete this account.

Remove User(s)

Search:

ITEMS: 50 per page ▾

1 - 50 of 65 items Page 1 ◀ ▶

		First Name	Last Name	Role(s)	School	Account Created	Last Login
<input checked="" type="checkbox"/>	Profile			High School Head Coach,High School Assistant Coach	Abilene	05/16/2022	06/28/2022
<input checked="" type="checkbox"/>	Profile			Director Band - Music	Abilene	08/13/2021	07/21/2022
<input checked="" type="checkbox"/>	Profile			High School Assistant Coach	Abilene	07/22/2022	07/22/2022

Help?

Questions or Assistance? Click FAQ or Help Buttons



Austin ISD ▾

Account ▾

Academic Year:

2024-2025 ▾

Report hyperlinks are enabled when a school is selected above

- ← Activate Home (Switch Accounts)
- ☰ Navigation
- 💰 Fundraising
- 🗨️ FAQ
- 👉 Logout

Registered Staff at District
49

Incomplete Registrations at District
48

Registrations Started Today
0

Total District Staff Count
1197

Reports [View All](#)

Report Name	Update Order
PAPF Home Page	View
Initiate PAPF	View
Initiate Waiver Only	View
My Profile	View

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

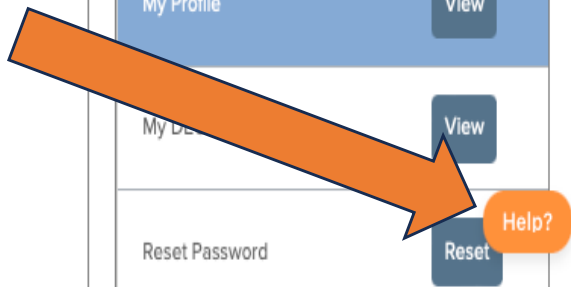
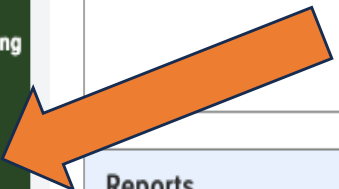
Role	Count	
Austin		
Athletic Trainer	2	List Users
DEC Chair	1	List Users

Today's Alerts [View All](#)

You have no new alerts today.

My Account Options

- [My Dashboard](#) [View](#)
- [My Profile](#) [View](#)
- [My DE](#) [View](#)
- [Reset Password](#) [Reset](#)



Who to contact with questions?

UIL Portal Customer Support:

support@activate.com

or click **Contact Us** within the “Help”

Beacon in the bottom corner of the UIL
portal.

Dr. Mark Cousins

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