

Register for a SEATS Counselor Account



Statewide Online
Education Program



July 2026

Setting up a NEW Counselor SEATS account

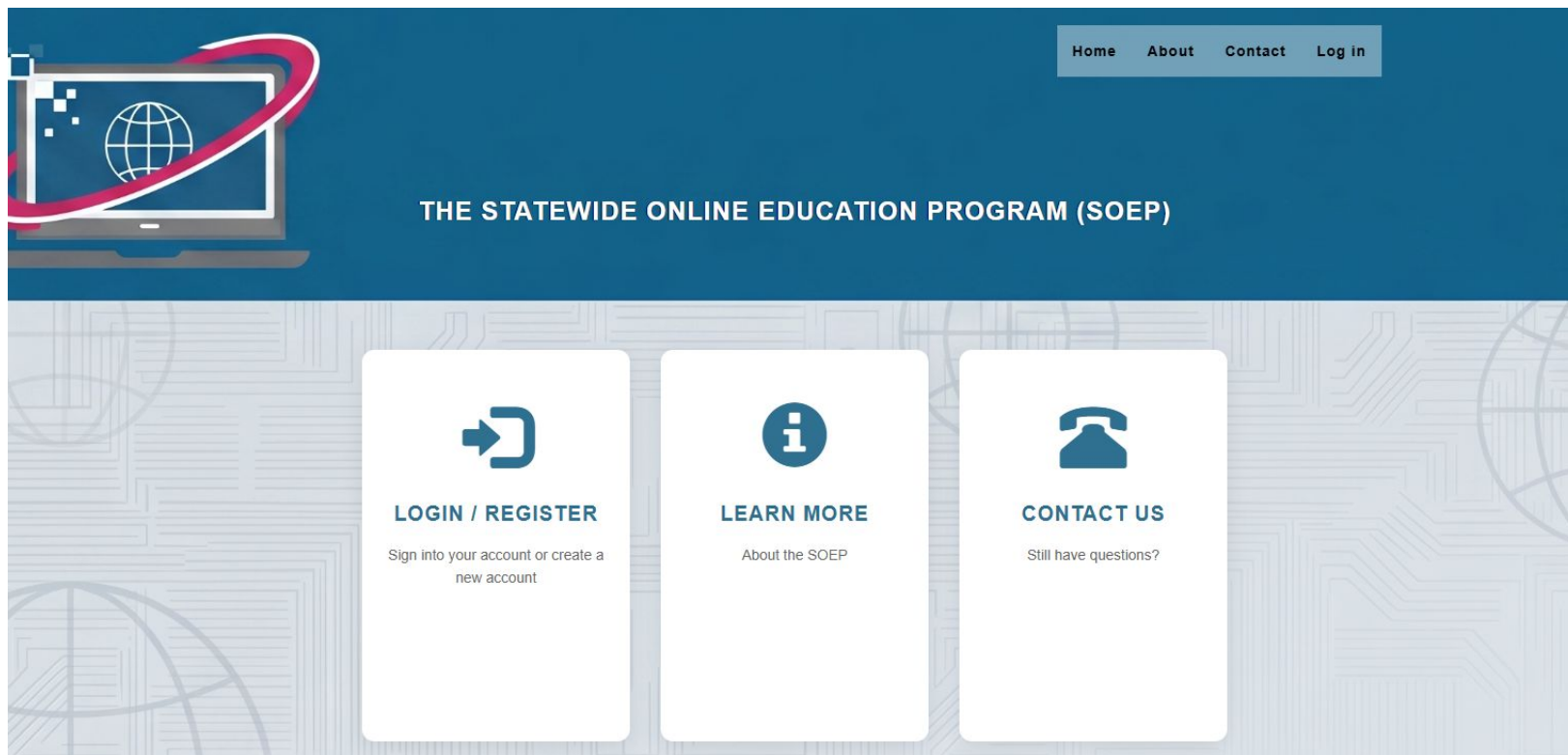


PLEASE NOTE: If you forget your login information, change schools, can't access your account, etc.
contact: soep@schools.utah.gov

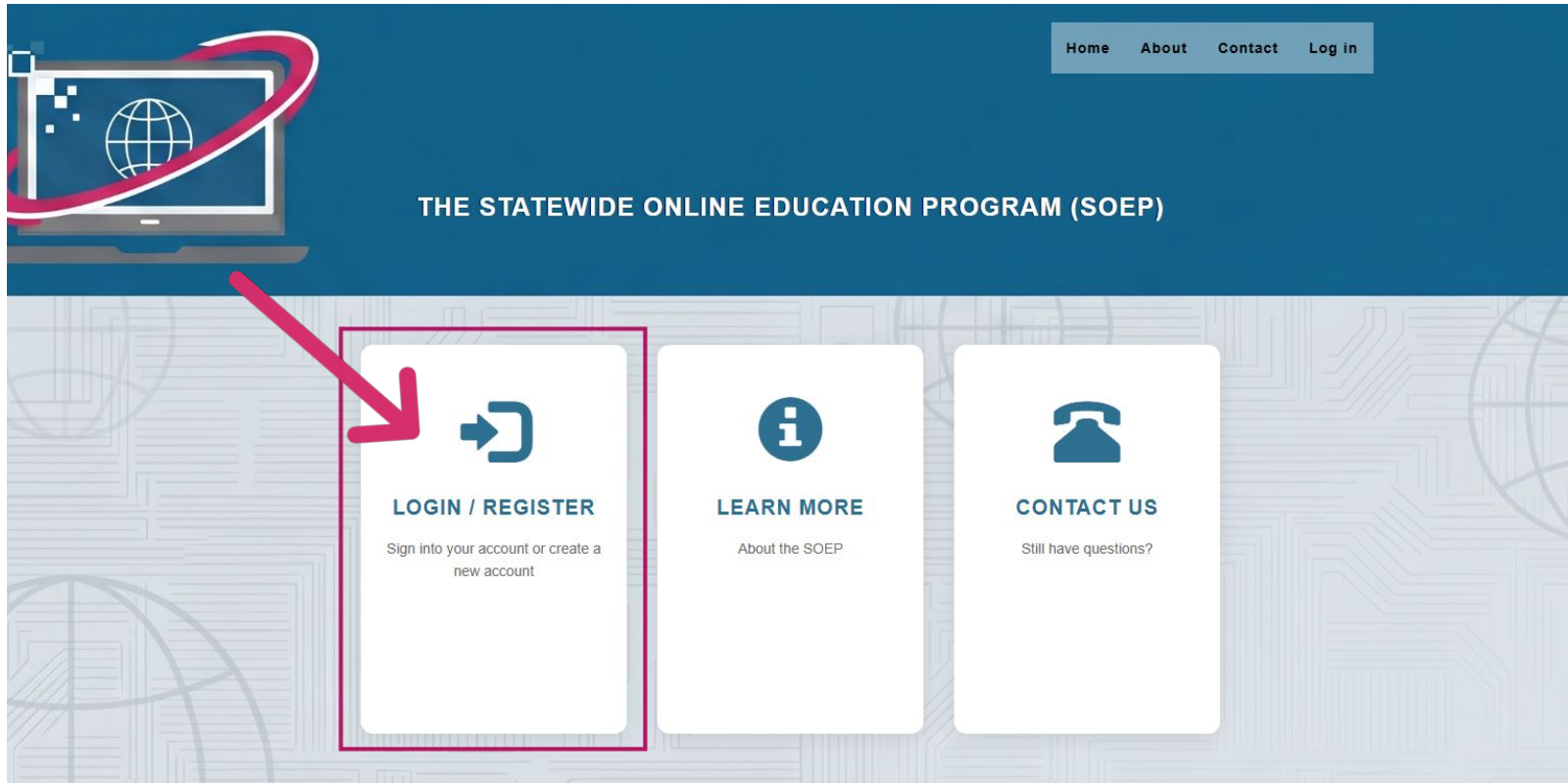
Do not create a second account

Account Registration

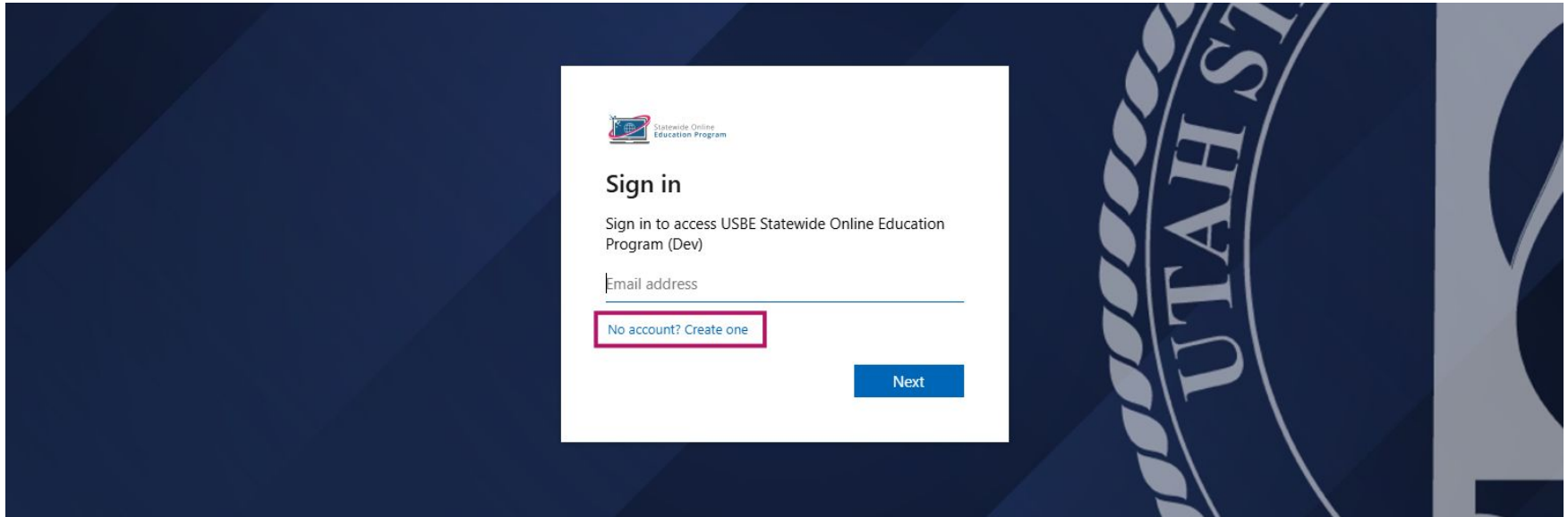
Go to: <https://seats.schools.utah.gov/>



Click on 'Register'



Select “**No account? Create one**” to creat your Entra ID. You’ll use this when logging into SEATS



Statewide Online Education Program

Sign in

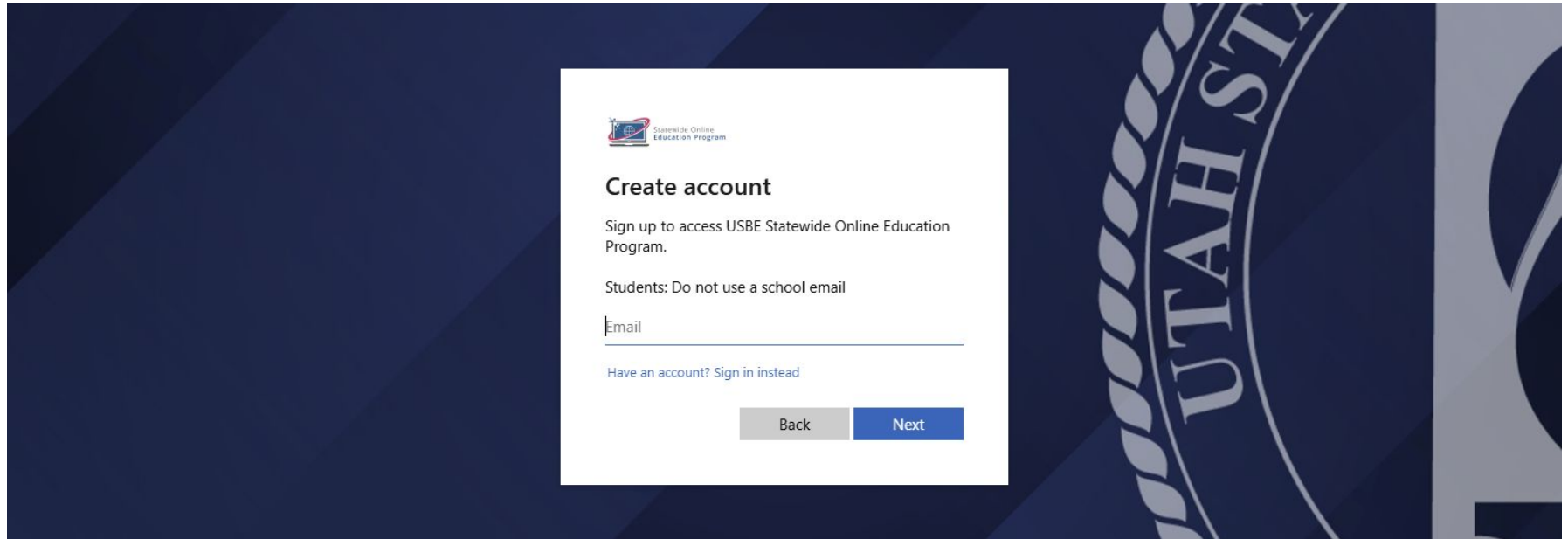
Sign in to access USBE Statewide Online Education Program (Dev)

Email address

[No account? Create one](#)

Next

Enter your District email address and hit “Next”



The screenshot shows a web interface for creating an account. At the top left is a logo for the USBE Statewide Online Education Program. The main heading is "Create account". Below this, it says "Sign up to access USBE Statewide Online Education Program." and "Students: Do not use a school email". There is an "Email" input field. Below the input field is a link that says "Have an account? Sign in instead". At the bottom are two buttons: "Back" and "Next". The background features a large, faint seal of the State of Utah.

USBE Statewide Online Education Program

Create account

Sign up to access USBE Statewide Online Education Program.

Students: Do not use a school email

Email

[Have an account? Sign in instead](#)

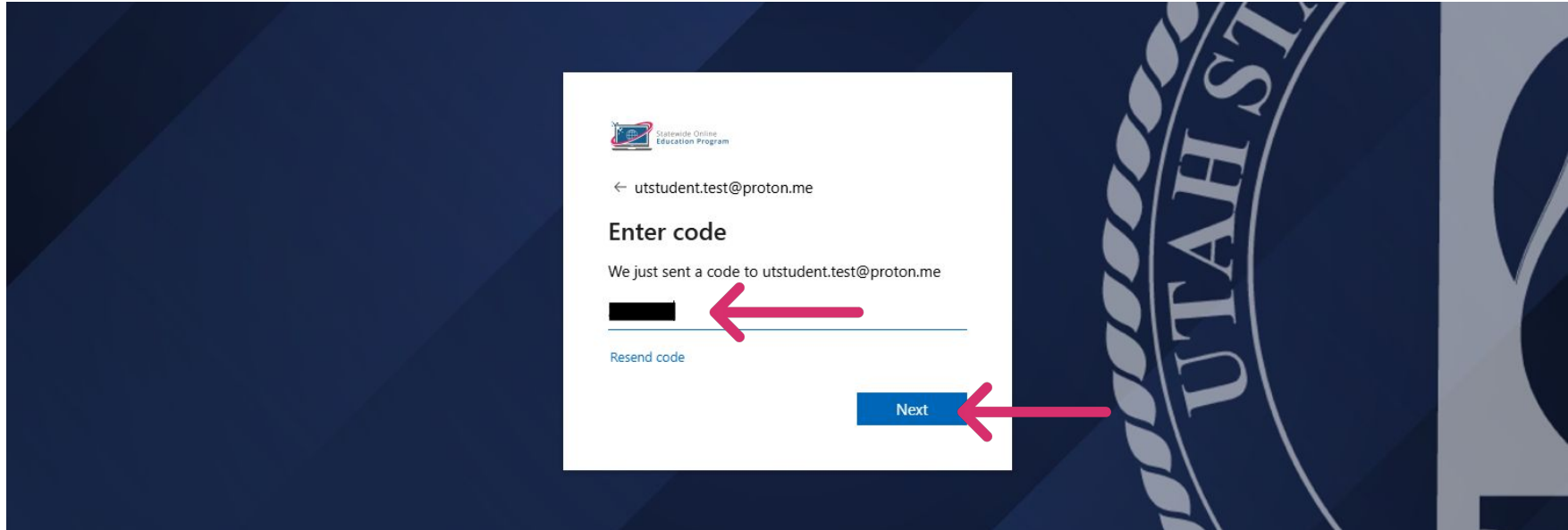
[Back](#) [Next](#)



You will receive a **verification code** email from
`account-security-noreply@accountprotection.microsoft.com`

Check your SPAM/Junk Folder

Enter the verification code from the email
and click “Next”



Statewide Online
Education Program

← utstudent.test@proton.me

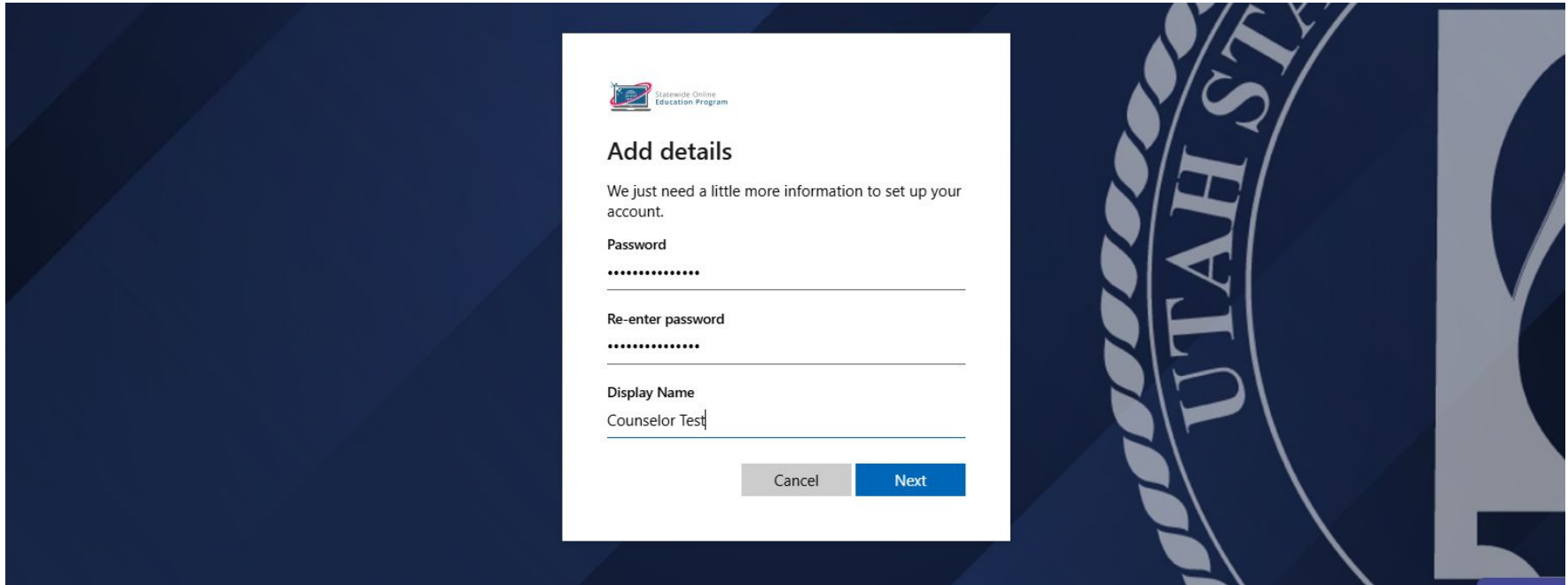
Enter code

We just sent a code to utstudent.test@proton.me

[Resend code](#)

[Next](#)

Enter a password and display name and hit "Next"
*The password must contain at least 3 out of: Lowercase, Uppercase, Numbers, and Symbols.
And must not be weak or commonly used*



 Statewide Online Education Program

Add details

We just need a little more information to set up your account.

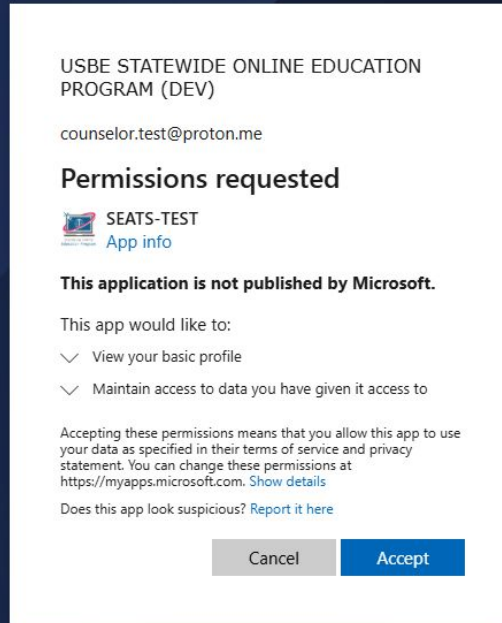
Password
.....

Re-enter password
.....

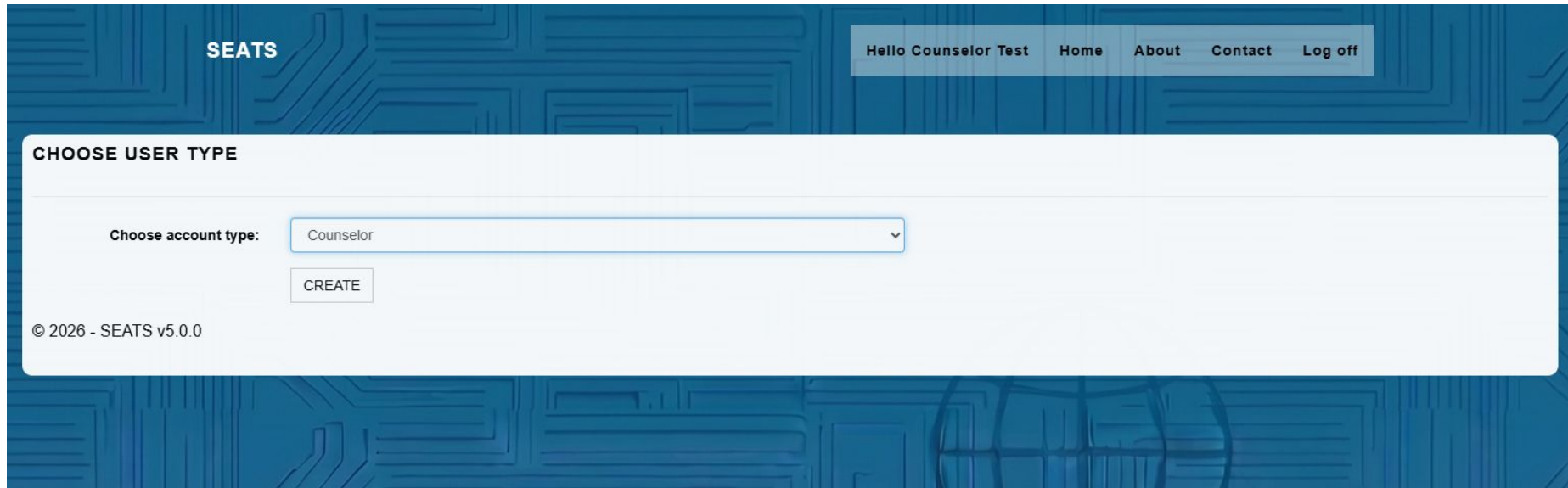
Display Name
Counselor Test

Cancel Next

Review the permissions requested and click “Accept”



Choose “Counselor” and click “Create”



The screenshot shows a web application interface for SEATS. At the top left, the text "SEATS" is displayed. At the top right, a navigation bar contains the links "Hello Counselor Test", "Home", "About", "Contact", and "Log off". The main content area is titled "CHOOSE USER TYPE". Below this title, there is a label "Choose account type:" followed by a dropdown menu. The dropdown menu is currently open, showing the option "Counselor". Below the dropdown menu is a button labeled "CREATE". At the bottom left of the main content area, the text "© 2026 - SEATS v5.0.0" is displayed.

SEATS

Hello Counselor Test Home About Contact Log off

CHOOSE USER TYPE

Choose account type: Counselor

CREATE

© 2026 - SEATS v5.0.0

Select your District/Charter, School, and enter your counselor information. Click “Save”

The screenshot shows a web application interface for SEATS. At the top, there is a navigation bar with the text 'SEATS' on the left and a menu on the right containing 'Hello Counselor Test', 'Home', 'About', 'Contact', and 'Log off'. Below the navigation bar is a large white box titled 'CREATE COUNSELOR'. Inside this box, there are two dropdown menus: 'District / Charter' (with 'District' selected) and 'School'. Below these are six text input fields: 'Counselor Email', 'Counselor First Name', 'Counselor Last Name', 'Counselor Assignment', 'Contact Phone Number', and 'Counselor Cactus ID'. A 'SAVE' button is located at the bottom right of the form. In the bottom left corner of the white box, the text '© 2026 - SEATS v5.0.0' is displayed.

SEATS

Hello Counselor Test Home About Contact Log off

CREATE

COUNSELOR

District / Charter School

District

Counselor Email

Counselor First Name

Counselor Last Name

Counselor Assignment

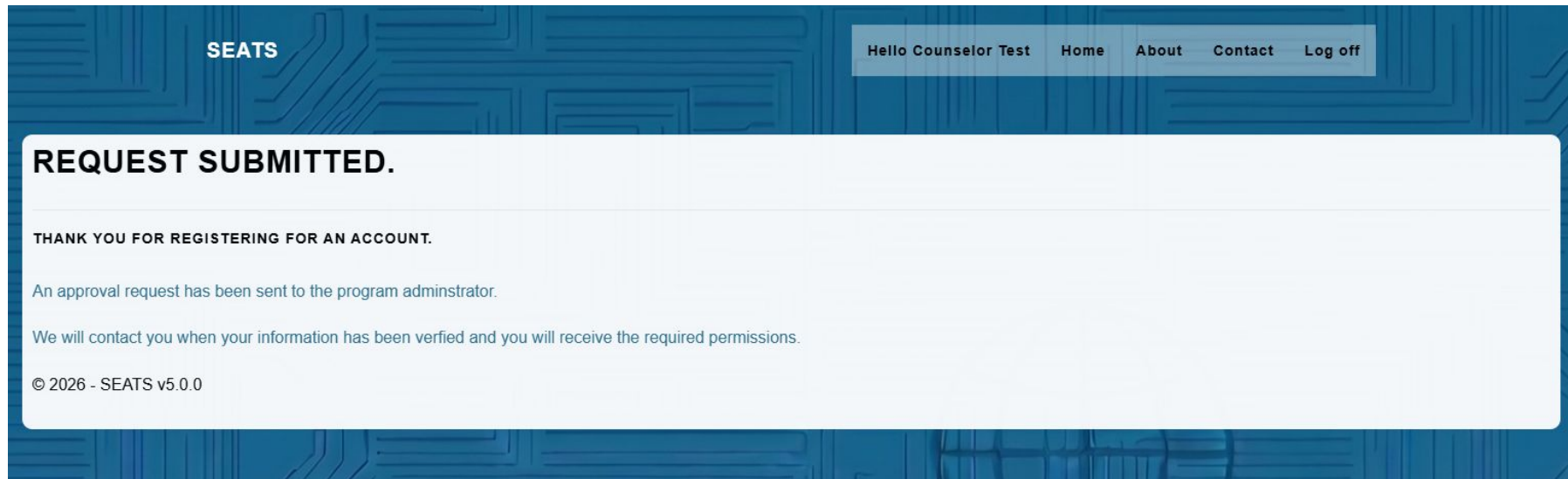
Contact Phone Number

Counselor Cactus ID

SAVE

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You will get an automated email that your request for a SEATS counselor account was submitted. When your account has been approved you will receive an email from the SEATS specialist.



The screenshot displays the SEATS web application interface. At the top left, the 'SEATS' logo is visible. On the top right, a navigation bar contains the links 'Hello Counselor Test', 'Home', 'About', 'Contact', and 'Log off'. The main content area features a large white box with the heading 'REQUEST SUBMITTED.' in bold. Below this, a sub-heading reads 'THANK YOU FOR REGISTERING FOR AN ACCOUNT.' The body of the message contains two lines of text: 'An approval request has been sent to the program administrator.' and 'We will contact you when your information has been verified and you will receive the required permissions.' At the bottom left of the white box, the footer text '© 2026 - SEATS v5.0.0' is displayed.

SEATS

[Hello Counselor Test](#) [Home](#) [About](#) [Contact](#) [Log off](#)

REQUEST SUBMITTED.

THANK YOU FOR REGISTERING FOR AN ACCOUNT.

An approval request has been sent to the program administrator.

We will contact you when your information has been verified and you will receive the required permissions.

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