

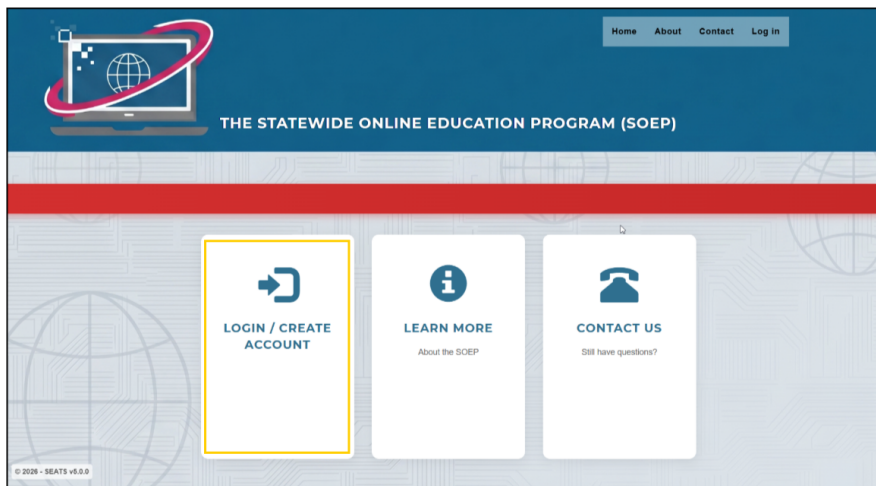


How Online Providers Can Create a Student SEATS Account Guidance Document

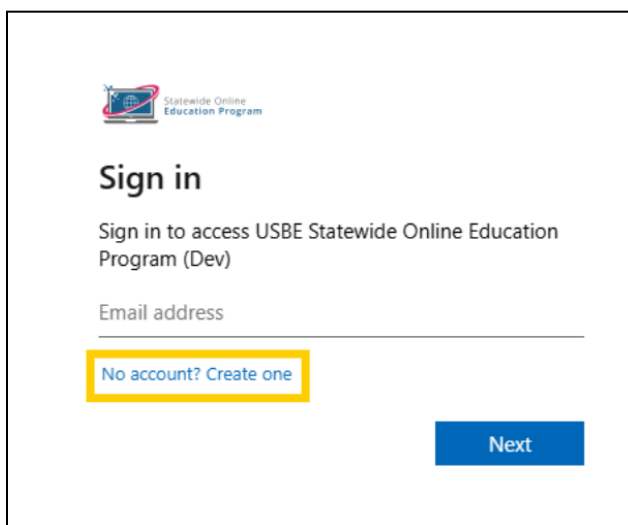
Purpose: To provide Online Providers with guidance on creating a student SEATS account to view the system from the student perspective.

Procedure:

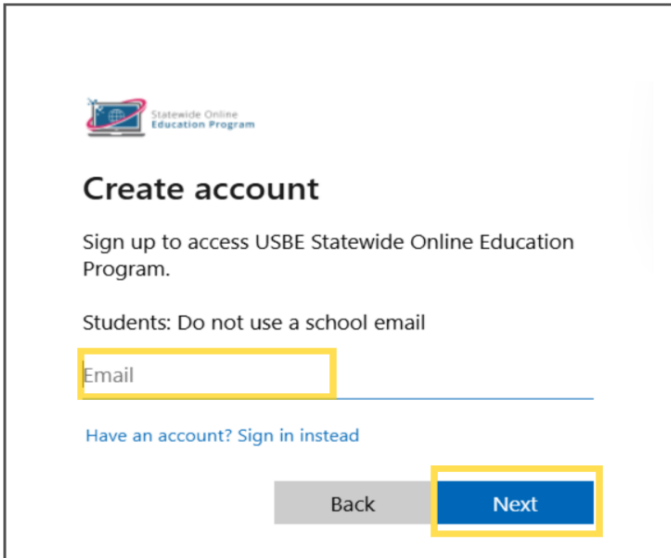
1. On the [SEATS](#) website, click on **Login/Create Account**



2. Click on **No account? Create one**



3. Type in an email address that's different from your current SEATS email address and click **Next**



 Statewide Online Education Program

Create account

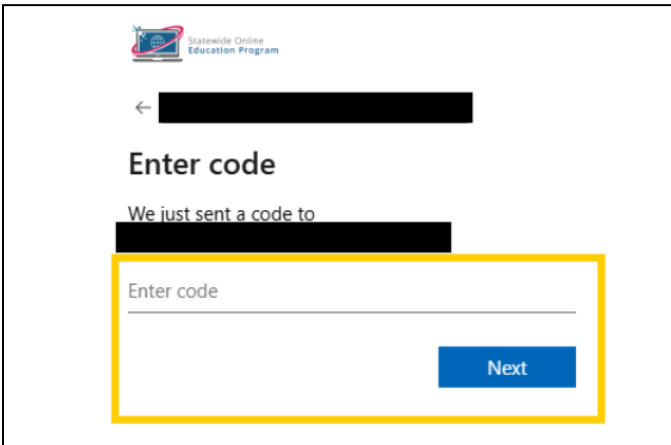
Sign up to access USBE Statewide Online Education Program.

Students: Do not use a school email

Email

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

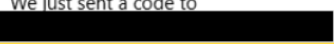
4. Enter the verification code that was sent to the email in Step 3 and click **Next**



 Statewide Online Education Program

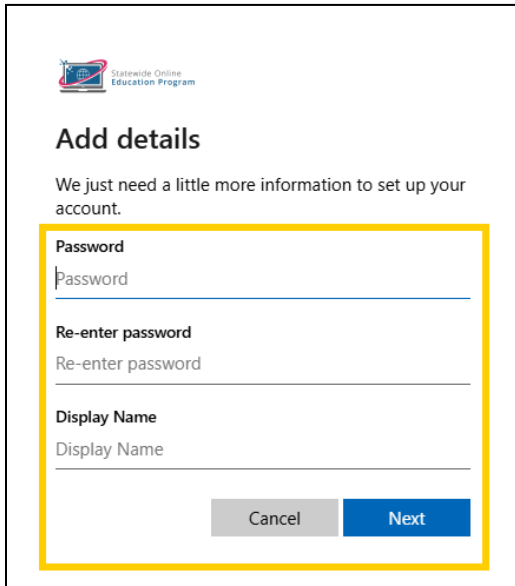
← 

Enter code

We just sent a code to 

Enter code

5. Enter a secure password and STUDENT TEST as the Display Name and click **Next**



Statewide Online Education Program

Add details

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

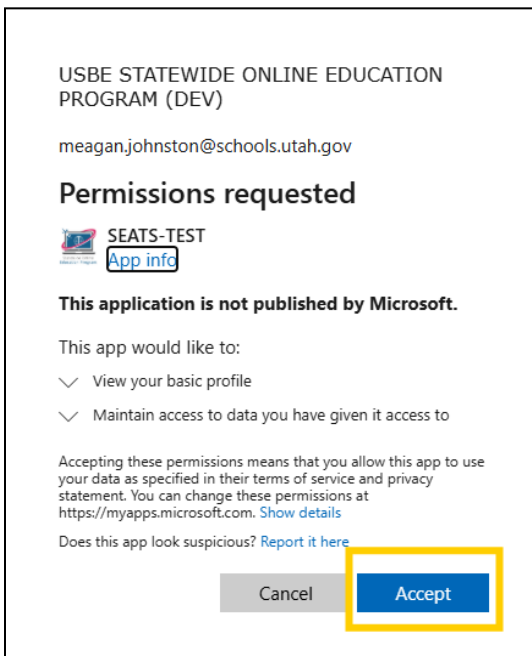
Password
Password

Re-enter password
Re-enter password

Display Name
STUDENT TEST

Cancel Next

6. Once signed in, review the permissions requested and click **Accept**



USBE STATEWIDE ONLINE EDUCATION PROGRAM (DEV)

meagan.johnston@schools.utah.gov

Permissions requested

 SEATS-TEST
[App info](#)

This application is not published by Microsoft.

This app would like to:

- ✓ View your basic profile
- ✓ Maintain access to data you have given it access to

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

Cancel Accept

7. SEATS will direct you to the *Choose User Type* page, do the following:
 - a. Choose account type: *Student*
 - b. Click **CREATE**.

SEATS

Hello Student Test Home About Contact Log off

CHOOSE USER TYPE

Choose account type: Student

CREATE

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8. On the *Account Setup* page, do the following:
 - a. Legal first name: Student
 - b. Legal Middle name: leave blank
 - c. Legal last name: Test
 - d. District: select any district
 - e. School: select any school
 - f. Email: the email you used at the beginning
 - g. Click **SUBMIT**

SEATS

Hello Student Test Home About Contact Log off

ACCOUNT SETUP

STUDENT INFORMATION

Please enter student first and last name as it appears on their birth certificate.

Student Legal Middle Name Legal last name

6/12/2009 12:00:00 AM Alpine District American Fork High

5/26/2028 12:00:00 AM utstudent.test@proton.me School Student Number(Public/Charter Only)

STUDENT ACCOMMODATIONS

Student plans to graduate early ☐

Student has a fee waiver ☐

Student has an Individual Education Plan (IEP) ☐

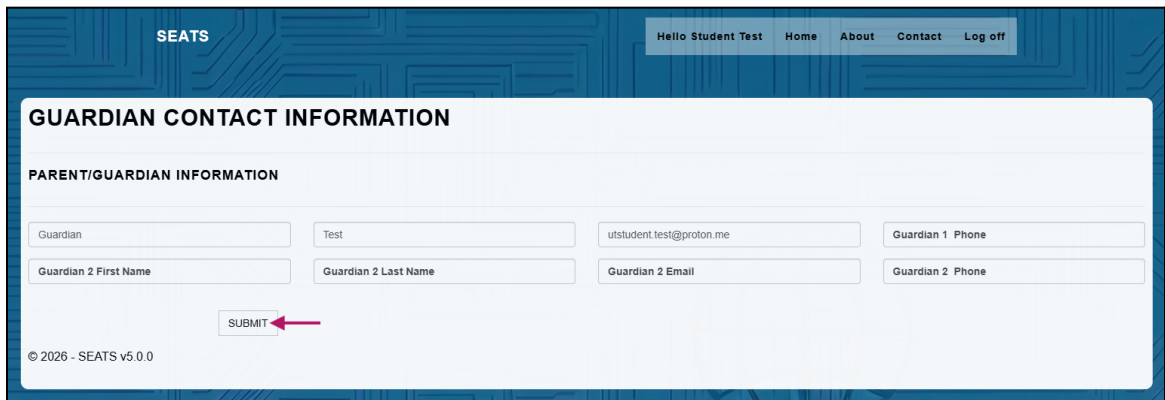
Is the primary language at home anything other than English? (Y/N) ☐

Student requires a Section 504 accommodation ☐

SUBMIT

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9. On the *Guardian Contact Information* page, do the following:
 - a. Guardian 1 First Name: Guardian
 - b. Guardian 1 Last name: Test
 - c. Guardian 1 email: the email you used at the beginning
 - d. Guardian 1 Phone: use zeros
 - e. Guardian 2 information can be left blank
 - f. Click **SUBMIT**



The screenshot shows the SEATS web application interface. At the top, there is a blue header with the SEATS logo on the left and a navigation bar on the right containing the text "Hello Student Test", "Home", "About", "Contact", and "Log off". Below the header is a white form titled "GUARDIAN CONTACT INFORMATION". Under this title is a section labeled "PARENT/GUARDIAN INFORMATION". The form contains several input fields: "Guardian" (with "Guardian" entered), "Test" (with "Test" entered), "utstudent.test@proton.me" (with the email entered), "Guardian 1 Phone", "Guardian 2 First Name", "Guardian 2 Last Name", "Guardian 2 Email", and "Guardian 2 Phone". At the bottom left of the form is a "SUBMIT" button, which is highlighted with a red arrow. In the bottom left corner of the form, there is a copyright notice: "© 2026 - SEATS v5.0.0".

10. You have now created a student SEATS account to view the system from the student perspective.