

Register for a SEATS Counselor Account



Statewide Online
Education Program

July 2025

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/>



The screenshot shows the homepage of the SEATS website. At the top left, the word "SEATS" is displayed. At the top right, there is a navigation menu with links for "Home", "About", "Contact", and "Log in". The main heading reads "THE STATEWIDE ONLINE EDUCATION PROGRAM (SOEP)" followed by "UTAH PUBLIC EDUCATION ONLINE". Below this, two lines of text in yellow state: "UTAH FITS ALL RECIPIENTS ARE NOT ELIGIBLE TO SIGN UP FOR SOEP COURSES" and "PRIVATE SCHOOL STUDENTS ARE NOT ELIGIBLE TO SIGN UP FOR SOEP COURSES FOR THE 2025-2026 SCHOOL YEAR". At the bottom, there are four dark grey buttons with white text and icons: "REGISTER" (with a pencil icon), "LOGIN" (with a circular arrow icon), "LEARN MORE" (with an information icon), and "CONTACT US" (with a telephone icon). Each button also has a descriptive line of text below the main button text.

SEATS

Home About Contact Log in

THE STATEWIDE ONLINE EDUCATION PROGRAM (SOEP)

UTAH PUBLIC EDUCATION ONLINE

UTAH FITS ALL RECIPIENTS ARE NOT ELIGIBLE TO SIGN UP FOR SOEP COURSES

PRIVATE SCHOOL STUDENTS ARE NOT ELIGIBLE TO SIGN UP FOR SOEP COURSES FOR THE 2025-2026 SCHOOL YEAR

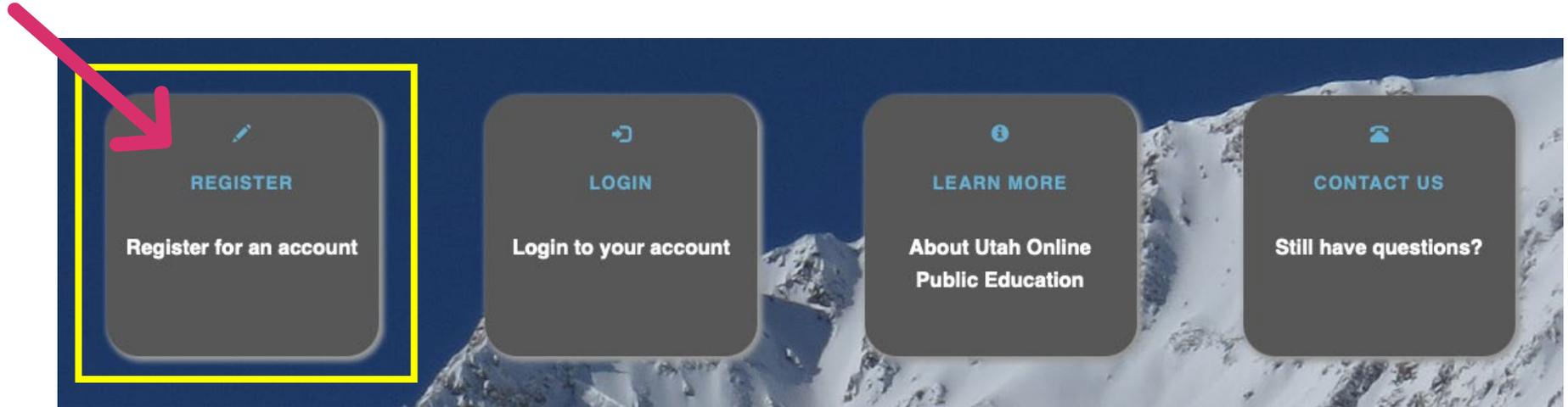
REGISTER
Register for an account

LOGIN
Login to your account

LEARN MORE
About Utah Online
Public Education

CONTACT US
Still have questions?

Click on 'Register'



Complete the form using your **district** email.

REGISTER

CREATE A NEW ACCOUNT.

PLEASE ENSURE THE USERNAME:

- Contains only letters and numbers.(No spaces, periods, special characters, etc.)

PLEASE ENSURE THE PASSWORD:

- Is at least 6 characters long.
- Contains at least 1 uppercase letter
- Contains at least 1 number.
- Contains at least 1 special character. (i.e. !, #, \$, etc.)

Username

Password

Email

Confirm Password

REGISTER

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You will receive an automated
confirmation email from
noreply.seats@schools.utah.gov

Check your SPAM/Junk Folder

In the email- Click the link to confirm your account

Confirm your SEATS account



SEATS <noreply.seats@schools.utah.gov>

To 

Please confirm your account by clicking [here](#).



Do not reply to this email. Please direct questions to soep@schools.utah.gov

Choose “Counselor” and click “Create”

CHOOSE USER TYPE

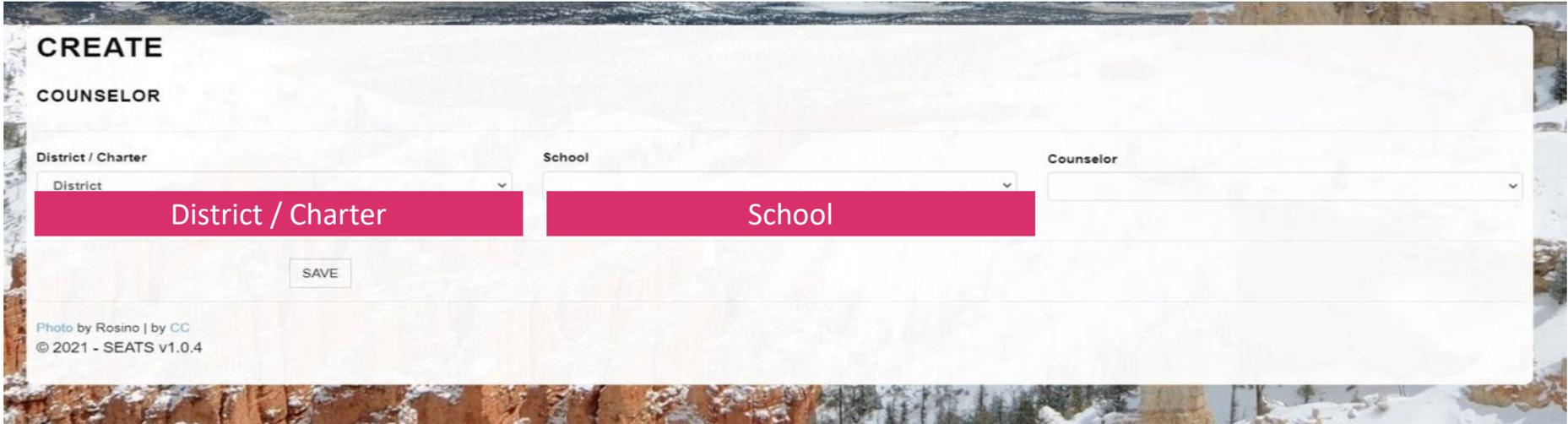
Students and Parents who wish to sign up for online classes please choose the Student/Parent Option.

Choose account type:

CREATE

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Select your District/Charter and School



CREATE
COUNSELOR

District / Charter School Counselor

District School Counselor

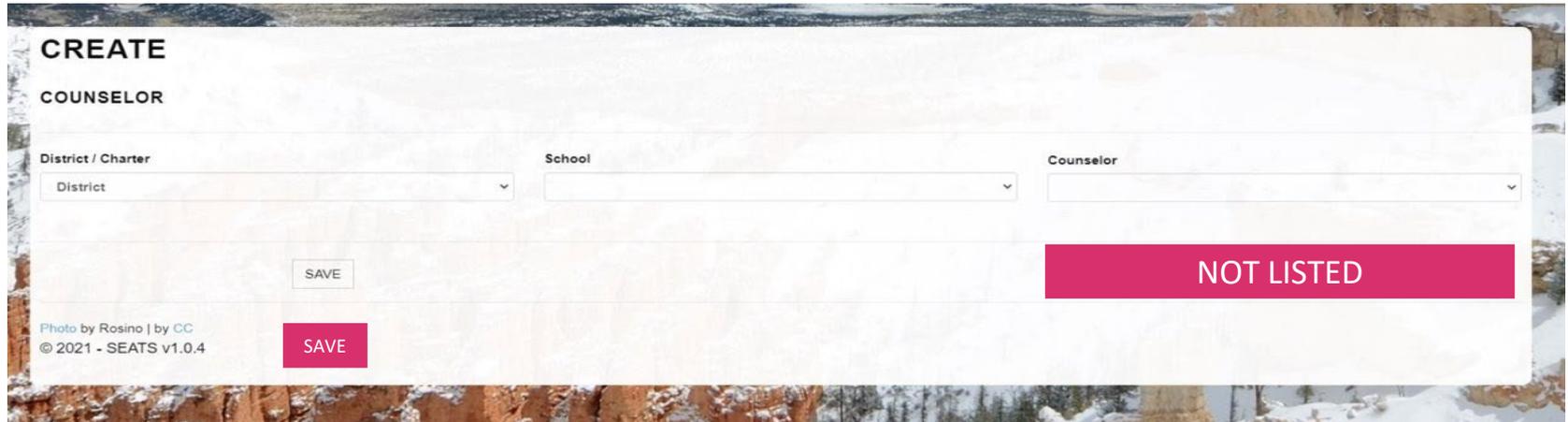
District / Charter **School**

SAVE

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The image shows a web form titled "CREATE COUNSELOR" with three dropdown menus labeled "District / Charter", "School", and "Counselor". The "District / Charter" and "School" dropdowns are highlighted with a pink overlay, and their respective labels are also highlighted in pink. A "SAVE" button is located below the dropdowns. The background of the form is a blurred image of a snowy mountain landscape. At the bottom left of the form, there is a small copyright notice: "Photo by Rosino | by CC © 2021 - SEATS v1.0.4".

Select “Counselor Not Listed”, then **save**.



CREATE
COUNSELOR

District / Charter: District
School:
Counselor:
SAVE **NOT LISTED**

Photo by Rosino | by CC
© 2021 - SEATS v1.0.4 **SAVE**

Fill in your information, then **SAVE**

CREATE
COUNSELOR

District / Charter School Counselor

Counselor Email

Counselor First Name

Counselor Last Name

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.

