MIDAS database





Dear Administrators & Educators.

Thanks for taking time to address this email during this very busy time of year. If you could share the following tips with educators or any user, who use the MIDAS system in your LEA, we will be able to alleviate much of the confusion that has surrounded about MIDAS information.

Verify Contact Information.

MIDAS accounts are created based on the current teaching assignment posted in CACTUS, if as educator you are currently working and your CACTUS shows your teaching assignment, the CACTUS email address that appears as **contact information** in your account, that is your MIDAS username,

Reset link password information

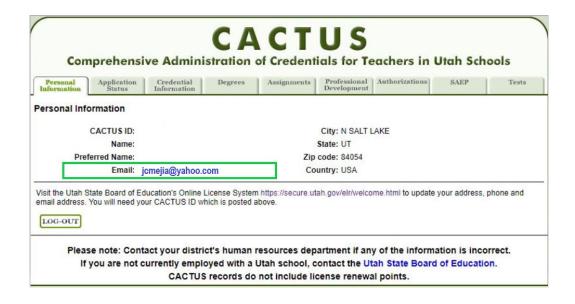
You need to enter the email address that appears in your CACTUS account as contact information if you enter a different email address <u>MIDAS</u> will not send a reset link to reset your password.

See screenshots below

CACTUS information







Steps to Create a MIDAS Account

If you were recently hired by a LEA or Charter School, you might not have MIDAS account yet, please send a request by email to MIDAS@schools.utah.gov with the following information:

Full Legal Name
District / Charter
Email Address
School
CACTUS ID#
DOB (to avoid duplicate account)
Organization
Currently Teaching: Yes/No
Position

Updating MIDAS information

If you wish to update your MIDAS username, please update your contact email address in CACTUS first, go to <u>Educator Licensing Online</u> and click on the last box named "Update My Contact Information". After updating CACTUS now, you can update your MIDAS username "email address" in the database.

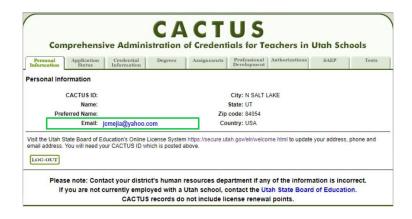
If you update only MIDAS, it will revert to the information in CACTUS.

Attached find the tutorial to know the navigation in MIDAS.

How to Find CACTUS Information

- Educators can find their CACTUS information by going, myuen.org
- Enter username and password.
- As soon you access, please select from the USBE tool, "CACTUS" by selecting that option the browser will open a new window, that page will show your personal information.





MIDAS account

If you don't remember your password and want to try the "forgot your Login or first-time user" option, MIDAS database will send the "reset link" only of you enter the right "mail address", email that the database recognize. Please verify your information in CACTUS.

