

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 MIDAS will not send a reset link to reset your password.

See screenshots below

CACTUS information



Educator Name

Edit Name and Login Help Sign Out

Home

Services / Tools

UEN Tools

- Edit Name and Login
- E-mail Subscriptions
- Lesson Plan Creation
- Rubric Creation

USBE Tools

- CACTUS (Utah Licensing)
- MIDAS
- Suicide Prevention Training

UEN Courses

- Canvas Course Login
- UEN Course Registration

UEN Premium Services

- eMedia
- Utah's Online Library
- Digital Science Online
- Ciencias en Espanol

CACTUS
Comprehensive Administration of Credentials for Teachers in Utah Schools

[Personal Information](#) |
 [Application Status](#) |
 [Credential Information](#) |
 [Degrees](#) |
 [Assignments](#) |
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Personal Information

CACTUS ID: _____ City: N SALT LAKE
 Name: _____ State: UT
 Preferred Name: _____ Zip code: 84054
 Email: jcmeja@yahoo.com Country: USA

Visit the Utah State Board of Education's Online License System <https://secure.utah.gov/elr/welcome.html> to update your address, phone and email address. You will need your CACTUS ID which is posted above.

[LOG-OUT](#)

Please note: Contact your district's human resources department if any of the information is incorrect.
 If you are not currently employed with a Utah school, contact the [Utah State Board of Education](#).
 CACTUS records do not include license renewal points.

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 [Educator Licensing Online](#) 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.

See screenshots below

The screenshot shows the top navigation bar of the UEN website. On the left is the UEN logo (an apple) and the text "Educator Name". On the right are links for "Edit Name and Login", "Help", and "Sign Out". Below the navigation bar is a "Home" button. The main content area is titled "Services / Tools" and contains three columns of links: "UEN Tools" (Edit Name and Login, E-mail Subscriptions, Lesson Plan Creation, Rubric Creation), "USBE Tools" (CACTUS (Utah Licensing), MIDAS, Suicide Prevention Training, UEN Courses, Canvas Course Login, UEN Course Registration), and "UEN Premium Services" (eMedia, Utah's Online Library, Digital Science Online, Ciencias en Espanol).

The screenshot shows the "CACTUS Comprehensive Administration of Credentials for Teachers in Utah Schools" interface. The "Personal Information" tab is selected. The page displays the following information:
CACTUS ID: [blank] City: N SALT LAKE
Name: [blank] State: UT
Preferred Name: [blank] Zip code: 84054
Email: Country: USA
Below the form, there is a note: "Visit the Utah State Board of Education's Online License System https://secure.utah.gov/elr/welcome.html to update your address, phone and email address. You will need your CACTUS ID which is posted above." and a "LOG-OUT" button. A final note states: "Please note: Contact your district's human resources department if any of the information is incorrect. If you are not currently employed with a Utah school, contact the Utah State Board of Education. CACTUS records do not include license renewal points."

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 if you enter the right "mail address", email that the database recognize. Please verify your information in CACTUS.

[Login](#)

[Forgot your login or first-time user?](#)

This is an identical copy of the CACTUS Personal Information page shown in the previous screenshot, displaying the same form fields and navigation elements.