**PEEP Administrator Data Gateway Guidance**

**This document provides information about PEEP in the Data Gateway. It outlines the process that needs to be followed to ensure your teachers can record the results from their PEEP administration.**

* Register for a Data Gateway Account - <https://datagateway.schools.utah.gov/>
* The private provider Director will need to complete the **UTREx Data Gateway User Request Form** and email it to liz.williams@schools.utah.gov.
* Once a completed form is received, USBE will assign the Director the ‘PEEP LEA Admin’ user role in the Data Gateway.
* Upon notification of the admin role assignment, you will need to login to the Data Gateway and initialize the ‘Peep Teacher’ role for your teachers, and the ‘Peep School Admin’ role for school directors (if you want them to have the ability to roster students at their respective locations).
* Obtain SSIDs for all the 4-year old preschoolers at your locations. The process for this is as follows:
	+ Email Jonathan Collins – jonathan.collins@schools.utah.gov – with a request for a MoveIt link to transfer information securely. **DO NOT INCLUDE** student information in this email.
	+ Jonathan will reply with a MoveIt link and instructions for a file upload. Follow these instructions and upload student information via the link.
	+ The uploaded Excel file will need to include the following information: First Name, Last Name, Middle Name, Date of Birth, Gender, Parent 1 First Name, Parent 2 First Name, Birth Certificate Number. (The parent names will just be used for merging SSIDs)
	+ Jonathan will send a second link via MoveIt with the new student SSIDs.
* Once you receive the SSID file via MoveIt, complete the rostering process for all students.
	+ First, create classrooms by clicking on the “Add Classroom” link under “Rostering”
	+ Enter the SSID number for the student
	+ Verify the information listed. If correct, assign the student to a classroom.
	+ Repeat for all students.
	+ A video tutorial is available to show this process.
* Should you need further clarification or support please contact Liz Williams at liz.williams@schools.utah.gov or 801-538-7542