

Utah KEEP Data Entry... Getting Started

1. Go to <https://datagateway.schools.utah.gov/>
2. Click on “Login” in the top right corner
3. Enter your school email for the username
4. At the bottom of the login box, there is a question, “Are you an educator with an account?” Click the words Register Now following that question.
5. Follow the instructions to setup your login information and create a password.
6. Log in using your email and new password.
7. Once logged in, find “My Tools” on the top bar. Select “Keep Results”.
8. Select the tab for the correct test (for the regular Keep Fall test that would be ENTRY PROFILE).
9. Click the green button “Student Entry Scores”.
10. From here, you should be able to select the students and enter the scores.
11. Remember to ***check over the answers before clicking submit***. Only the district data administrator can make changes once the data is submitted.