

How to Earn a Utah Microcredential

1. Open the MIDAS website and login.

https://usbe.midaseducation.com/login

Your username is the email address that is on record for you in CACTUS.

If you do not know which email address is listed for you in CACTUS, visit: https://secure.utah.gov/elr/welcome.html. On this page, click the link "Update My Contact Information"- this will bring up your information to verify what email address is on record for you.

If you can no longer access the email account on record for you in CACTUS, please contact the MIDAS Help Desk at either **MIDAS@schools.utah.gov** or 801-538-7807.

2. Click on the Microcredentials tab to open the Microcredentials Catalog.



3. Browse through the Microcredential Catalog.

Click on the box to the left of the stack name or use the search bar to look for microcredentials by name.





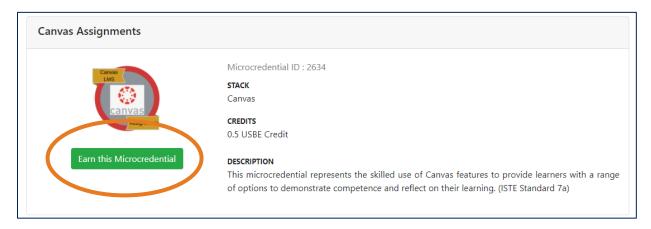
Use the "More Info" button to learn more about earning a specific microcredential.



4. Select microcredential(s) you would like to earn.

After opening the "More Info" page for a microcredential, click on "Earn this Microcredential."

NOTE: If you do not see the green "Earn this Microcredential" button, you are not logged in to MIDAS.



If you are ready to submit evidence for your microcredential, click on the "Start Working!" button. If not, you can continue to browse the catalog by hitting the teal "Back" button at the top right corner of the screen. The microcredentials you select are saved under your profile in MIDAS.

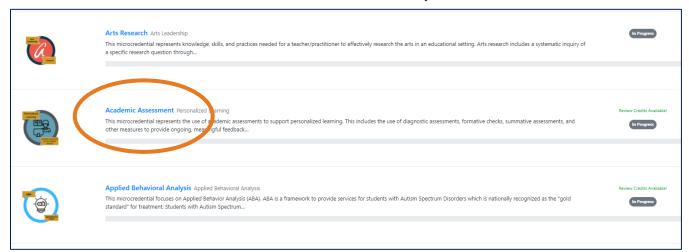
5. Submit evidence and reflections for your microcredential.

If you have left MIDAS before this step, login again and click on "My Profile."

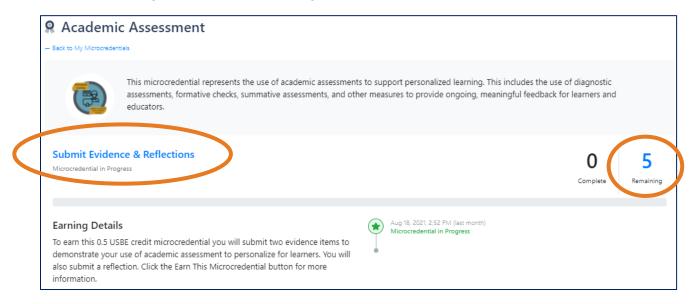




Click on "Microcredentials" on the left side of the screen. This will bring up the list of microcredentials you have selected to earn. Click on the name of the microcredential you want to work on.

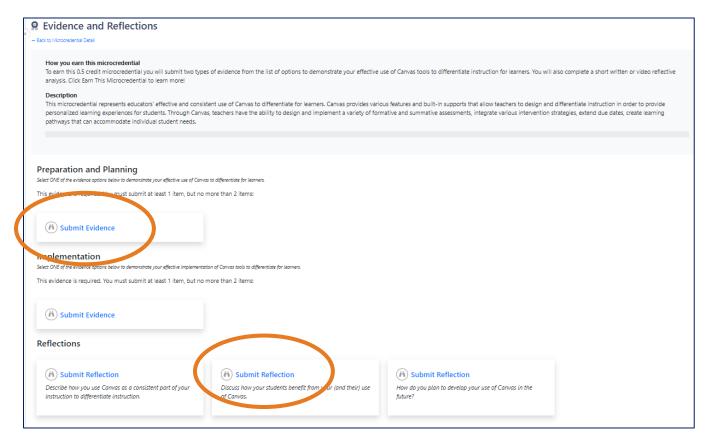


When the new page opens, you can either click on the blue "Submit Evidence & Reflections" link, or the blue number on the right of the screen showing the number of evidence and reflection items left to submit.





Use the blue "Submit Evidence" and "Submit Reflection" links to submit your evidence and reflections. Carefully read the requirements for each submission. MIDAS saves your work, so you can return as often as needed to work on evidence and reflections.



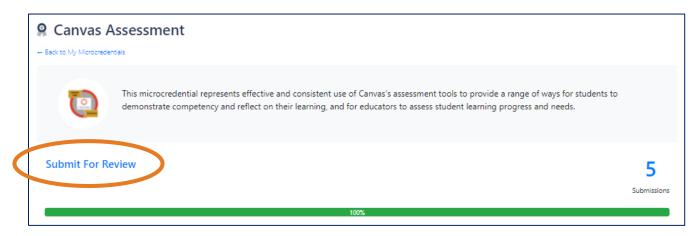
6. Submit your microcredential for review.

When you have all evidence and reflections added, click on the blue "Back to Microcredential Detail" link at the top of the Evidence and Reflections page.





The green bar will show 100% and the "Submit Evidence and Reflections" link will have switched to "Submit for Review." Click on this link to submit your microcredential for review.



7. You will receive an email from MIDAS when your microcredential has been reviewed.

Login to MIDAS to see if the microcredential was approved or denied. Resubmit if your evidence/reflection is returned for revision.

8. Celebrate when your microcredential is awarded!

For more information on Utah Microcredentials, please visit: https://www.uen.org/utahmicrocredentials/faq.shtml

Questions? Contact Daron Kennett at dkennett@dsdmail.net or Aubree Gardner at augardner@dsdmail.net