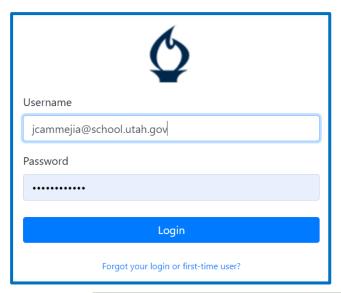
New MIDAS Interface

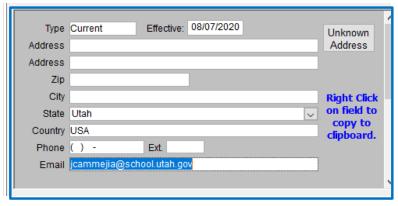
To log in to MIDAS go to: https://usbe.midaseducation.com

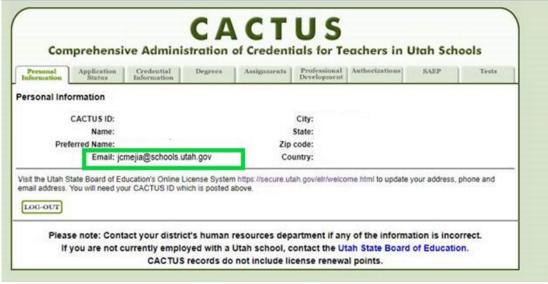
MIDAS main page.



Please note that all the information listed on MIDAS is gathered from your CACTUS account. Your username is usually the email address that is on record for you in CACTUS.







Once you have successfully logged in to your MIDAS account, you will be ready to search for courses. You must enter course title or course ID and date range, any search that does not include a date range will return results consisting of all courses from three days before **the present** to any date in the future, as well as asynchronous courses.

Tags:

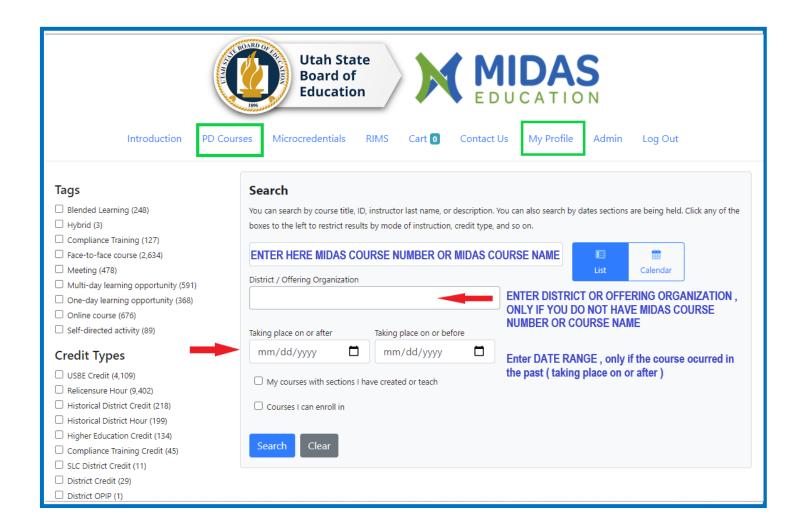
You now also have the option of searching by the date course sections are being held on. Click any of the boxes to the left to restrict results by mode of instruction, credit type, and so on.

Profile:

Accessing your Profile is easy, just click on the My Profile tab.

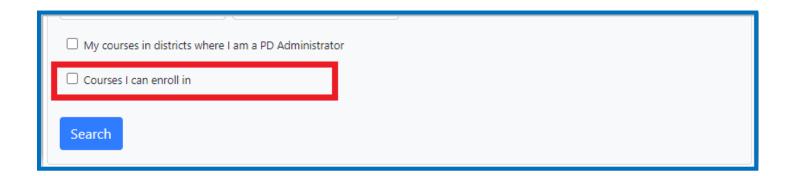
Search:

You now also have the option of searching by District or Offering Organization.



Quick Tip:

Please select the check box found above the Search button, this should bring up active course that you can enroll in. Please note that if you are looking for a particular course you must enter MIDAS COURSE NUMBER OR COURSE NAME and select a date range



That box is for "active courses that you can enroll in.

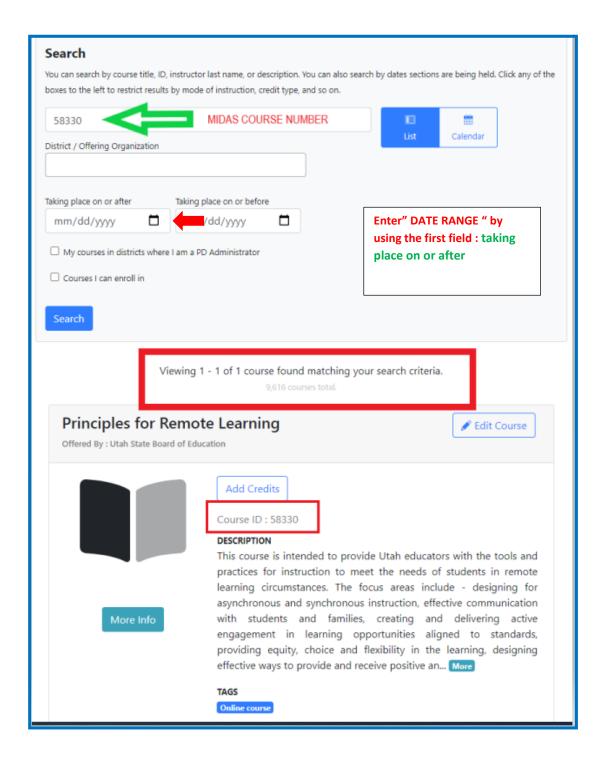
Without selection



By selecting the box, the database will show a lower accurate search criteria for the active courses that you can register in.



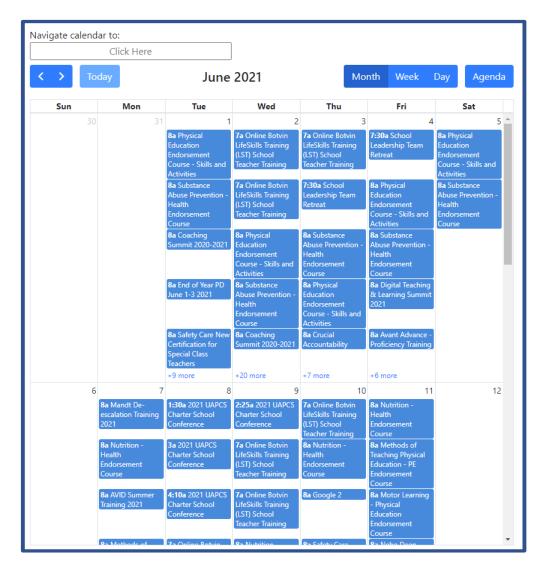
If you are specific with the search elements "MIDAS course number ", "MIDAS course name "and "date rage" or if the course still active the system will display only the information for that particular course.



Calendar View Search:

This new feature shows your search results on a calendar view allowing you to scroll through month, week, or day list so you can see when the course will be presented.

You can select the box "course I can enroll in "click the "calendar view" and the system will show all those scheduled courses.

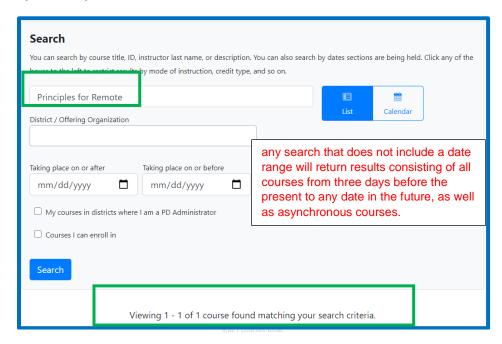


After you select the "course" the system will show that particular course information, " click more info" to complete the registration process, the system will give you access to the section area for that course



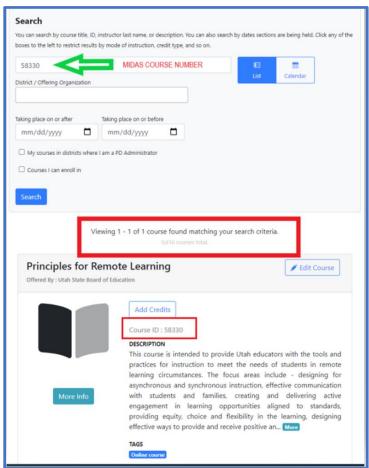
Using Key Words to search:

You can also now search by using key words. The system will display the active courses available that contain the key words you entered in the search box.

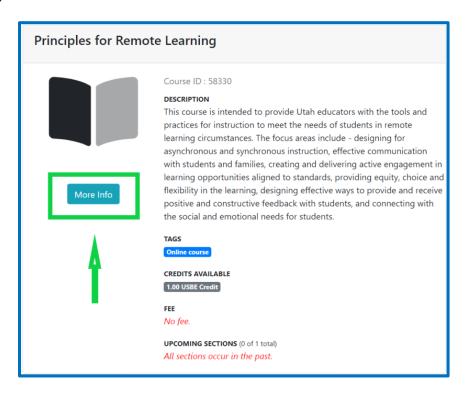


Searching by Course ID number only:

If you know the MIDAS ID course number, the search engine will display information for that particular course.



Once you find the course click "More info" to review all the information -description of the course, the system will display the section or sections available



Searching for a Section:

You now also have the option of searching by section, after you click "More info" from the course information the system will display the section or sections available.

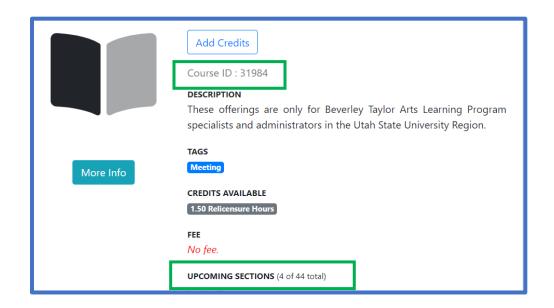
Please note the system by **default will display the upcoming or asynchronous sections only**, those are the active sections, these sections are the ones that will show the register button.

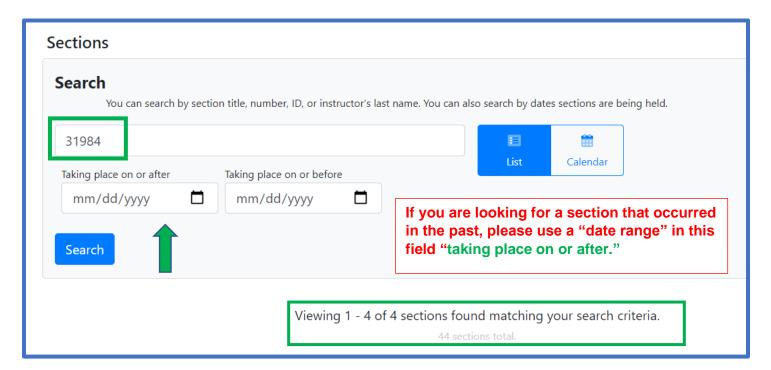


If you want to access all the sections, please from the section search field, enter "Section title"," section number", "Section ID" or "Instructor name", and remember to enter a 'date range " in the first field "



As you can see from the screenshot, a course could have several sections, but the system will show the upcoming or asynchronous sections only.

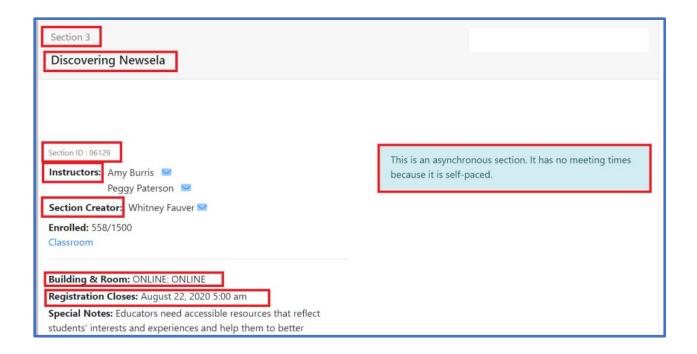




Section information:

Once you access the section that you are looking for, you should be able to see the section content:

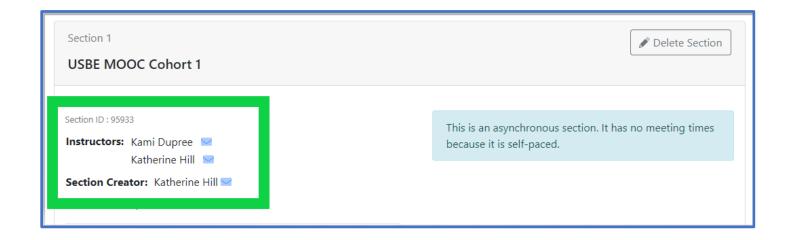
Section Number, Section Name, Section ID, Instructor(s) name, Section Creator, Meeting time- Asynchronous message Registration dateline, Special notes, Building Location, - online information.



Additional course information? Please contact the instructors and or Section creator.

You can find the information "instructor name" and "section creator" in the section area of each course.

Please note that you can click the envelop icon to send an email to the instructor or Section creator.

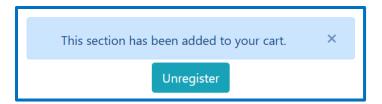


Completing the Registration process:

If the course is active and registration is open, you can register by clicking the "register button" from the section that you are interested in, make sure to read all the description information available. This is where you will see if the course has a fee, has any restrictions and the type of credits available.

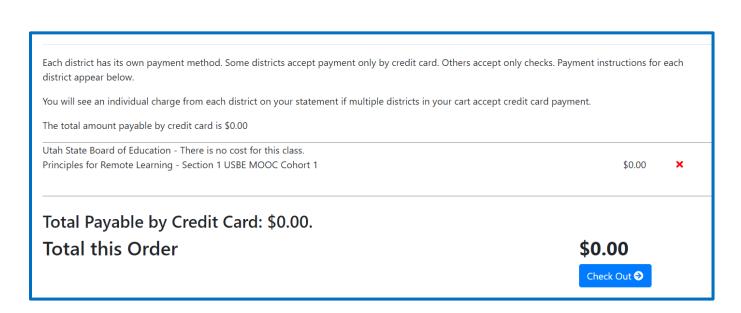


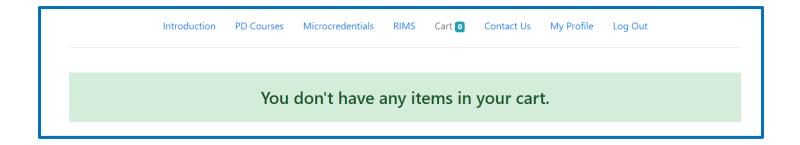
After you have made your section selection in the registration process, the course will be moved to your cart.



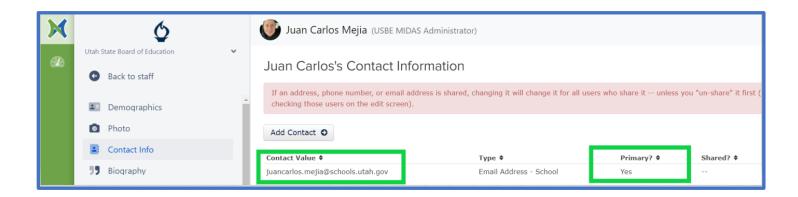
You will see that now there is one item pending in your cart. Click on the Cart tab and carefully review the course one last time making sure that it lists the section you want. Check dates, times, and course information. If everything looks good proceed to Check Out.







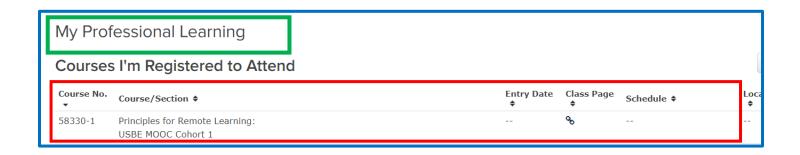
Once you hit the checkout button you will get an email confirmation message in approximately 10 or 15 minutes. the confirmation is sent out to the email that you have by default as primary contact.



Confirming your registration:

Remember you can confirm your registration by reviewing your Professional Learning Page found in your profile.

The course number, course name, meeting dates, the general course information will appear there.

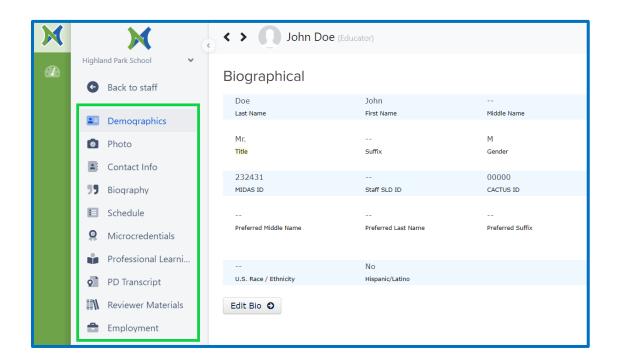


Professional Development & Credits:

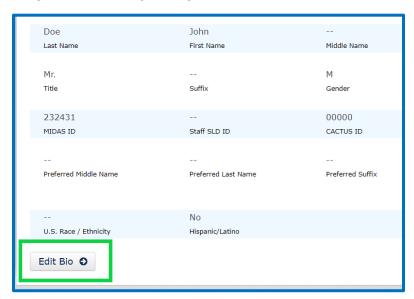
Click on the My Profile tab, you will be redirected to your main profile page.



Once there you will see a Menu on your left side of the screen, from this menu you will be able to access your PD Transcripts, Professional Learning tab, edit your profile phot and more.



Do you want to update your information?



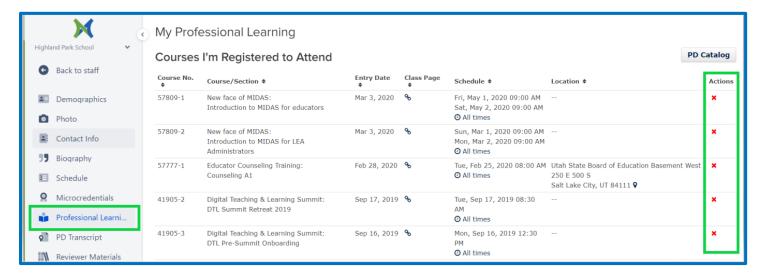
If you would like to update the information that is currently for you in MIDAS select the **Demographics** tab. Once there click the **Edit Bio** and update any information you would like to change. This is where you will also be able to update your password.

Update your CACTUS account first.

Please remember that all the information listed on MIDAS is gathered from your CACTUS account and any information you update in MIDAS that does not match CACTUS will be overwritten and MIDAS will not save the information.

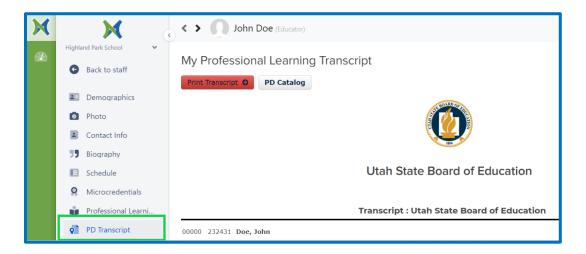
Unenrolling for a course:

Go to your **Professional Learning** tab from the left side menu, once there find the course you wish to unenroll from and under the **Action** column click on the red **X**. You will be asked to confirm your action. Please note that you will only be able to unenroll from courses that have not taken place yet, any course that has already occurred will remain in your Professional Learning tab *and* Transcript as incomplete with no credit.



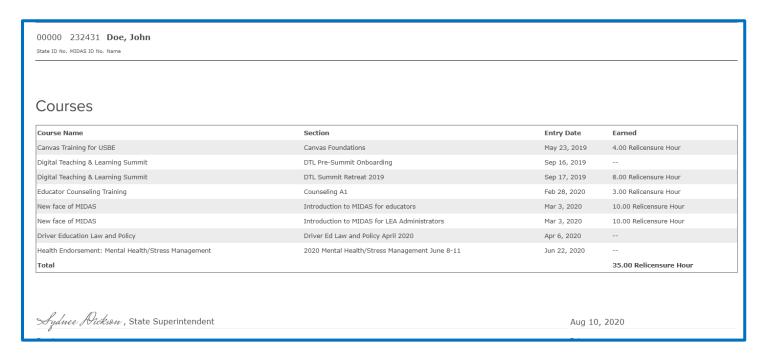
Transcripts:

Select **PD Transcript** from the left side menu found in your Profile, here you will be able to view all the credits you have been awarded and be able to print or save your transcript.



Missing credits?

Please allow three to four weeks after your participation in a course for the credit to appear in your transcript.



If you have not received credit for a course you attended, you will need to contact the **instructor or** the facilitator of the course to find out what the issue may be.

Please note that you can click the envelop icon to send an email to the instructor or Section creator







For a MIDAS account created please send your request by email to : <u>MIDAS@schools.utah.gov</u> With the following information:

Full Legal Name

Email Address

CACTUS ID# (if you have one)

Currently Teaching: Yes/No

District / Charter

School

Organization

Position

If you have issues resetting your password, you can contact us: Phone 801-538-7807 or please send your request to: MIDAS@schools.utah.gov, with your request please include the following information: Full Legal Name, CACTUS ID#, MIDAS ID# & District / Charter information.