

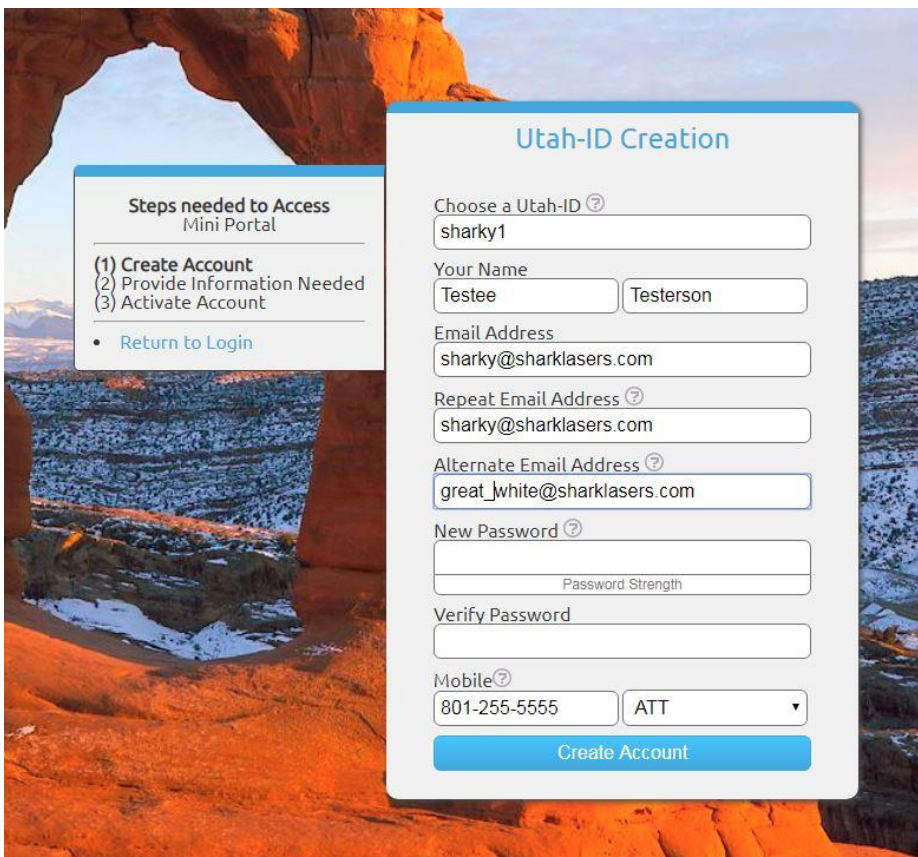
This is a short tutorial on how to create a UMD account with the state of Utah. Once this account is created and activated DWR can grant access to you for the Heritage Data Request Application!

In your browser go to <https://login.utah.gov/user/portal>  
This will take you to the State of Utah UMD page:



Select the “create account” option.

You will be directed to the account creation screen:



Fill in the information required - make sure you use a valid email account that you can access. It is advised that you also enter an alternate email and mobile phone number to assist you in the future in case you need a password reset. Then click “create account”.  
You will be directed to a page requesting security questions.

**Steps needed to Access Mini Portal**

- (1) Create Account
- (2) Provide Information Needed**
- (3) Activate Account

- Return to Login

### Information Needed

Review/update your security questions

Recovery Question 1

What was the make and model of your fi ▾

Your Answer

Recovery Question 2

What city did you live in at age 10? ▾

Your Answer

Recovery Question 3

What was/is your favorite school teacher ▾

Your Answer

Submit

Choose a question from each dropdown and supply your answer. Then click “submit”

You will then be taken to the account activation page:

**Steps needed to Access Mini Portal**

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### Activate Account

Email Validation Message Sent

You should receive an email containing a validation code. Please enter the code below to activate your account. Or the email provides a link that you may select to activate your account.

To get help with activation or any other problem with Utah-ID you may click on the "Ask For Help" link at the bottom of this page, to submit a "Help-Desk" ticket.

Email Address

sharky@sharklasers.com

Mail New Validation Code

Code

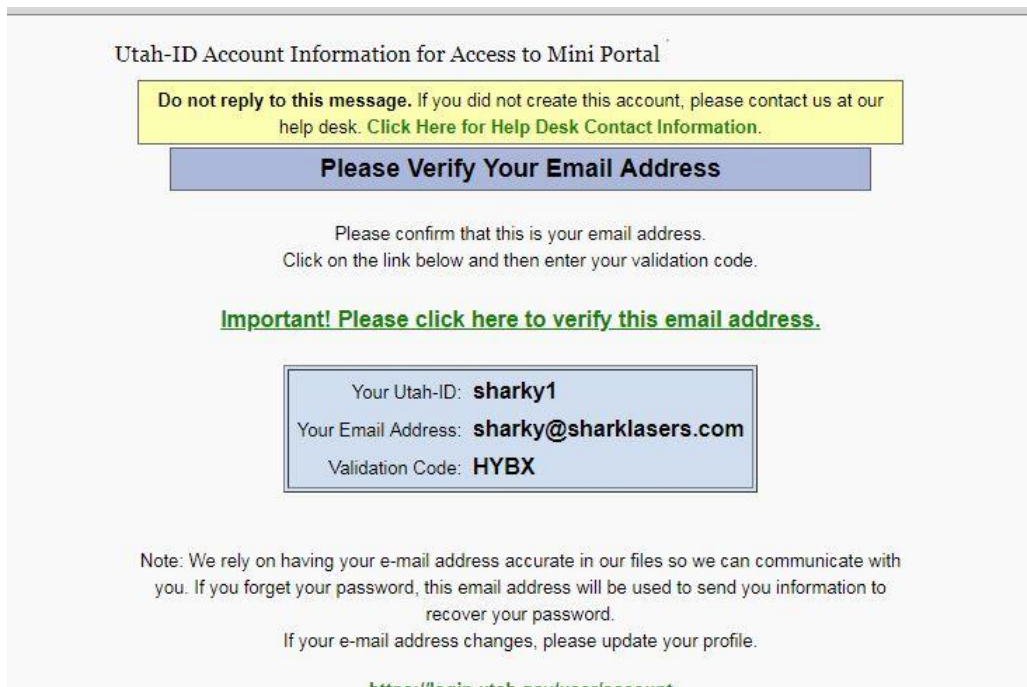
You may bypass account activation by checking this box.

Bypass Activation

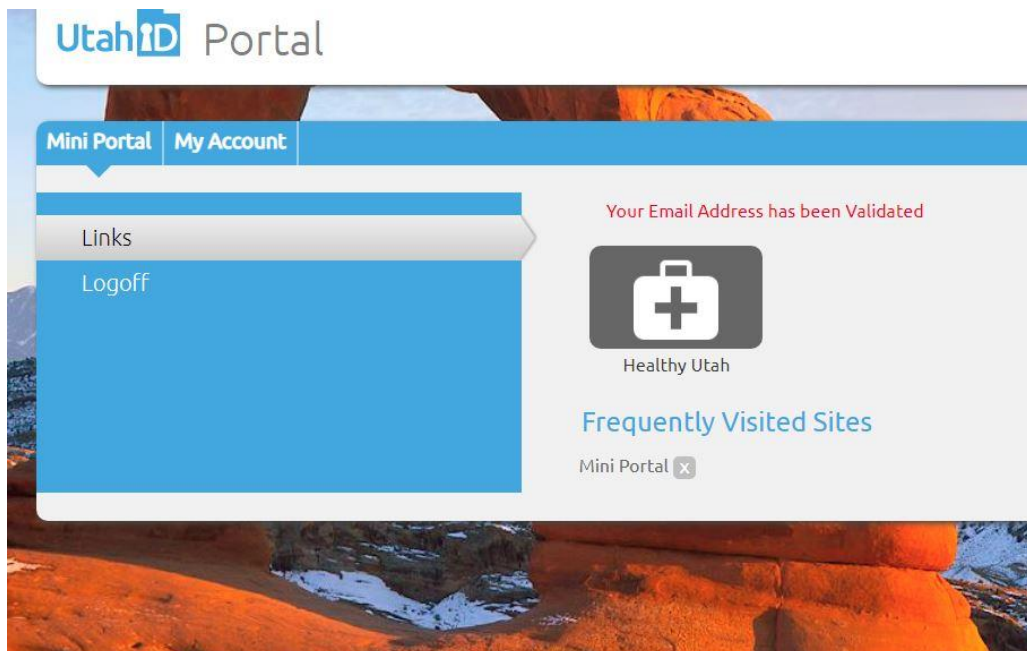
Warning: Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account.

Activate

You will need to access your email account in order to activate your State of Utah UMD account. Open your email and you should see an email similar to the image below. If you do not receive an email, make sure your email address is correct then click the “activate” button to have the system send an email to your email address.



Click the “Please click here to verify this email address” line in the email. Once this is done your account with the State of Utah should be activated. You may be taken to a page that looks like this:



Please send an email to [habitat@utah.gov](mailto:habitat@utah.gov) from the email account that you used to validate your State of Utah UMD account. They will grant you access to the application located at <https://dwrapps.utah.gov/HeritageDataRequest/>.