CACTUS ID and Fingerprint Verification Directions:

CACTUS ID

1. Go to www.uen.org

2. If you have an account please log in.
   a. If you forgot your log in information or your password please follow the directions listed under forgot password/log in information.
   b. If you do not have an account, please create one. Make sure you use an email address that you will check regularly. You will need to go to your email and open the verification email that they send you to ensure that your account will stay available for your use.
   c. Return to the www.uen.org site and log in.

3. Use the CACTUS (Utah Licensing) link located within the Services/Tools area on your Personal Page.

4. CACTUS will ask you for your date of birth mm/dd/yyyy and the last four digits of your Social Security Number.

5. Click "Verify Me".

6. CACTUS will display your personal information. Your CACTUS ID number will be listed right above your name. Please make note of it as you will need it in the future.

Fingerprint Verification

1. Please follow the directions above to log into your account and locate your Personal Information.

2. There will be a set of tabs with the following headings:

   Personal Information, Application Status, Credential Information, Degrees, Assignments, Professional Development, Authorization, SAEP and Tests.

3. You will click on Application Status. It should list your background checks. Check to see your last background check, expiration date and create a screen shot for verification if required for an EDU Permission Code.