

This resource guides you through the process of registering a New User for the Compass Portal.

## Registering a New Compass User

This process facilitates a New User to gain access to the Compass Portal. Note: a company and an Administrator must already be registered with University Lands to be able to register a new user. Please follow these guidelines to register as a New User to Compass:

1. From the Compass Login Page, enter your full name, e-mail address, and Company Number. The Company Name auto-populates based on the Company Number entry. Press “Register.”

COMPASS UNIVERSITY LANDS  
THE UNIVERSITY OF TEXAS SYSTEM

Navigation

Current Users

Username

Password

Remember Me

Forgot Username | Password?

or

New Users

Name

Email

Company #

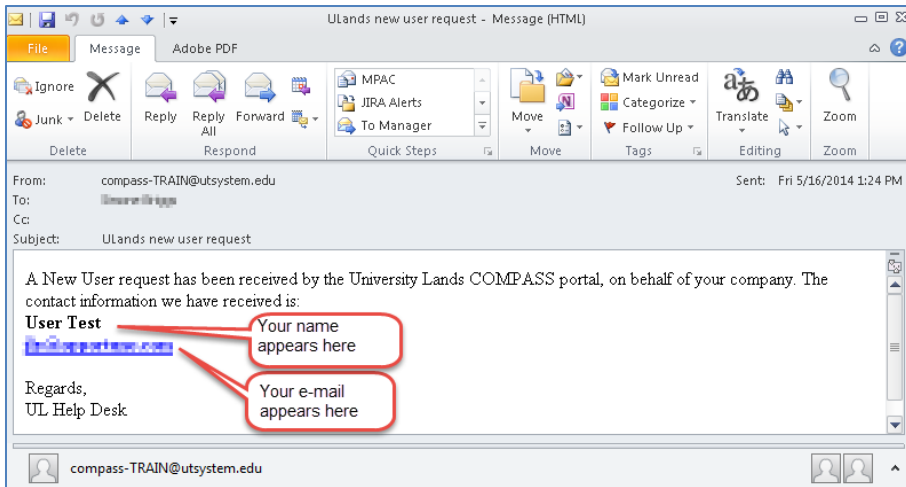
Company

New Company? Please Download and submit an Electronic Filing Certification Agreement for registration: [Form UT-6 PDF](#)

2. Upon pressing “Register,” the page refreshes and a notification appears indicating an e-mail was sent to your Company’s designated Compass Portal Administrator.

**Warning!** Your request for access was successfully sent to security administrator ✕

3. Your Company’s Compass Portal Administrator receives an e-mail similar to the one below specifying your e-mail address.

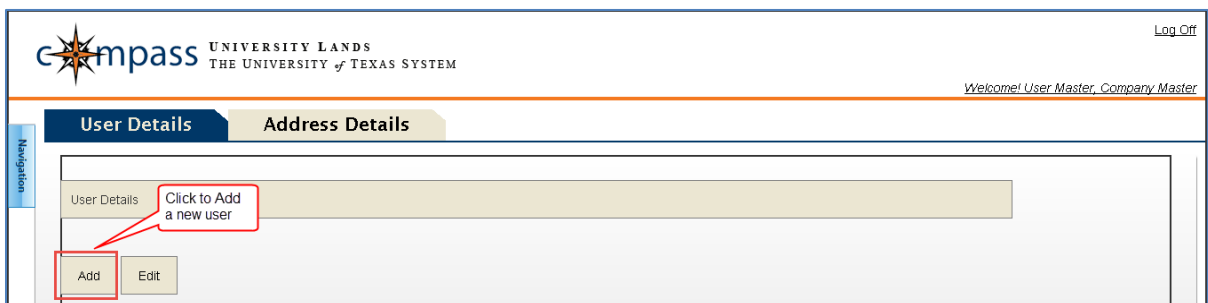


The Administrator then logs in and follows these guidelines to Add a New User:

- From the Compass Portal Landing Page, click the “Navigation” button on the left-hand side of the screen and select “Profile Management,” then “Security Management.”



- Press “Add.”



6. When the pop-up appears, enter the User Details as specified in the e-mail. Check a “Role” box to designate their Compass Security privileges and check the “Active” box to designate them as an Active Compass user. Note: only the fields “User Id” and “Email” are required. The user will be able to add/edit their User Details once they login. Press “Save.”

**User Details**

User Name

User Id

Phone

Fax

Email

Role

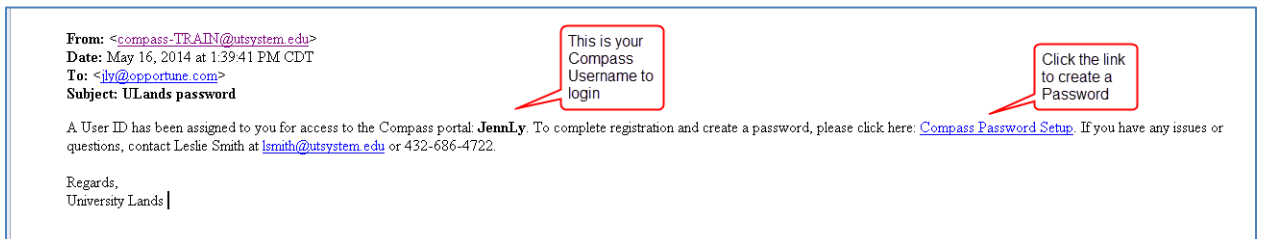
- UT1/2 Reporter
- UT3 Reporter
- Supervisor
- Security Manager
- Administrator

Active

Save Cancel

The User ID must be at least 6 characters long, but not more than 15. Upper case, lower case and numbers are allowed.

7. The New User receives an e-mail containing a link to set-up their Compass Portal login Password. Click the link embedded in the e-mail to initiate this process.



8. The link redirects you to a Compass Portal page to create your Password. Enter your new Password in the “Password” field and re-enter the Password in the “Retype Password” field. Click “Save.”
- Passwords must meet the following criteria:
    - i. Have a minimum of eight characters
    - ii. At least three characters must be numbers
    - iii. At least one upper case or lower case letter
  - Note: you are restricted from accessing Compass if the Password is incorrectly entered five times. If this occurs contact your Company’s Compass Portal Administrator.

9. Upon pressing “Save,” if the new Password meets the Password Credentials, you are redirected to the Compass Portal Landing Page.

10. You can change your Password once logged into the Compass Portal. From the Compass Portal Landing Page, click the “Navigation” button on the left-hand side of the screen and select “Profile Management,” then “User Profile.”

11. Enter a new Password in the “New Password” field and re-enter the same Password in the “Confirm New Password” field. The Password must meet the Password Credentials listed in step 8. Press the “Save Changes” button on the top right-hand side of the screen.

The screenshot shows the 'Compass' user interface for 'UNIVERSITY LANDS THE UNIVERSITY of TEXAS SYSTEM'. The page is titled 'Company Information' and 'User Profile'. The 'User Profile' section contains fields for 'User ID', 'User Name', 'Email', 'Phone Number', 'Fax Number', 'New Password', and 'Confirm New Password'. A 'Save Changes' button is located in the top right corner. Three callouts provide instructions: '1. Enter your new Password here' points to the 'New Password' field; '2. Confirm your new Password' points to the 'Confirm New Password' field; and '3. Save the new password by pressing this button' points to the 'Save Changes' button.

Company Information	
<b>Company Name</b>	<b>Company Number</b>
Company Z	0000011136

User Profile	
<b>User ID</b>	<b>Title</b>
CompanyZ	
<b>User Name</b>	
User Z	
<b>Email</b>	
sbriggs@opportune.com	
<b>Phone Number</b>	<b>Fax Number</b>
(432) 684-4404	
<b>New Password</b>	<b>Confirm New Password</b>
<input type="text"/>	<input type="text"/>

12. Going forward, this is your Password to login.