

# DIRECTIONS FOR COACHES AND OFFICIALS POSITIVE EXPECTATIONS

All UIL officials must be COPE (Coaches and Officials Positive Expectations) trained again this year. This year we will take the COPE section on-line.

TO BEGIN, PLEASE PRINT OUT THE FOLLOWING DIRECTIONS. YOU WILL NEED TO REFER BACK TO THEM AS YOU PROCEED THROUGH THE COPE PROCESS

1. Go to the UIL Website, [www.uil.utexas.edu/athletics](http://www.uil.utexas.edu/athletics) .
2. On the UIL page, look for the COPE listing and click COPE. This will bring up another page [Proceed to the UIL Gateway](#) – click on this. This will bring up the page named UIL Gateway - click on “Get a UT EID and password”. This will bring up the page named UT EID self-service tools page – click on “UT EID”. When you get to the page named Get a UT EID – answer all of the question “NO” then click on continue. When you fill out this page click on continue.
3. The next page you will answer 3 questions – click continue. You will need to make up a password. Your password will need to 8 to 20 characters and numbers in length. After selecting a password, click continue. The next page will give you a chance to check all of our information – click “create my UT EID”. The next page will give you your UT EID ID. This E.I.D. number is needed to complete the COPE Session.
4. Close out the UT EID site and go back to the “PROCEED TO THE UIL GATEWAY” site. This will bring up the page named “UIL Gateway” and click on LOGIN – use your UT EID ID and the password that you set.
5. When you bring up the UIL Gateway page again, click on “select your job” – go to option #3 “click here instead”. This will bring up the page entitled “select job title” –click both (official - Boys basketball or official – Girls basketball – click on “save”. This will bring up the UIL GATEWAY page with “TASK to be completed”. Click on [Coaches and Officials Positive Expectations](#). You will click on each of the Sections. When you have successively complete each session you will click on “Return to C.O.P.E. section menu” you will be instructed to “Return to UIL Gateway”.
6. When you finish your COPE session, print out the certificate and submit to Donna Simpson.