

# Annual Updates to ULEA Professional Standards Acknowledgement Checklist

1.  Log into the [UCOPA PowerDMS Site](#)
2.  Use the same log in credentials you use for your annual report (username pattern: first initial + last name. If you do not remember your password, please use the Forgot Password link.
3.  Click the “sign” link in your TO DO list at the top center of your screen
4.  READ THE DOCUMENT
5.  Enter your Username and Password in the lower right corner of your screen
6.  Complete the test
7.  Take the test again if you did not pass the test.
8.  Log out