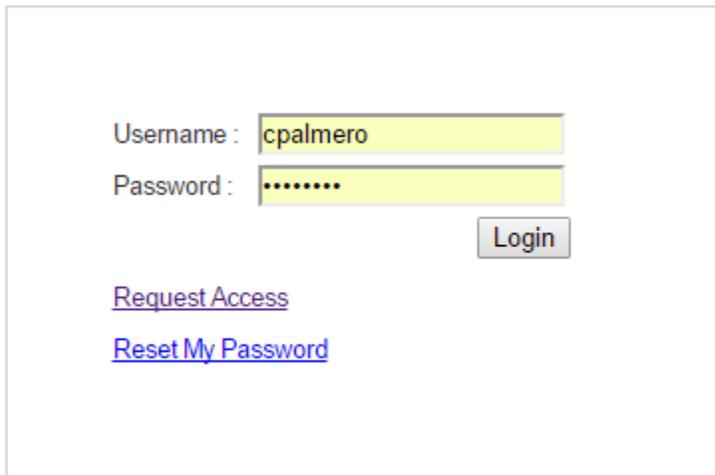


# Mapping Tool Login

## Requesting Access to Mapping Tool

1. In order to access your town's chart of accounts in the UCOA Mapping Tool, you first need to request access.
2. Navigate to the Mapping Tool at [ucoa.ct.gov](http://ucoa.ct.gov)
3. Click the 'Request Access' link



Username :

Password :

[Request Access](#)

[Reset My Password](#)

4. On the next screen, enter in your name, choose your login name, and your email and phone number.

Please note, municipality assigned email addresses are strongly recommended.

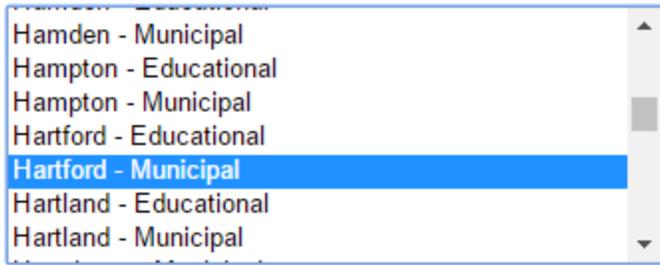
Full Name :

Login Name :

Email Address :

Phone Number :

5. Next, select your town from the list. Make sure to choose the option that has '- Municipal' at the end.
6. To add your town, click on it so it highlights blue, then select add



[Add](#) | [Select All](#)

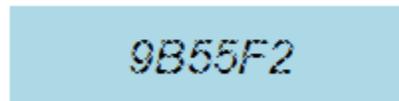
7. You will now see your town listed in the Selected box
8. Enter the text shown in the blue box, then click Register

Selected



[Remove](#) | [Select All](#)

Please enter the text below



Register

9. You will receive an email from [Mapping@ucoa.ct.gov](mailto:Mapping@ucoa.ct.gov) that contains a temporary password
10. Navigate back to the mapping tool website, enter in your username and password into the login box
11. You will be presented with a screen to create a new password

Old Password :

New Password :

Confirm Password :

Password must be at least 8 characters long and contain at least 1 uppercase and 1 lower case letter

Password Strength:

Passwords Match:

Update

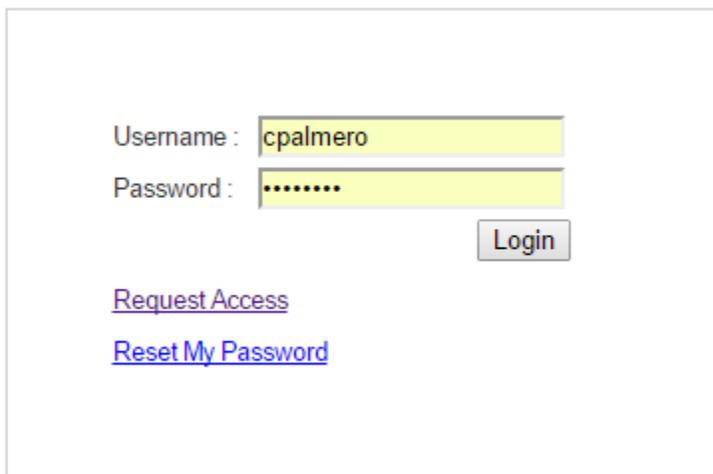
12. Please note, when creating your new password, it must be at least 8 characters long and contain at least 1 uppercase and 1 lowercase letter
13. If your password is strong enough and they match, you will see the following message

Password Strength: **Strong**

Passwords Match: **Yes**

### Resetting your Password

1. If at any point, you forget your UCOA password, you can reset it
2. On the mapping tool login page, select Reset My Password



The screenshot shows a login form with the following elements:

- Username :
- Password :
- Login button
- [Request Access](#)
- [Reset My Password](#)

3. Enter in the email address you registered with the mapping tool and click Reset.
4. Instructions on resetting your password will be sent to your email.
5. You will be sent a link that takes you to the password reset page.

Email Address :

New Password :

Confirm Password :

Password must be 8 characters long and contain at least 1 uppercase and 1 lowercase letter.

Password Strength:

Passwords Match:

6. Enter in your email address, and your new password twice, then click Change.
7. If your password is strong enough and they match, you will see the following message

Password Strength: **Strong**

Passwords Match: **Yes**