

This document provides technical guidance regarding how to create and submit your online application.

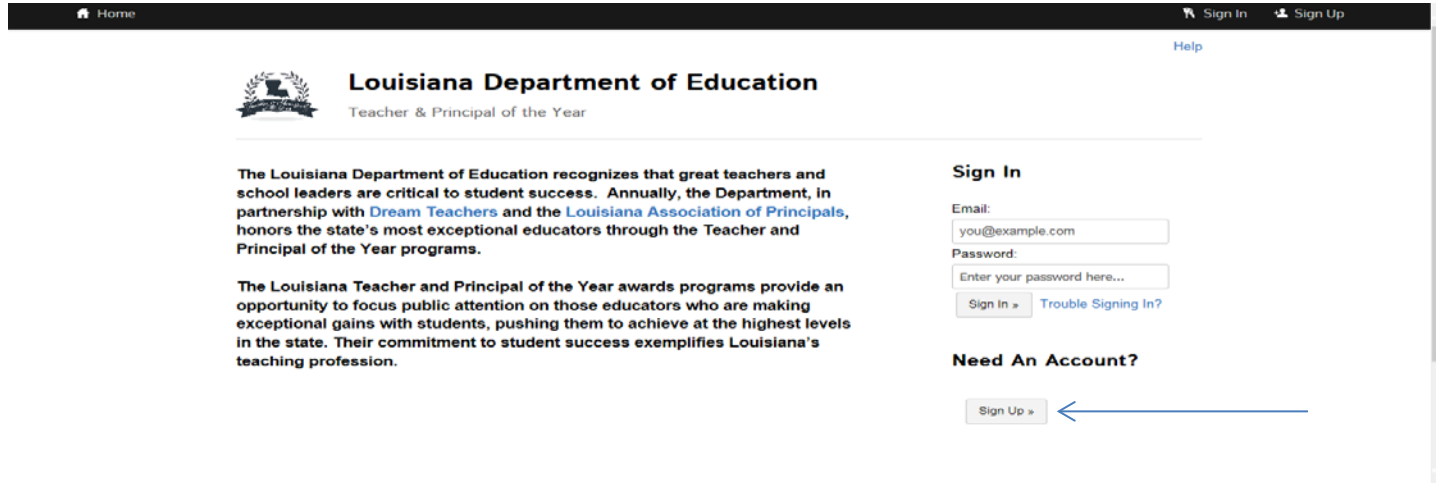
**Online Application Due Date: January 29, 2016**

**Steps to Complete:**


1. Register as a user
2. Create online application
3. Submit application
4. Complete satisfaction survey

➤ **Register:**

- Enter the online portal @ <https://ldoe-tpy.fluidreview.com/>.
  - Using Chrome as your main browser is recommended.
- Click “Sign Up.”
- Follow instructions in the system to complete registration.
- You will need to enter an access code:
  - Teachers- 2017TOY
  - Principals- 2017POY



Home Sign In Sign Up Help

 **Louisiana Department of Education**  
Teacher & Principal of the Year

The Louisiana Department of Education recognizes that great teachers and school leaders are critical to student success. Annually, the Department, in partnership with [Dream Teachers](#) and the [Louisiana Association of Principals](#), honors the state's most exceptional educators through the Teacher and Principal of the Year programs.

The Louisiana Teacher and Principal of the Year awards programs provide an opportunity to focus public attention on those educators who are making exceptional gains with students, pushing them to achieve at the highest levels in the state. Their commitment to student success exemplifies Louisiana's teaching profession.

**Sign In**

Email:

Password:

[Trouble Signing In?](#)

**Need An Account?**

←

➤ **Create Online Application:**

- Select category, enter access code, and click “Get Started.”

**Create a new submission?**

Please fill any of the necessary information shown below (if applicable) to get started.

Category:

Access Code:

←

- Each application piece is listed as a separate component.
- You may complete the components in any order.
- You do not have to complete all components at one time. You can save your work and exit the system, re-entering at a later time/date.
- To begin a component, select “Start.”
- You may return back to the main application page at any time by selecting “Back.” (top/right)



## Louisiana Department of Education

Teacher & Principal of the Year

Your submission has been created. x

[Home](#) » [Excellent Educator](#)

### Excellent Educator (T-7193239368)

#### Application Round

Task	Status	Actions
<a href="#">Candidate Basic Information Form for Teachers</a>	Incomplete	<a href="#">Start</a> ←
<a href="#">Reflection Question #1</a>	Incomplete	<a href="#">Start</a>
<a href="#">Reflection Question #2</a>	Incomplete	<a href="#">Start</a>

This submission is 0.0% complete. You still need to:

- Complete task "Candidate Basic Information Form for Teachers"
- Complete task "Reflection Question #1"
- Complete task "Reflection Question #2"
- Complete task "Reflection Question #3"
- Complete task "Upload Resume"
- Complete task "Upload 2015-16 student learning targets"
- Complete task "Upload 2014-15 student learning targets, with results"

➤ **Submit Application:** When you've complete all components, click "Submit your application."

confidentiality waiver Delete

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[Upload a headshot \(Optional\)](#) Incomplete [Start](#)

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[Submit your application](#) ← Incomplete

Activity

➤ **Satisfaction Survey**

- After submitting your application, return to the main menu and respond to the satisfaction survey.

The screenshot shows a web page for the Louisiana Department of Education. At the top right, there are links for "Resources", "Settings", and "Help", and a "Back" button. The main header features the Louisiana Department of Education logo and the text "Louisiana Department of Education" and "Satisfaction Survey for teachers". Below this is a breadcrumb trail: "Home » Excellent Educator » Satisfaction Survey for teachers". The main content area is titled "Satisfaction Survey" and contains a question: "How would you rate your overall experience working with this online application system?". There are two radio button options: "Satisfactory" and "Unsatisfactory". At the bottom of the page, there are links for "Terms of Use" and "Privacy Policy", a "Powered by" logo, and two buttons: "Save & Continue Editing" and "Save & Exit".

- Questions- Reach out any time to [excellent.educators@la.gov](mailto:excellent.educators@la.gov).

