

Thank you for participating in the 2017 Teacher and Principal of the Year process.

This document provides technical guidance regarding how to add your district's nominee's information in the online application portal.

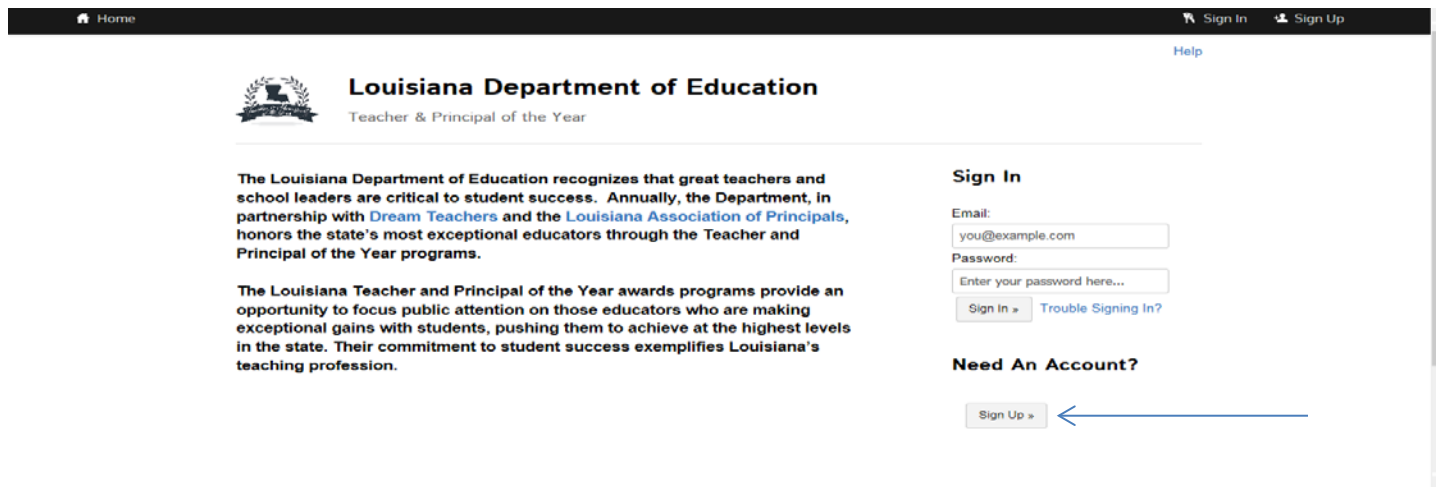
Due Date: January 29, 2016

Steps to Complete:

1. Register as a user
2. Add your district's nominee information
3. Submit

➤ **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 this access code: 2017COORDINATORS



The screenshot shows the top navigation bar with 'Home', 'Sign In', and 'Sign Up' links. The main header features the Louisiana Department of Education logo and the text 'Louisiana Department of Education Teacher & Principal of the Year'. Below the header, there is a paragraph of text: '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.' This is followed by another paragraph: '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.' On the right side, there is a 'Sign In' section with fields for 'Email:' (containing 'you@example.com') and 'Password:' (containing 'Enter your password here...'). Below these fields are buttons for 'Sign In »' and 'Trouble Signing In?'. At the bottom of the sign-in section, there is a 'Need An Account?' section with a 'Sign Up »' button and a blue arrow pointing left.

➤ **Begin Your Submission:**

- 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:

←

➤ **Add Your Information and Submit:**

- There are two tasks to complete - the Coordinator’s Basic Information section and the Winner Information Approval Check section.
- To begin a task, click “Start” and begin entering your information.
- You do not have to complete all work at one time. You can save your work and exit the system, re-entering at a later time/date.
- When finished, click, “Save and Exit.”
- When you complete a component, it will display “Complete.”
- When you have entered all information, click “Submit Information.”

Task	Status	Actions
 Coordinator’s Basic Information Form	Complete	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Winner Information Approval Check	Incomplete	<input type="button" value="Start"/>

Submit Information ← Prerequisites Not Met


Activity

- ✓ Mary Smith completed [Coordinator’s Basic Information Form](#) for Mary Smith
November 06 2015, 04:04 PM
- + Mary Smith created [Mary Smith](#) for Mary Smith

Information Approval Check*

- Submit

Members

 Mary Smith (Owner)

Attachments

➤ For questions- email excellent.educators@la.gov.

