

**Due Date:** Thursday, January 19, 2017

**I. Entering Information in the online portal.**

1. Enter the [online portal](https://ldoe-tpy.fluidreview.com/). The URL is- <https://ldoe-tpy.fluidreview.com/>. (Using Chrome as your main browser is recommended.)
  - New users- If you are a first time user, select "Sign Up" under "Need An Account?" See red arrow below.
    - Select "District Coordinators" in the categories drop-down menu. The passcode is 2018COORDINATOR.
  - Return users- If you already have login credentials (email and password) select "Sign in." See blue arrow below.
    - If you forgot your login information, click, "Trouble Signing In."
    - Once in the portal, click on your name under the word "title" and this will advance you to the next step. If presented with a categories menu, select "District Coordinator." If needed, the passcode is 2018COORDINATOR.



**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?**

←

**2. Complete the Coordinator's Basic Information Form.**

- Complete the "Basic Information" section. See the screen shot below.
  - i. Click "Start" to begin. Click "Edit" if you have already begun this section.
- This section includes your basic information, as well as the names and schools of your district-level winners. These candidates will be submitting the state-level online application.

**Application Round**

Task	Status	Actions
<a href="#">Coordinator's basic information form</a>	Incomplete	<a href="#">Start</a>
<a href="#">Winner information approval check</a>	Incomplete	<a href="#">Start</a>
<input type="button" value="Submit Information"/>	Prerequisites Not Met	

**3. Complete the "Winner Information Approval Check" section.** See screen shot above.

- Click the box to indicate the information you entered has been approved by your district.

**4. Submit.**

- After completing the Basic Information Form and the Winner Information Approval Check sections, select "Submit."

**Questions:** Send questions to [excellent.educators@la.gov](mailto:excellent.educators@la.gov).