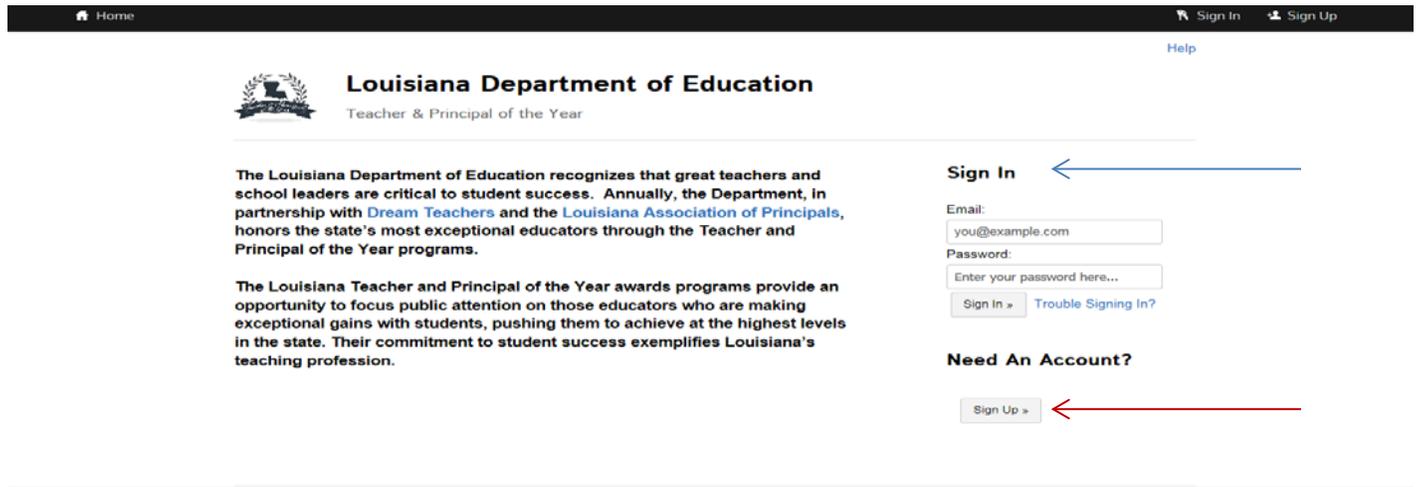


This document provides technical guidance regarding how to create and submit your online application.

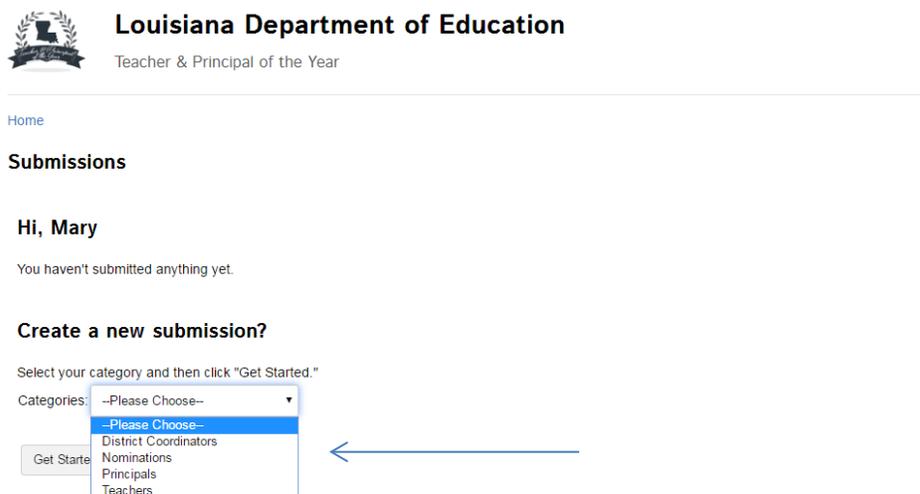
**Online Application Due Date: January 19, 2017**

**Steps to Complete:**

1. Enter the online portal
  2. Create online application
  3. Submit application
- **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.
  - 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?](#)"
    - In the category drop-down menu select "Teachers" if you are a teacher and "Principals" if a principal.
    - Passcodes- 2018TOY (teachers) and 2018POY (principals)



- **Create Online Application.**
- To begin the application, select category, enter access code, and click "Get Started."



- Each application piece is listed as a separate task.
- You may complete the tasks in any order.
- To begin a task, select “Start.” Select “Save and Continue Editing” to continue working. Select “Save and Exit” to save your work and return at a later time. Upon return, click “Edit” to the right of your name (under “Actions”) to continue working on your application.
- To return to the main application page at any time select “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 | Start ← |
| <a href="#">Reflection Question #1</a>                        | Incomplete | Start   |
| <a href="#">Reflection Question #2</a>                        | Incomplete | Start   |

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 completed all tasks, select, “Submit your application.”

confidentiality waiver

Delete

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

Incomplete

Start

[Submit your application](#)

Incomplete

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

