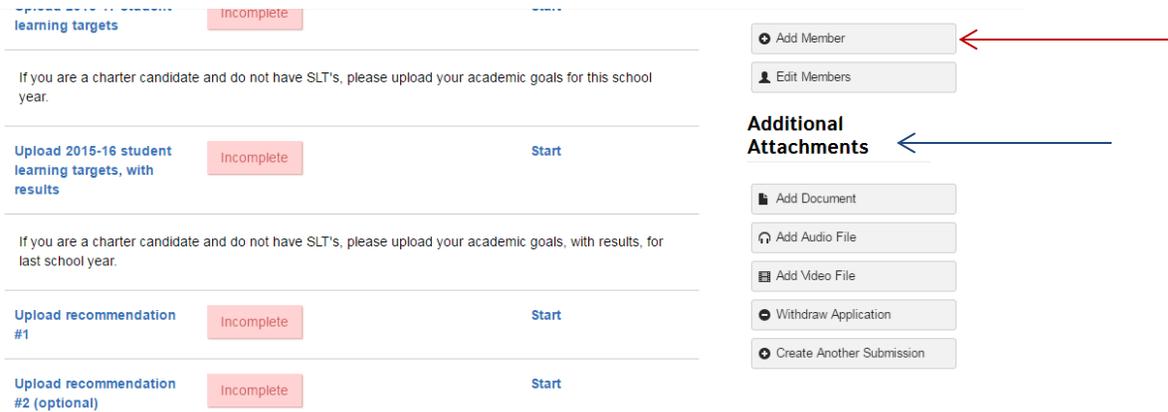


This document provides technical guidance regarding extra features offered within the online teacher/principal application portal.

To utilize these features log into the [online portal](#). The URL is <https://ldoe-tpy.fluidreview.com/>. Using Chrome as the main browser is recommended.

1. Sharing your application with others.

- Teacher/principal candidates may share their application with their Teacher/Principal of the Year Coordinator or with others.
- Select the “Add member” option. See red arrow below.



The screenshot shows a list of application sections, each with an 'Incomplete' status and a 'Start' button. To the right, there is a sidebar with an 'Add Member' button highlighted by a red arrow, and an 'Additional Attachments' section with a blue arrow pointing to it.

- Select access level- Read Only or Standard Member. Standard Members have the ability to edit.



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Members

To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below.

First name:

Last name:

Email:

Access Level: 

- Standard member
- Owner
- Standard member
- Read-only member

2. Adding Additional Attachments.

- To add an extra document or file to the application, utilize the “Additional Attachments” feature. See the blue arrow in screen shot one (above.)

Questions- Reach out any time to excellent.educators@la.gov.

