

# Louisiana Believes

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Teacher and Principal of the Year  
Coordinator's Online Portal Guide  
2020-2021 School Year



# Coordinator's Online Portal

- By February 4, 2021, Teacher/Principal of the Year Coordinators (or other school-system personnel) should enter the name(s) of their district/school system winners (teachers and principals who will participate in the state-level process) in the [Coordinator's online portal](https://webportalapp.com/sp/ldoe-tpoycoordinator). (<https://webportalapp.com/sp/ldoe-tpoycoordinator>)
- Chrome should be used to access the portal and not Internet Explorer.
- As soon as local-level winners are identified, this information should be added to the portal.

# Portal Users

- There will be two types of coordinators using the coordinator's portal- return users and new users.
- Return users are those who created an account and used the coordinator's portal previously.
- New users are those who have not created an account and/or used the coordinator's portal previously.
- If you are a return user, advance to the next slide for user instructions.
- If you are an new user, advance to slide 16 to see new user instructions.

The background of the slide is a watercolor-style illustration. It features soft, blended washes of light blue and white, creating a textured, ethereal effect. The colors are more saturated and darker in some areas, particularly towards the edges, while the center is lighter and more airy. The overall composition is abstract and artistic.

# Return Users

# Sign Into the Online Portal

- Sign in with your email address and password. If you forgot your password, select “Forgot Password.”

## Sign In/Sign Up Instructions

### For New Users:

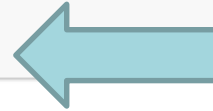
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

## Sign In

Email



Password



Log In

[Forgot your password?](#)

## Need an Account?

Sign Up

# Edit Your Profile

- Review the information in your profile and make edits if needed.
- When done, click “Save.”

## Profile Information

**Which Are You? \***

Teacher and Principal of the Year Coordinator

**Are you part of a district or charter? \***

Charter

**Coordinator's Name (first and last) Please include Dr., Ms., Mr., etc. \***

Ms. Joni Lacy

**Coordinator's Email Address \***

joni.lacy@la.gov

**Coordinator's Phone Number with area code and extension (if applicable) List phone number with hyphens, such as 123-456-7890 ext. 2016 \***




# District Coordinator Information

- Next, click District Coordinator Information.

District Coordinator Homepage

Profile ✔ Complete View Edit

148 575



Created on 10/18/2019

District Coordinator Information

# Add Winner Information

- Click “Edit” to add winner information.

## District Coordinator Information

### Submission

 Action Required

 View

 Edit

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.



First Stage Submission

Submit



# Add State-level Honoree Information

- Add winner information to this page. Select “Save Draft” to return and complete later. Select “Save” when done.

## State-level Teacher of the Year Honorees - Please use the honoree’s formal name (as it appears in Compass/CODE/etc.)

\*If a teacher serves students in multiple divisions (such as a teacher of students in middle and high school), please add their information to the division the district/candidate selects and check the box below.

If any of the honorees serve students in multiple divisions, check this box:

Multiple Divisions

### Teacher - Elementary School Division Honoree

Elementary teacher- First Name

Elementary teacher-Last Name

Elementary teacher-School Name

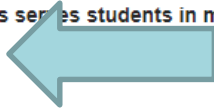
### Teacher - Middle School Division Honoree

Middle teacher- First Name

# Select Multiple Divisions If Applicable

If one of the nominees serves students in multiple divisions, check this box.

Multiple Divisions



## Principal - Elementary School Division Nominee

Elementary principal- First Name

Elementary principal- Last Name

Elementary principal- School Name

## Principal - Middle School Division Nominee

Middle principal- First Name

Middle principal- Last Name

Middle principal- School Name

# Include Note if Honoree Fits Into Multiple Divisions

## District-Level Principal Nominees - Please list the candidate's formal name (as it appears in Compass/CODE/etc.)

\*If a principal serves students in multiple divisions (such as the principal of a K-12 school), please add their information to the division the district/candidate selects and check the box below.

**If one of the nominees serves students in multiple divisions, check this box.**

Multiple Divisions

**In the textbox below, indicate the candidate's name(s) and grades served.**



# Include Additional Information if Needed

## Additional Information

If any of your candidates were at a different school and/or district last year, please add the person's name and school/district in the textbox below.

If any of your candidates were in a different role last year, please add the person's name and role in the textbox below.

If you have any additional information you'd like to share, please add to the textbox below. If your district level winners have not been announced yet and this information is secret, please enter a note and include the date when the information will be public.

# Submit by February 4, 2021

## Basic Instructions:

The newest steps will always be the first ones. Your previous steps will be below the newest steps. These will be in a read-only format.

When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your submission.

Once you click "Submit" this information will no longer be editable.

## District Coordinator Information

### Submission

✔ Complete



#### Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

### Coordinator Submission

#### Basic Instructions:

When you have completed every section of the submission, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.



# Submission Confirmation

- After submitting, you will see a message confirming your submission.

## District Coordinator Information

### Submission

 View

 Edit

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.



## First Stage Submission

✓ This has been submitted.

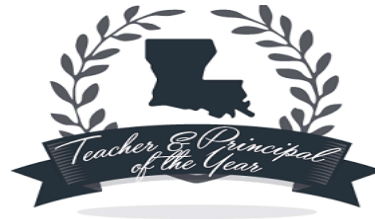
The background of the slide is a watercolor-style illustration. It features soft, blended washes of light blue and white, creating a misty or ethereal atmosphere. The colors are more saturated and darker in some areas, particularly towards the edges, while the center is lighter and more transparent. The overall effect is clean and modern.

# New Users



# Set Up an Account

- Select “Need an Account” to get started.



## Sign In/Sign Up Instructions

### For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. *Your password must be at least 8 characters in length.* Once you have chosen your password, your account will be created and you will gain access to the portal.

### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

## Sign In

Email

Password

Log In

[Forgot your password?](#)

Need an Account?

Sign Up



# Create Profile

- Click the tab to get started.

District Coordinator Homepage



+ Create a Profile to Get Started

# Create Your Profile and Click “Save”

[District Coordinator Homepage](#) > Profile Input

## Profile Information

Which Are You? \*

Are you part of a district or charter? \*

Coordinator's Name (first and last) \*

Coordinator's Email Address \*

Coordinator's Phone Number with area code and extension (if applicable) List phone number with hyphens, such as 123-456-7890 ext. 2016 \*

District Superintendent's/CEO's Name (first and last)

District Superintendent's/CEO's Email Address

District's Website (URL) \*

Save Draft

Save

# Get Ready to add Winner Information

- Click “Get Started.”

District Coordinator Homepage

Profile

✔ Complete

👁 View

✎ Edit



Get Started

# Add State-level Honoree Information

- Add winner information to this page. Select “Save Draft” to return and complete later. Select “Save” when done.

## State-level Teacher of the Year Honorees - Please use the honoree’s formal name (as it appears in Compass/CODE/etc.)

\*If a teacher serves students in multiple divisions (such as a teacher of students in middle and high school), please add their information to the division the district/candidate selects and check the box below.

If any of the honorees serve students in multiple divisions, check this box:

Multiple Divisions

### Teacher - Elementary School Division Honoree

Elementary teacher- First Name

Elementary teacher-Last Name

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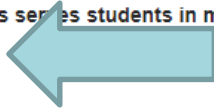
### Teacher - Middle School Division Honoree

Middle teacher- First Name

# Select Multiple Divisions If Applicable

If one of the nominees serves students in multiple divisions, check this box.

Multiple Divisions



## Principal - Elementary School Division Nominee

Elementary principal- First Name

Elementary principal- Last Name

Elementary principal- School Name

## Principal - Middle School Division Nominee

Middle principal- First Name

Middle principal- Last Name

Middle principal- School Name

# Include Note if Honoree Fits Into Multiple Divisions

## District-Level Principal Nominees - Please list the candidate's formal name (as it appears in Compass/CODE/etc.)

\*If a principal serves students in multiple divisions (such as the principal of a K-12 school), please add their information to the division the district/candidate selects and check the box below.

**If one of the nominees serves students in multiple divisions, check this box.**

Multiple Divisions

**In the textbox below, indicate the candidate's name(s) and grades served.**





# Include Additional Information if Needed

## Additional Information

If any of your candidates were at a different school and/or district last year, please add the person's name and school/district in the textbox below.

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## District Coordinator Information

### Submission

✔ Complete



#### Basic Instructions:

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### Coordinator Submission

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### Submission

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 View

 Edit



✓ This has been submitted.

## First Stage Submission

# Teacher and Principal of the Year Materials

All application materials may be found in the [library](#) on the Teacher and Principal of the Year [website](#).

For questions related to the Teacher and Principal of the Year programs email: [excellenteducators@la.gov](mailto:excellenteducators@la.gov).

