

District Partner Registration

Training Guide

Prepared for

Alaska State Department of Education

Provided by



District Communication Hub Access Links

- ◆ District Registration: <https://teachak.alaska.gov/bpp/Bpp/register/akdoe>
- ◆ District Login- <https://teachak.alaska.gov/bpp/Bpp/login/akdoe>

District Communication Hub Registration

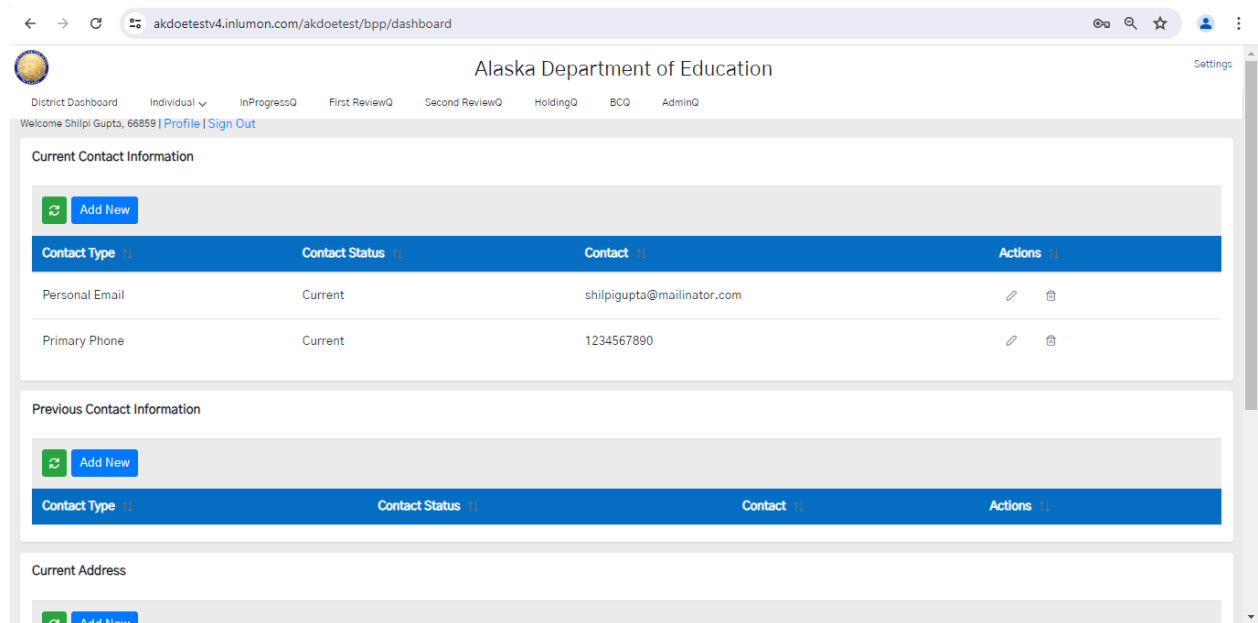
- For a District User to register, first go to the district registration page.
- District Users will see the following screen:
- The first field the district registrar must enter is the 'First Name'. After entering that field, when moving on to the next field, the system checks to ensure that this email has not already been used. If it has, a message like the one to the right will appear.
- The Fields with red asterisks (*) are required fields and the correct data must be entered.
- The District User will complete the remaining fields, then click the 'Submit Registration' button.
- This submits a 'Request for Access' that authorized AKDOE Back Office Staff will approve or deny.
- Once approved, the district registrar will receive an email to the email address used to register with a forgot password reset link. The email will be from licensing@alaska.gov and the subject will be "Forgot Password". This is the link the

The screenshot shows the 'Register' form for the Alaska Department of Education. The form includes fields for First Name, Last Name, Email, Confirm Email, Department, Title, Address Street, Address City, District (dropdown), School (dropdown), and State. A red error message is displayed: 'Error That username has already been registered'. Below the error message, the form fields are visible again, with the Email field containing 'mohingwood@alaska.gov'.

District User will use to change their password and then log in to access the District Dashboard.

District Dashboard

- When the District User successfully logs into the District BPP, they are presented with the District Dashboard. The dashboard will look similar to the below screenshot, filled with the district's information:



- From the dashboard the District User can view the following:
 - Address information
 - Contact information
- Other sections that a District User can view are:
 - Individual (Individual Information)**
 - InProgressQ**
 - First ReviewQ**
 - Second ReviewQ**
 - HoldingQ**
 - BCQ**

- AdminQ

Individual Information Tab

The Individual Information tab allows the District User to search for a record which is assigned to that user's district. The search screen is shown below:

The screenshot shows the Alaska Department of Education's Individual Information search interface. The browser address bar displays 'akdoetstv4.inlumon.com/akdoetest/district/individual/search'. The page header includes the Alaska Department of Education logo and a navigation menu with options: District Dashboard, Individual (selected), InProgressQ, First ReviewQ, Second ReviewQ, HoldingQ, BCQ, and AdminQ. A 'Search' bar is located at the top of the main content area. On the left, there is a table with columns 'Name', 'Individual Id', and 'License#'. The table contains one entry: 'Aditya Waelchi' with 'Individual Id' 66367. To the right of the table is an 'Expand' button. The main content area is divided into tabs: 'Personal Info' (selected), 'Employment History', 'Uploaded Documents', 'Application Data', and 'Certificate'. The 'Personal Info' tab is active, showing a form for 'Identity Information'. The form includes fields for 'First Name' (Aditya), 'Last Name' (Waelchi), 'Middle Name' (middle name), 'Suffix' (III), 'Prefix' (Dr.), 'Previous Name' (previous name), 'Date of Birth' (02/06/1990), 'Social Security Number?' (Yes/No), and 'SSN' (123-45-6789).

The tabs visible to District Users in the Individual Information are:

- ✓ Personal Info
- ✓ Employment History
- ✓ Uploaded Documents
- ✓ Application Data
- ✓ Certificate

****All tabs are 'read-only' except for the uploaded documents tab. District Users can upload documents if needed to an individual's record.***

Descriptions of Queues

InProgressQ

This queue contains all applications that are started, but not yet submitted.

First Review Q

This queue is the first step in which the staff review submitted applications. All the initial application types go in this queue when submitted by the applicant. Applications in this queue have not been reviewed.

Second Review Q:

This queue contains all initial applications that have undergone the first review and have been moved from the first review queue to the second review queue by teacher certification staff. This queue also contains all the extension and renewal applications. *Renewal and extension applications bypass the first review.

Holding Q:

This queue contains all the applications flagged with deficiencies and/or applications waiting on the background clearance are present.

BCQ:

This Queue contains we have all the applications awaiting background clearance

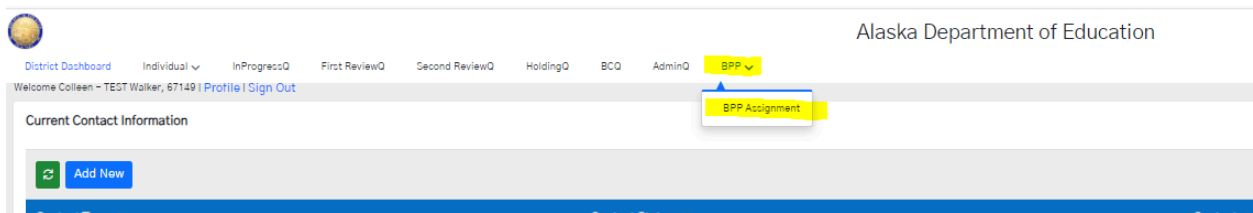
Admin Q:

This Queue contains all the applications assigned to the Administrator.

Adding/Removing Staff

Staff will be updated annually based on the Annual Staffing Report. If you would like to add staff at an additional time throughout the year, follow the instructions below.

1. Log into the District Communication Hub
2. Navigate to BPP → BPP Assignment



3. Select the blue “Download Example File” button and add your staffing list. Select “Assign/Release” in column “H” to identify whether or not you want the staff added to your district list, or removed. *Note: Do not rename the file*
 - ** If you do not have the applicant ATI/Individual ID, you can do the following
 - Use the [Public Search](#)
 - Ask the educator for their ATI, which is located in the top left corner when they are on their TEACH-AK dashboard
 - Email tcwebmail@alaska.gov
4. Select the blue “Upload File” button and “+ Browse” button. Select the upload file and then select the green “Process File” button.