

How to change your name on your teaching license

Step One: Log into TN Compass here:

<https://tdoe.tncompass.org/Account/Login>

Step Two: Select “My Educator Profile”

Step Three: Select “Transaction” tab across the top

Step Four: Select “Start a new transaction”

Step Five: Select “Name Change”

Step Six: Add the attachment required – either a copy of your marriage certificate or divorce decree are required to change your name

Step Seven: Complete the required boxes to change your name and select the verification box at the bottom of the page. Select “Save and Continue”

Step Eight: Ensure there is a check mark in the Ready for Submission circle and select “Save and Continue”

Step Nine: Select “Submit”

Step Ten: Complete your Personal Affirmation Page to complete your application.

See below for more detailed instructions.

Step One

Log into TN Compass here: <https://tdoe.tncompass.org/Account/Login>

If you have not yet created an account, you will select “Register Now”. If you have a TN Compass account set up, use the username and password you created to access your information.

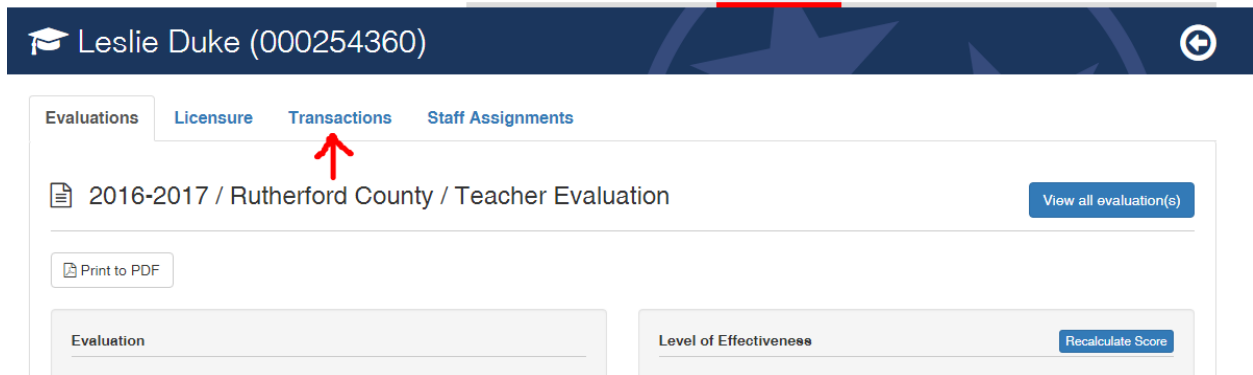
Reminder: Your password must include lowercase, uppercase, number, and special symbol.

Step Two

Once you log in, you will need to select “My Educator Profile”

Step Three

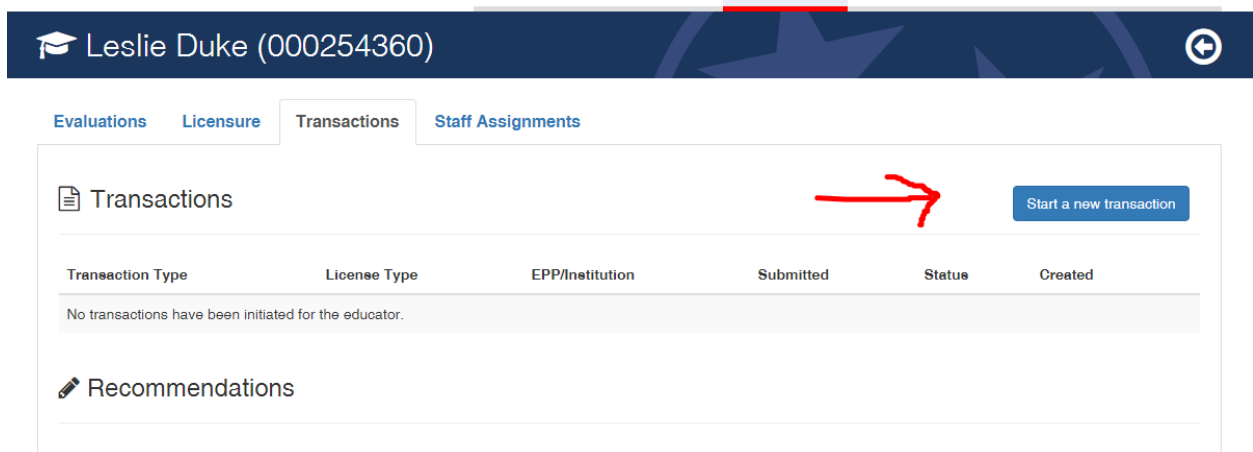
Across the top, you will see a tab labeled “Transactions”. Select the “Transactions” tab.



The screenshot shows the top navigation bar with the user name "Leslie Duke (000254360)" and a home icon. Below the navigation bar, there are four tabs: "Evaluations", "Licensure", "Transactions", and "Staff Assignments". The "Transactions" tab is highlighted with a red arrow pointing to it. Below the tabs, there is a header for "2016-2017 / Rutherford County / Teacher Evaluation" with a "View all evaluation(s)" button. There is also a "Print to PDF" button. Below this, there are two sections: "Evaluation" and "Level of Effectiveness", each with a "Recalculate Score" button.

Step Four

Once you are in the Transactions section, you will want to “Start a new transaction”



The screenshot shows the top navigation bar with the user name "Leslie Duke (000254360)" and a home icon. Below the navigation bar, there are four tabs: "Evaluations", "Licensure", "Transactions", and "Staff Assignments". The "Transactions" tab is highlighted with a red arrow pointing to it. Below the tabs, there is a header for "Transactions" with a "Start a new transaction" button. Below this, there is a table with the following columns: "Transaction Type", "License Type", "EPP/Institution", "Submitted", "Status", and "Created". The table contains the text "No transactions have been initiated for the educator." Below the table, there is a "Recommendations" section with a pencil icon.


Step Five

Select "Name Change"

Transaction Wizard

Welcome to the TNCompass licensing wizard. Below you will find available license transactions to submit to the Office of Educator Licensure and Preparation (OELP).

I'm seeking to:

- [Add Degree](#)
- [Add Endorsement](#)
- [Advance an Active License - No Applicable Licenses](#)
- [Advance an Inactive License - No Applicable Licenses](#)
- [Apply for JROTC](#)
- [Name Change](#) 
- [Reactivate License - No Applicable Licenses](#)
- [Renew License - No Applicable Licenses](#)

If you do not have any applicable licenses for a particular transaction, there could be many reasons for this, please visit our website, [Educator Licensing](#), to view our requirements to renew, advance or reactivate a license and verify which action you qualify for. If you still have questions after reviewing these documents please contact our office by email at Education.Licensing@tn.gov, or by phone at 615-532-4885.

Step Six

Add the attachment required – either a copy of your marriage certificate or divorce decree are required to change your name.

Name Change Transaction ?

status
Not submitted

- [Overview](#)
- [Name Change](#)
- [Summary](#)

Please enter the requested change to your name and attach official documentation to support the request.

Attachments

Add Attachment

Name	Type	Description	Created	Created By
.				

- [Acceptable Name Change Documentation](#)

Step Seven

Complete the required boxes to change your name and select the verification box at the bottom of the page. Select "Save and Continue"

Name Change Form

	Current Name	Requested Name
Prefix	(blank)	<input type="text"/>
First Name	Bobby	<input type="text" value="Bobby"/>
Middle Name	Neal	<input type="text" value="Neal"/>
Last Name	Duke	<input type="text" value="Duke"/>
Maiden Name	(blank)	<input type="text"/>
Suffix	III	<input type="text" value="III"/>

I verify that the above entered name is accurate and matches the attached official documentation.

[← Back](#) [Save](#) [Save & Continue →](#)

Step Eight

Ensure there is a check mark in the Ready for Submission circle and select "Save and Continue"

Name Change Transaction 🔔 🔒 Status: Not submitted

[Overview](#) [Name Change](#) [Summary](#)

Holds

Hold Date	Reason	State Authority	Added By	Cleared	Cleared Date
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Requirements

Requirement	Ready for Submission
Name Change	<input type="radio"/>

Submission Notes

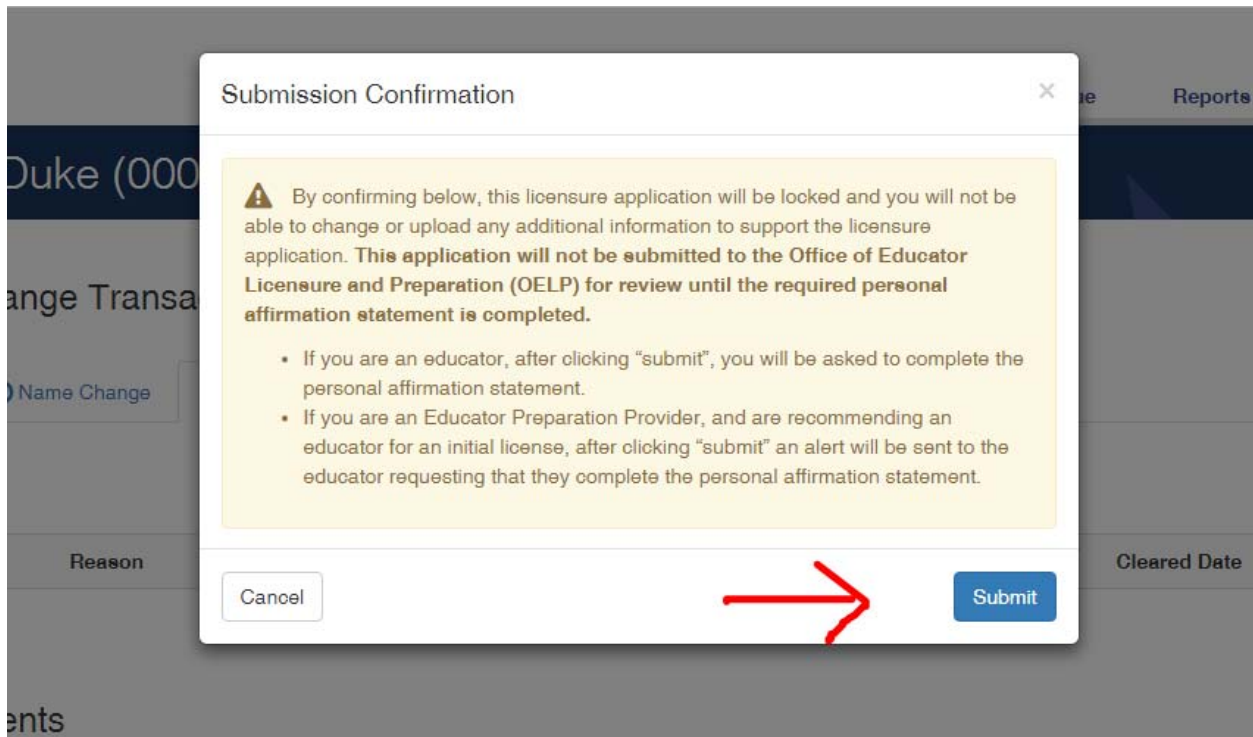
Information entered will be shared with the Office of Educator Licensure and Preparation (OELP).

⚠️ You must confirm all requirements before you may submit this transaction.

[← Back](#) [Save](#) [Save & Continue →](#)

Step Nine

Select "Submit"



Step Ten

Complete your Personal Affirmation Page to complete your application.