

## How to add a degree to 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 “Add a degree”

Step Six: Select “Start transaction”

Step Seven: Select “Continue”

Step Eight: Complete all fields and select the acknowledgement at the bottom of the page. Select “Save and Continue”

Step Nine: Ensure the “Ready for Submission” circle has a check mark in it and select “Save and Continue”

Step Ten: Complete the Personal Affirmation Page to complete your request.

Please see detail instructions below.

## 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.

Education Login

TNCcompass

Sign in to your Account

Username

Password

Log in Forgot Password?  
Forgot Username?

Welcome, Tennessee educator.

Do you need an account? [Register Now.](#)

In order to register on the TNCompass site, you must have an educator license in the state of Tennessee or be enrolled in an educator preparation program.

**!** The 2015-16 school year has been rolled over to 2016-17 within TNCompass and the staffing functionality for the 2016-17 school year is now available to users. For technical support with TNCompass, email [support@tncompass.org](mailto:support@tncompass.org). For other questions, email [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov).

## Step Two

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

Home

Welcome to TNCompass!

**!** The 2015-16 school year has been rolled over to 2016-17 within TNCompass and the staffing functionality for the 2016-17 school year is now available to users. For technical support with TNCompass, email [support@tncompass.org](mailto:support@tncompass.org). For other questions, email [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov).

**!** The level of effectiveness and flexibility options for 2015-16 evaluations will be enabled following the availability of all TVAAS scores in the fall.

Application Quick Link

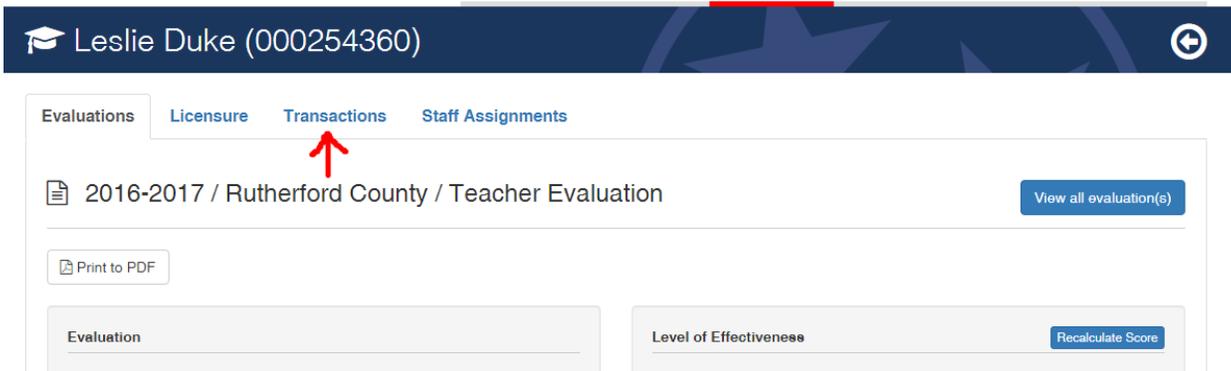
[My Educator Profile](#) [Account Information](#) [PDP Work Queue](#)

Resources

- [TNCompass Support](#)
- [Tennessee Department of Education](#)
- [TEAM-TN Home Page](#)
- [State of TN Educator Licensure Information](#)
- [TNCompass Educator Preparation Provider Guide](#)
- [TNCompass Licensure District Administrator Guide](#)
- [TNCompass Licensure Educator Guide](#)

## Step Three

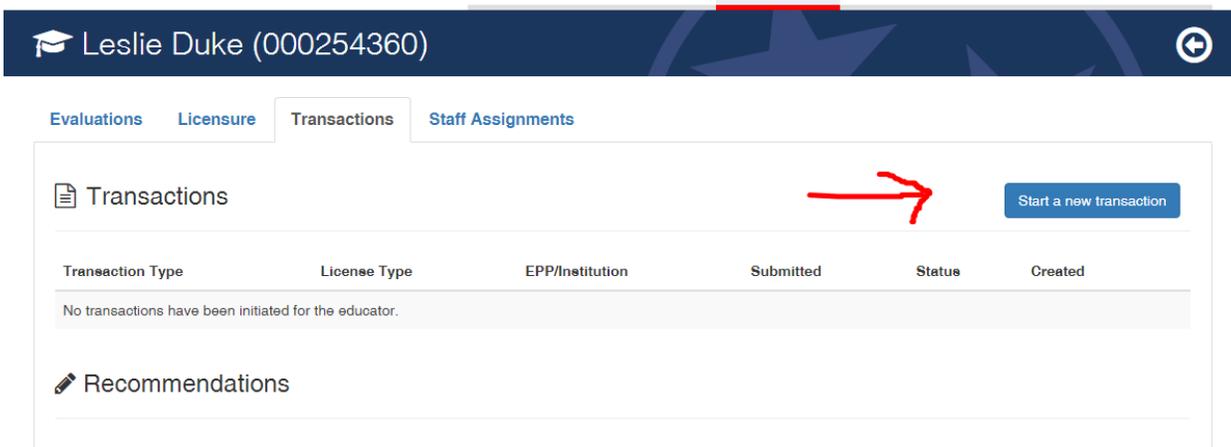
Across the top, you will see a tab labeled “Transactions”. Select the “Transactions” tab.



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. 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 and a "Level of Effectiveness" section with a "Recalculate Score" button.

## Step Four

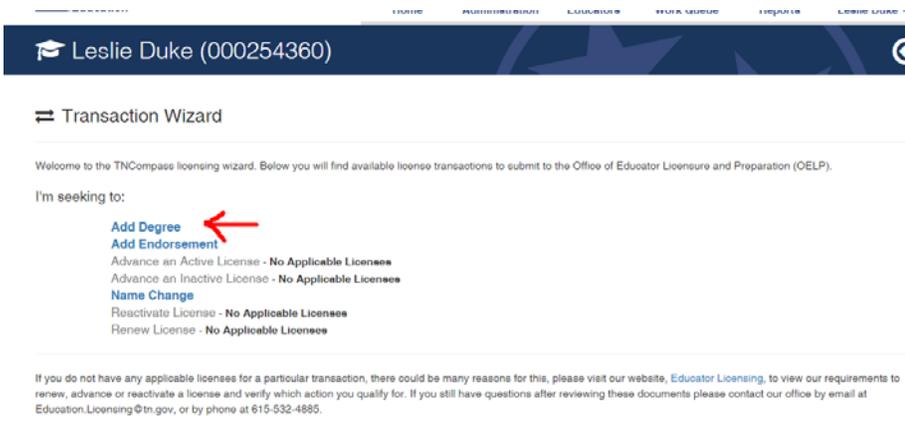
Once you are in the Transactions section, you will want to “Start a new transaction”



The screenshot shows the "Transactions" section of the TNCompass interface. The "Transactions" tab is selected. There is a "Start a new transaction" button with a red arrow pointing to it. Below the button, there is a table with the following columns: "Transaction Type", "License Type", "EPP/Institution", "Submitted", "Status", and "Created". The table is currently empty, with the text "No transactions have been initiated for the educator." below it. There is also a "Recommendations" section with a pencil icon.

## Step Five

Select “Add Degree”



The screenshot shows the "Transaction Wizard" interface. The user name "Leslie Duke (000254360)" is at the top. Below the navigation bar, there is a "Transaction Wizard" section. The text reads: "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:" followed by a list of options: "Add Degree", "Add Endorsement", "Advance an Active License - No Applicable Licenses", "Advance an Inactive License - No Applicable Licenses", "Name Change", "Reactivate License - No Applicable Licenses", and "Renew License - No Applicable Licenses". A red arrow points to the "Add Degree" option. At the bottom, there is a note: "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

Select "Start Transaction"

Leslie Duke (000254360) 

### Transaction Wizard - Add Degree

Educators may apply to add an additional degree to their license when they have completed an approved advanced degree program. To add a degree to a current license, educators must submit an official transcript showing the confirmation date of their degree.

Official transcripts will not be accepted if they are uploaded as attachments by an educator, official transcripts must be sent directly to our office, either through the mail, or electronically to [Education.Licensing@tn.gov](mailto:Education.Licensing@tn.gov). Once an official transcript has been received it will be uploaded and added to the educators file by the Office of Educator Licensing.

The following sections allow the educator to submit documentation supporting their application to add a degree to their license.

- **Personal Affirmation Page** – Allows educators to upload the required personal affirmation page. This document is required for all licensure transactions.

[← Back](#)  [Start Transaction](#)

# Step Seven

Select "Continue"

HOME ADMINISTRATION EDUCATORS WORK QUEUE REPORTS LESLIE DUKE

Leslie Duke (000254360) 

### Add Degree Transaction [Delete Transaction](#) Status: Not submitted

[Overview](#) [Degree Request](#) [Summary](#)

Welcome to the Add Degree transaction wizard. Below is overview of the requirements for this transaction. Use the "Continue" button to begin stepping through the wizard.

#### Requirements

Requirement	Ready for Submission
<a href="#">Degree Request</a>	<input type="radio"/>

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

[← Back](#)  [Continue →](#)

## Step Eight

Complete this form in its entirety. Fill in the Degree Name, Date Conferred, Institution, and Degree Type. Be sure to check the box next to the acknowledgement at the bottom of the page. There is no need to add any attachments to this page. Once the page is complete, select “Save & Continue”.

≡ Add Degree Transaction ⓘ Not submitted

[Overview](#) [Degree Request](#) [Summary](#)

Please select the institution and enter degree information below as it appears on your transcript.  
Official transcripts will not be accepted if they are uploaded as attachments by an educator, official transcripts must be sent directly to our office, either through the mail, or electronically to [Education.Licensing@tn.gov](mailto:Education.Licensing@tn.gov).

### Attachments

[Add Attachment](#)

Name	Type	Description	Created	Created By

### Add Degree Form

New Degree

Degree Name	<input type="text"/>	←
Date Conferred	<input type="text" value="MM/DD/YYYY"/>	←
Institution	<input type="text" value="search..."/>	←
Degree Type	<input type="text" value="search..."/>	←

I acknowledge that the Tennessee Department of Education has received the Degree results listed in the table above and understand that it is my responsibility to contact the institution to have my transcript submitted.

← Back Save [Save & Continue](#) →

## Step Nine

Ensure the “Ready for Submission” circle has a check mark in it. Then select “Save & Continue”

LEARNER | [HOME](#) | [ADMINISTRATION](#) | [EDUCATORS](#) | [WORK QUEUE](#) | [REPORTS](#) | [LESLIE DUKE](#)

Leslie Duke (000254360) ↻

≡ Add Degree Transaction ⓘ [Delete Transaction](#) Status: Not submitted

[Overview](#) [Degree Request](#) [Summary](#)

### Holds

Hold Date	Reason	State Authority	Added By	Cleared	Cleared Date

### Requirements

Requirement	Ready for Submission
Degree Request	<input checked="" type="checkbox"/>

### Submission Notes

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

← Back Save [Save & Continue](#) →

## Step Ten

Once you complete this process, you will be directed to complete the Personal Affirmation. If you fail to complete the Personal Affirmation, your request will not be submitted for review.

Contact Leslie Duke at [dukele@rcschools.net](mailto:dukele@rcschools.net) with questions.