

## ***eTIGER* Teacher Access**

*eTIGER* was designed to have Career-Technical Education's (CTE) teachers manage their own class information online. All CTE teachers will be able to log on to *eTIGER* and report their class information. It is CTE Directors responsibility to update the most current CTE teacher list to the State to set up the necessary teacher access to *eTIGER* and provide the User Id and Password to each CTE teacher.

From the 09-10 school year, the "new" teacher license number (TLN) is to be used for all teachers. Please check the "District Teacher List" carefully to make sure the same teacher license number is reported in (1) Instructors in EIS, (2) Instructors in *eTIGER*, and (3) Instructors in Application Security.

It is very important to have the same TLN in all three locations listed above. The match of TLN in EIS and Application Security will allow teachers to log on to *eTIGER* and view their classes since 2009 -2010. The match of TLN in EIS and *eTIGER* will then allow teachers to view their prior years' classes (2004-2009) from *eTIGER*.

We have updated the "new" TLN from the Office of Teacher Licensing database to *eTIGER* and the Application Security list. We have also displayed the TLN from EIS for comparison. To make your CTE teacher's *eTIGER* access valid, please do the following:

- Confirm active 10-11 CTE teachers are reported to EIS;
- Confirm active 10-11 teachers are listed on "Application Security";
- Confirm TLNs on Application Security list match with those on EIS list; and
- Confirm TLNs on *eTIGER* list match with those on EIS list.

### **Instructions**

- 1) Log on to *eTIGER*.
- 2) Click "District Teacher List" under "Utilities".
- 3) Active teachers of 2010-2011 should be included on EIS. If not, urge your EIS person to report the missing teachers to EIS. The "Instructors in EIS" shows the teachers currently reported to State EIS database.
- 4) All active 2010-2011 CTE teachers should be listed on Application Security. Only teachers listed on Application Security are allowed to log on to *eTIGER*. If a teacher does not teach in 2010-2011 school year, change the teacher in Application Security as "inactive" (send "inactive" teacher or "added" teacher list to [Tina.Mcneal@tn.gov](mailto:Tina.Mcneal@tn.gov). She will set-up a new account or makes the account "inactive").
- 5) Check the TLN of every teacher on Application Security list to match the TLN on EIS. Only the TLN matched allows a teacher to view his/her 2010-2011 classes.
- 6) All teachers listed in *eTIGER* should have the same TLN as in EIS. The matched TLN allows a teacher to view their prior years' classes which were saved in *eTIGER*.
- 7) To change the TLN of a teacher in *eTIGER*:
  - Click teacher's name on *eTIGER* list to open an "Instructor Information" screen.

- Change “Teacher License Number” and “Save This Record”.
- Check the updated TLN of this teacher at “Instructor in *eTIGER*” list.

**OR**

- Click “Search for Instructor” under “Utilities”.
- Type in teacher’s first and last name to search for a teacher.
- Click “Select” column and “Edit Person” to open an “Instructor Information” screen.
- Change “Teacher License Number” and “Save This Record”.
- Check the updated TLN of this teacher at “Instructor in *eTIGER*” list.