

Principal Instructions for Teacher eTPES Login Help



	TEACHER INSTRUCTIONS	PRINCIPAL INSTRUCTIONS
<p>Do I need an Activation Email?</p>	<p>Existing eTPES users do not need an activation email each year. They will use their username and password from the previous year even when assigned to a different district or building.</p> <p>New eTPES users will be sent an activation email by their Principal. The activation email will allow an account and password to be set up.</p> <p><u>I did not receive an activation email. What should I do?</u> It may take 10-15 minutes before the email arrives. Be sure to check your junk or spam folders. The email will be from no-reply@ohiotpes.com.</p> <p>If allotted time has passed, contact your Principal.</p>	<p>To send activation email:</p> <ol style="list-style-type: none"> 1. Go to Administration > Staff Management > Assignments. 2. Find the teacher and click on User Profile. 3. Verify the email address is correct (if not, click on Edit to modify). 4. Click on Send Activation Email. If Activation Completion Date is displayed, the activation has been completed and the teacher should use the Forgot Username/Password functions. <p>Verify the email address is correct by following above instructions. If incorrect, modify and resend activation email.</p>
<p>I Forgot my Username and/or Password?</p>	<p>Use the Forgot your username? or Forgot your password? links on the login screen to retrieve your username or reset your password. You will need to enter your state id and email address.</p> <p><u>What email address should I enter?</u> Enter the email address stored for you in eTPES. Typically this is your work email address. If you do not know what email address to enter, check with your principal.</p> <p><u>What is my state id?</u> Use the following link to search for your state id: https://coreprodint.ode.state.oh.us/CORE2_3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx (link displayed on Forgot Username/Password screen).</p> <p><u>I didn't receive the email. What should I do?</u> It may take 10-15 minutes before the email arrives. Be sure to check your junk or spam folders. The email will be from no-reply@ohiotpes.com.</p> <p>If allotted time has passed, contact your Principal.</p>	<p>To find the Teacher's email address:</p> <ol style="list-style-type: none"> 1. Go to Administration > Staff Management > Assignments. 2. Find the teacher and click on User Profile. 3. The teacher's email address is displayed. Click on Edit to modify. <p>Verify the email address is correct by following above instructions. If incorrect, modify and have the teacher repeat the Forgot Username or Password process.</p>

If all steps above have been completed, the teacher's email address has been verified, the allotted time for email receipt has passed, and the teacher still cannot login, please contact the eTPES Helpdesk at support@ohiotpes.com or 1-877-314-1412.