

## eTPES Help Sheet: How **Teachers** Activate Their Accounts, Find PIN, and Enter PIN in Final Summative Rating Sheet

**Login to eTPES using your Account Activation email and reset your password (you will only use this email the first time you login):**

**Subject:** eTPES Account Activation

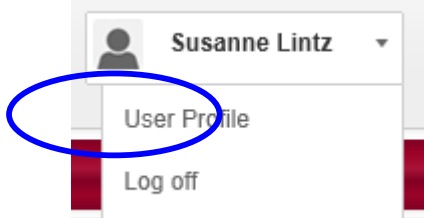
Welcome to eTPES,

The electronic Teacher and Principal Evaluation System (eTPES) is now available for your account activation and password creation at

**You will receive multiple emails from eTPES updating you as information is put into the system for your evaluation. When you receive the email that has a subject “eTPES: Your Final Summative has been completed, then go into eTPES to verify that you have seen the Final Summative rating for your evaluation by:**

**1. Find your PIN:**

**Click on the arrow next to your name and then click “User Profile”**



**Then click “View your PIN”. Write this number down!!**

eTPES PIN: \*\*\*\* [View your PIN](#)

**2. Click on the “Evaluations” Tab**



**3. Then go to “Summative Evaluation” towards the end of the page**

[Summative Evaluation](#)

**4. Here you will see the ratings that have been entered for your overall Teacher Performance, Student Growth Measures, and Final Summative Rating.**

**5. You will need to input your PIN indicating that you have seen this form. This form will be turned into HR and used as your copy of your Final Summative Rating.**