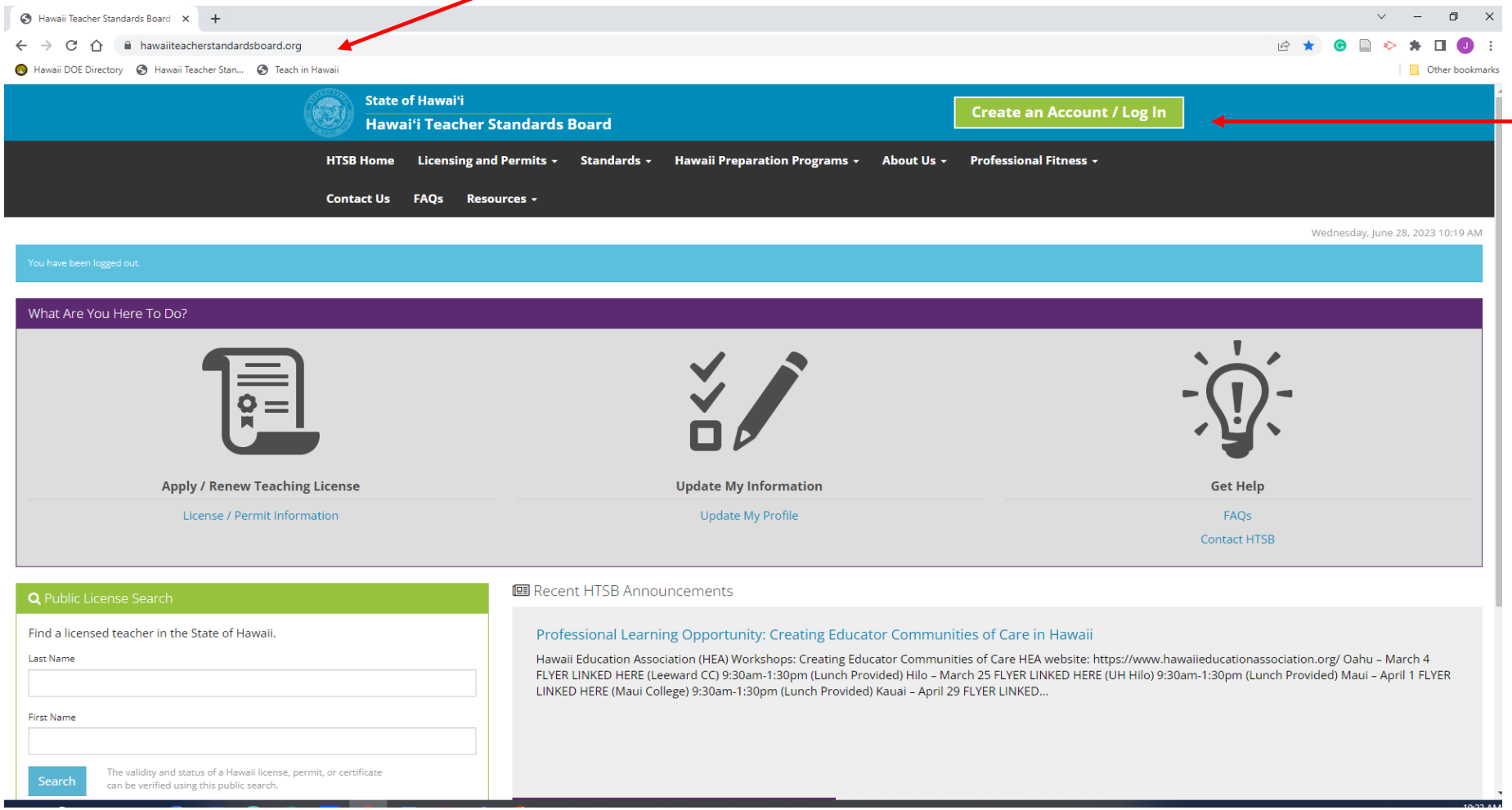
HAWAIʻI TEACHER STANDARDS BOARD

Add a Teaching Field

Open an internet browser and type in the HTSB website: hawaiiteacherstandardsboard.org



Log into your account at the top right-hand corner.

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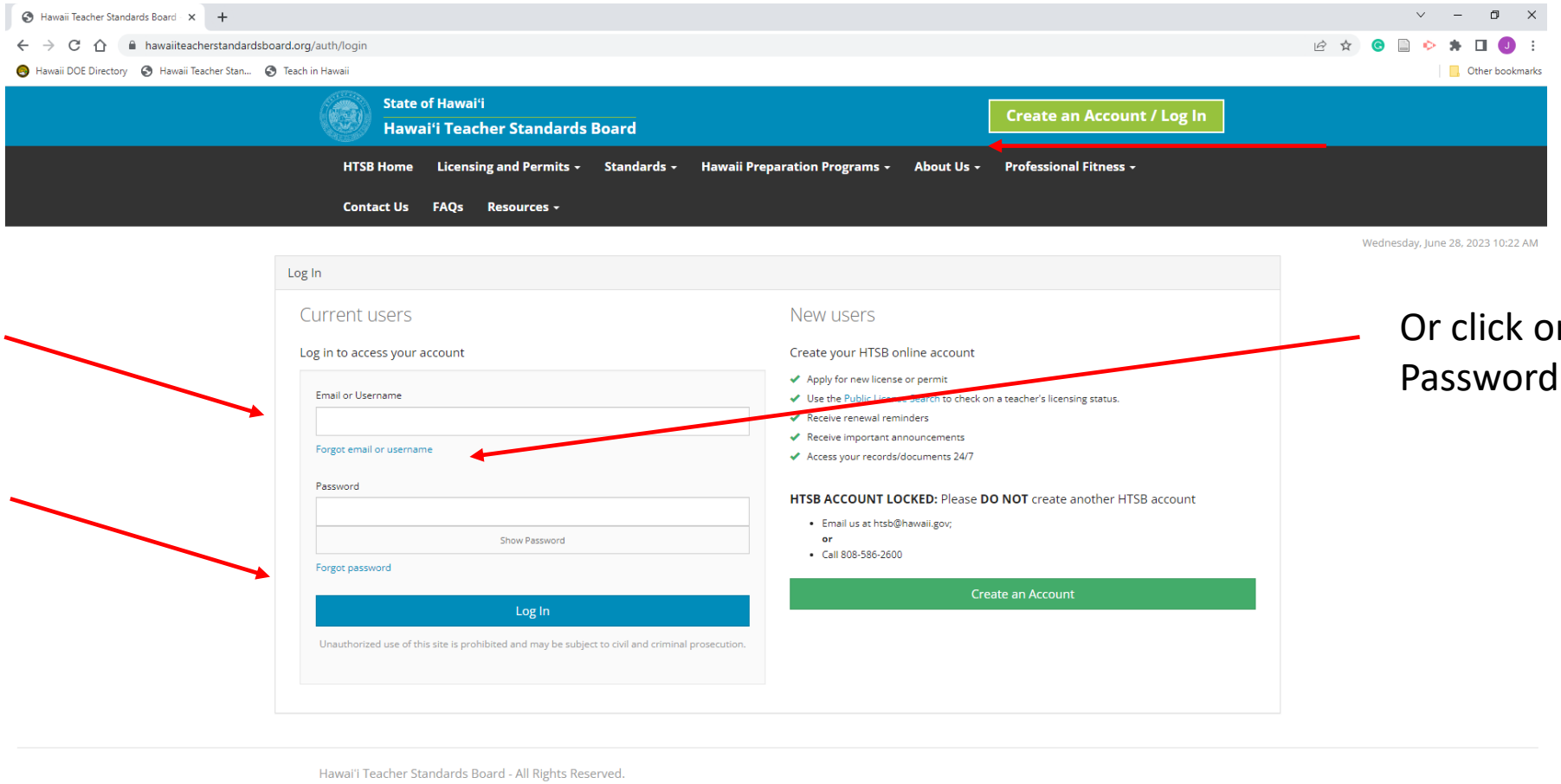


Type in your username or password.

Then click on the blue LogIn button.

Or click on Forgot Password.

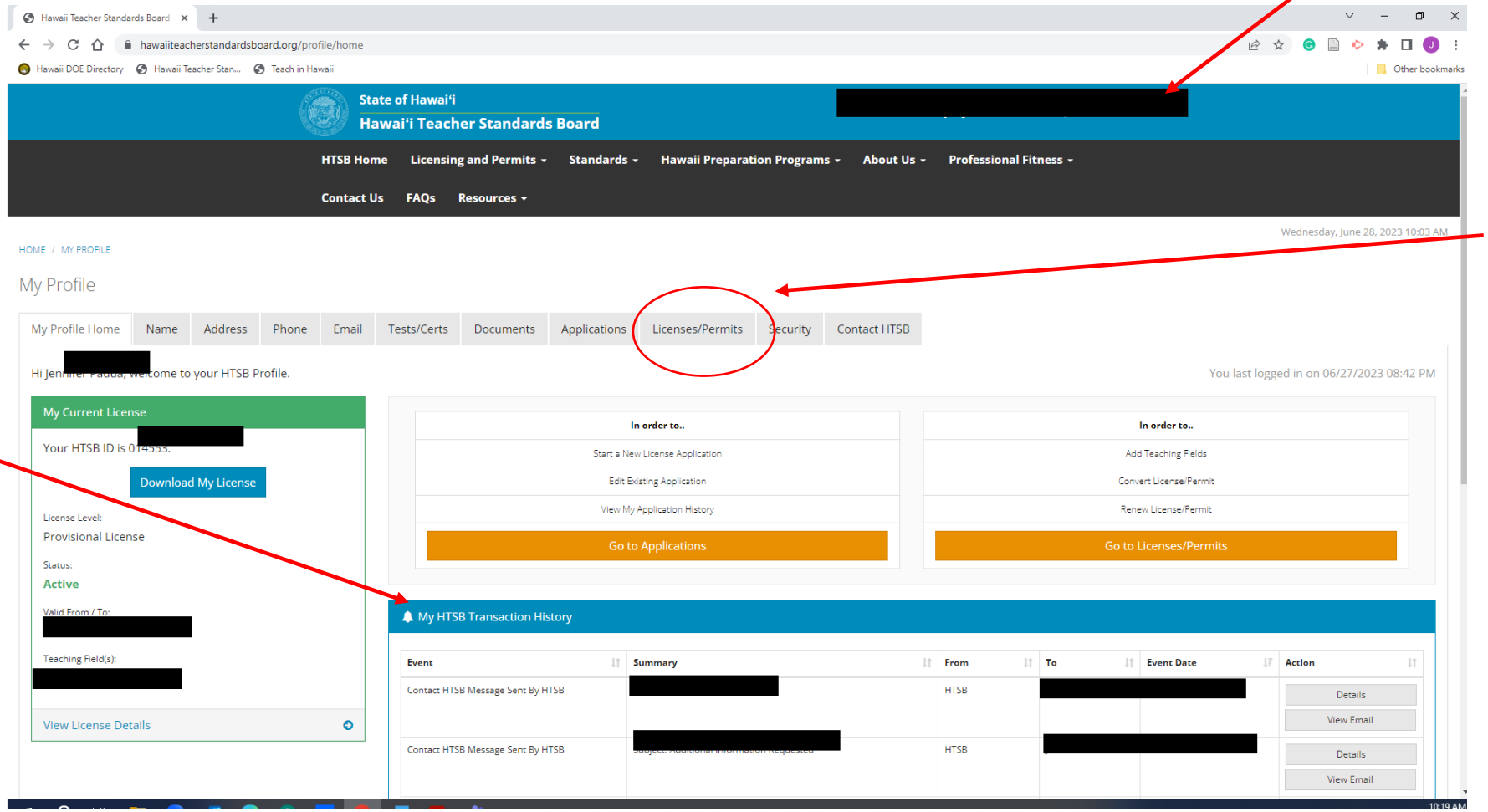
HAWAIʻI TEACHER STANDARDS BOARD

Add a Teaching Field

Your name should be in the top right-hand corner.

Click on Licenses/ Permits tab.

Read messages by viewing My Transaction History.



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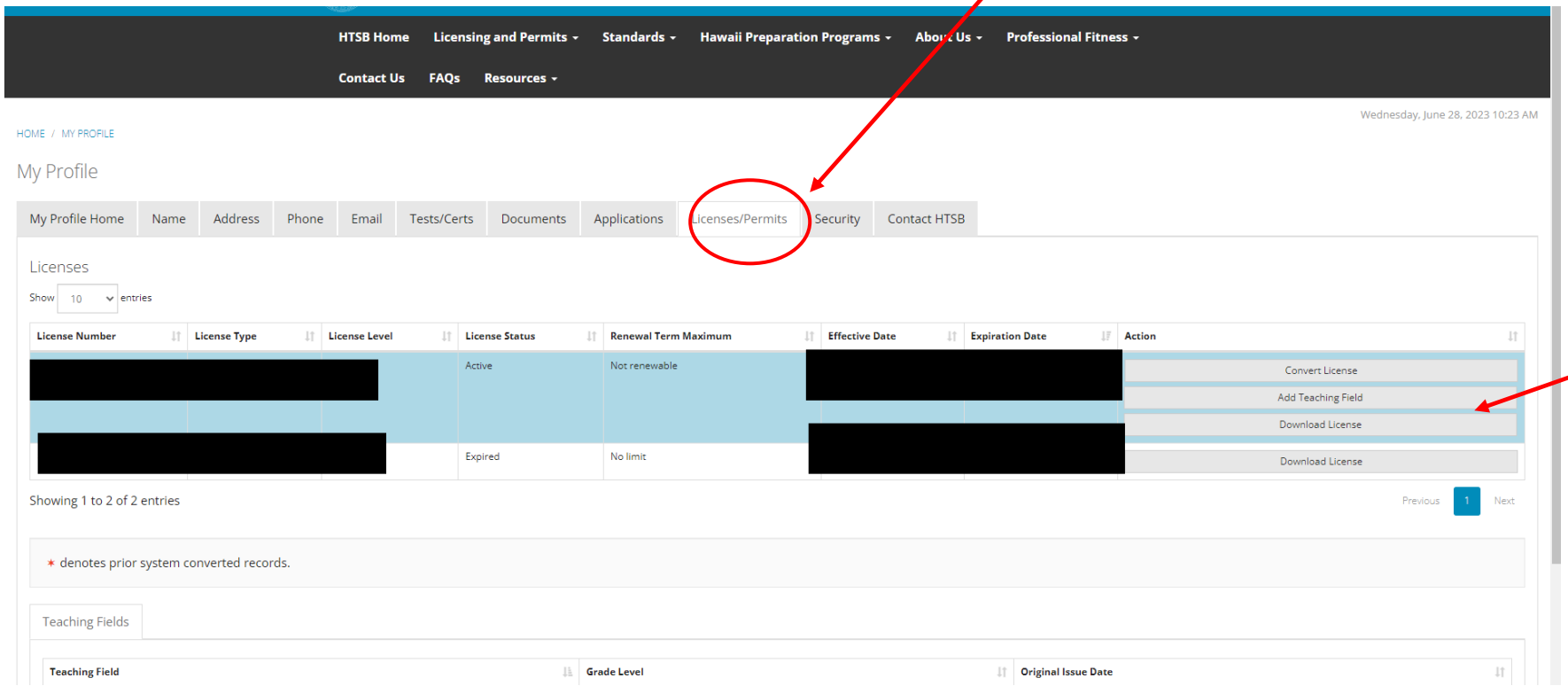
Add a Teaching Field

Be sure you are in the Licenses/Permits tab.

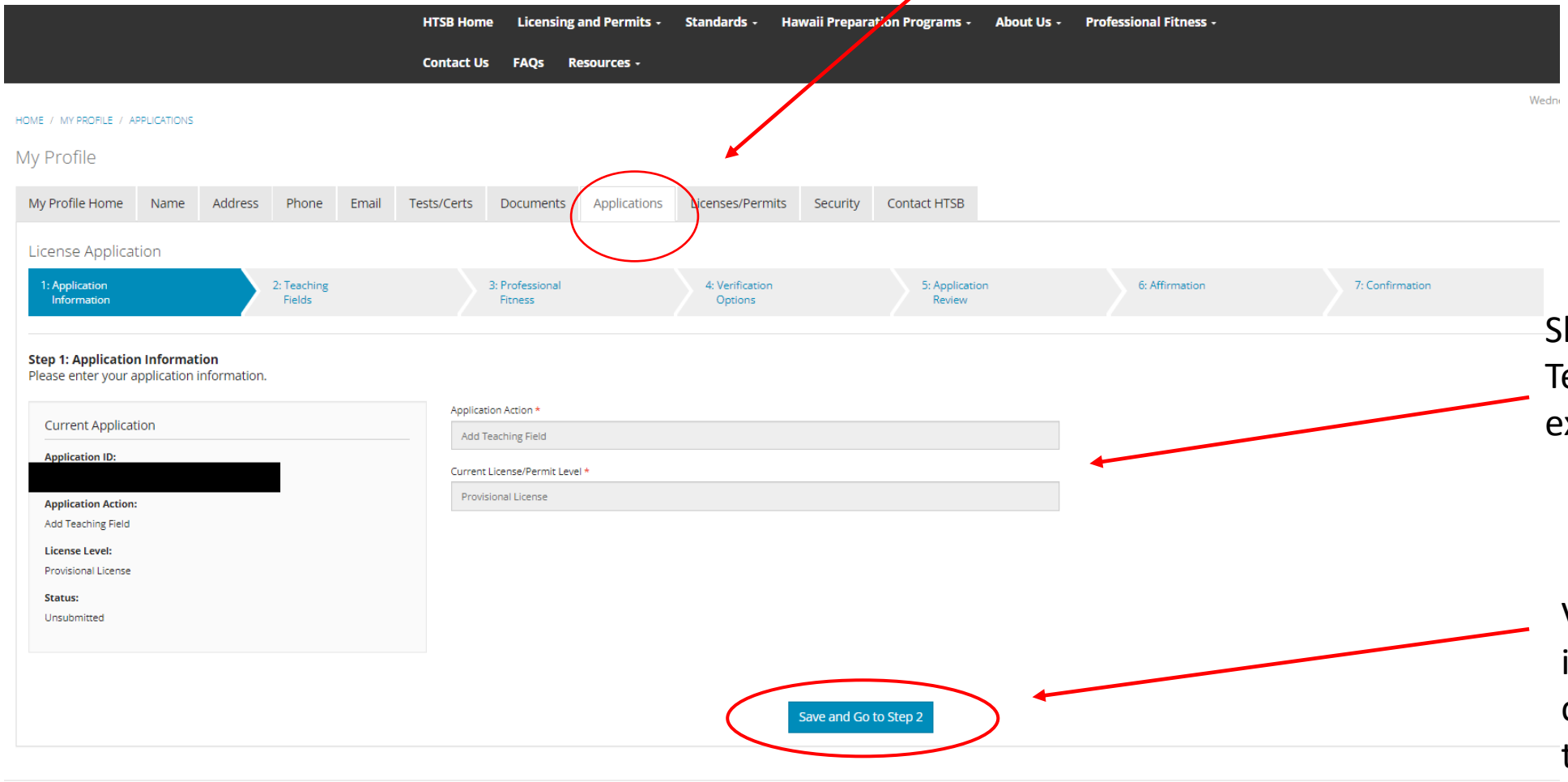


Click on Add Teaching Field.

HAWAIʻI TEACHER STANDARDS BOARD

Add a Teaching Field

You will link to the Applications tab.



Shows you will Add a Teaching Field to your existing license.

Verify correct information and then click on Save and Go to Step 2.

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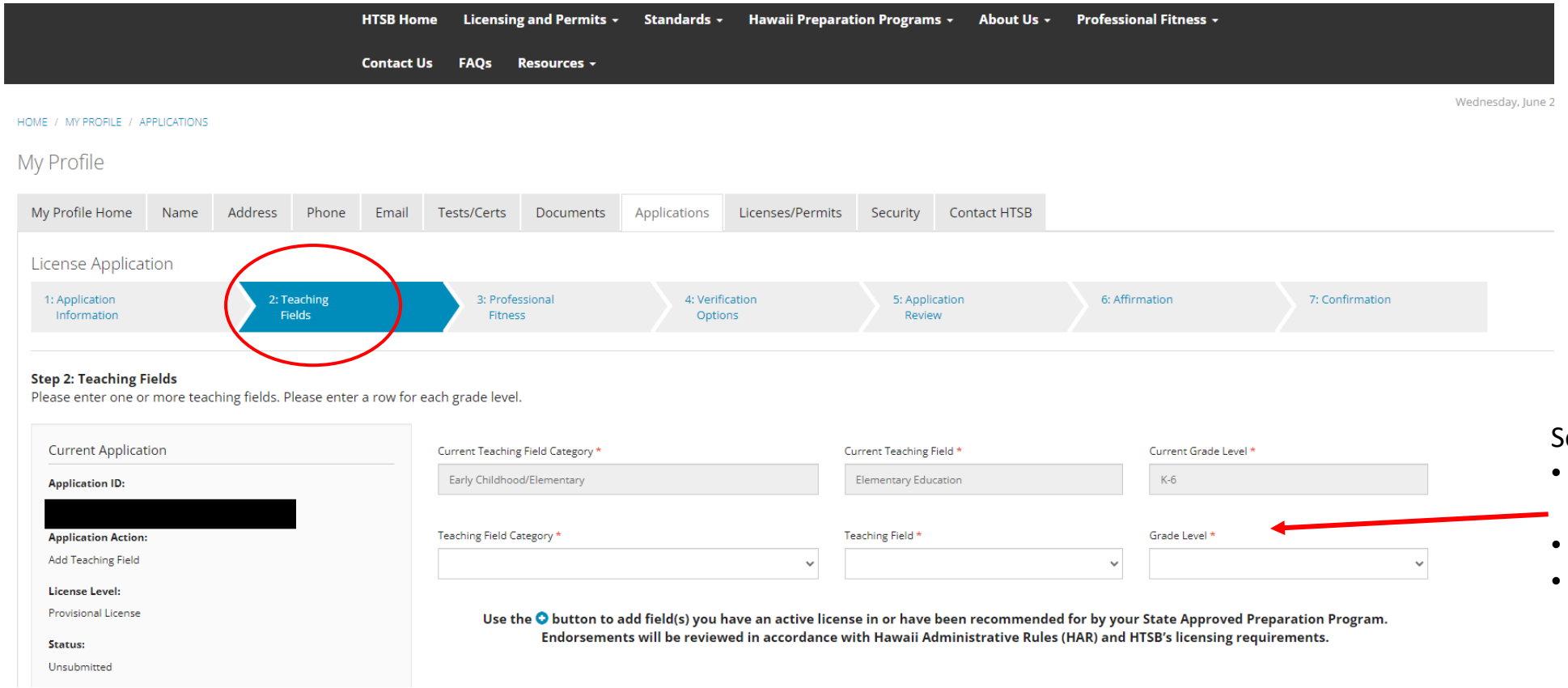
Add a Teaching Field



Select:

- Teaching Field Category for the subject.
- Teaching Field.
- Grade level.

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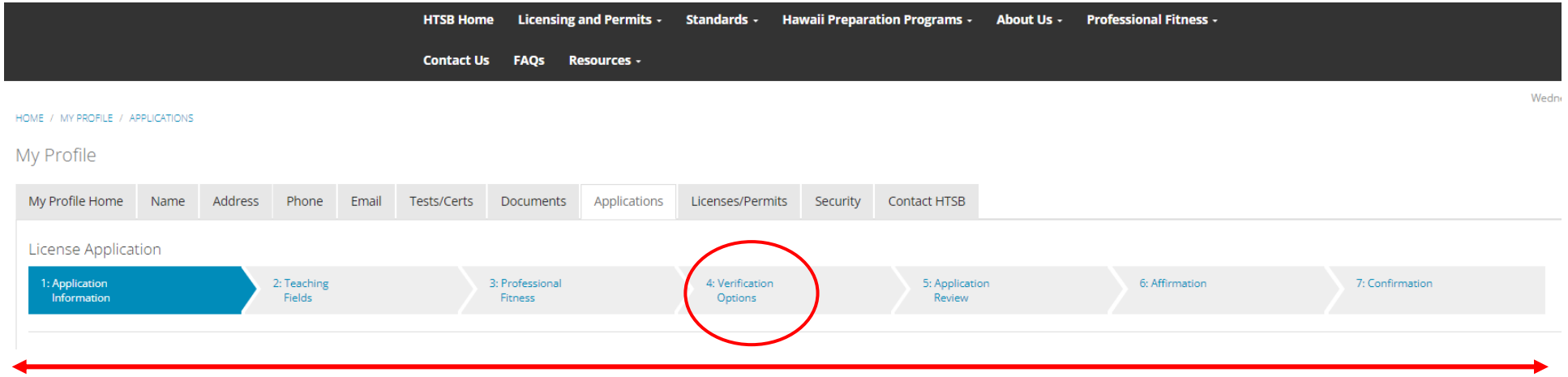
Add a Teaching Field



The progress bar will show all seven steps in the application.

Verification Step #4 will provide information on the evidence you are to submit. Scroll to the right and a window will appear.

Click save after each step and click Submit on Step 7.

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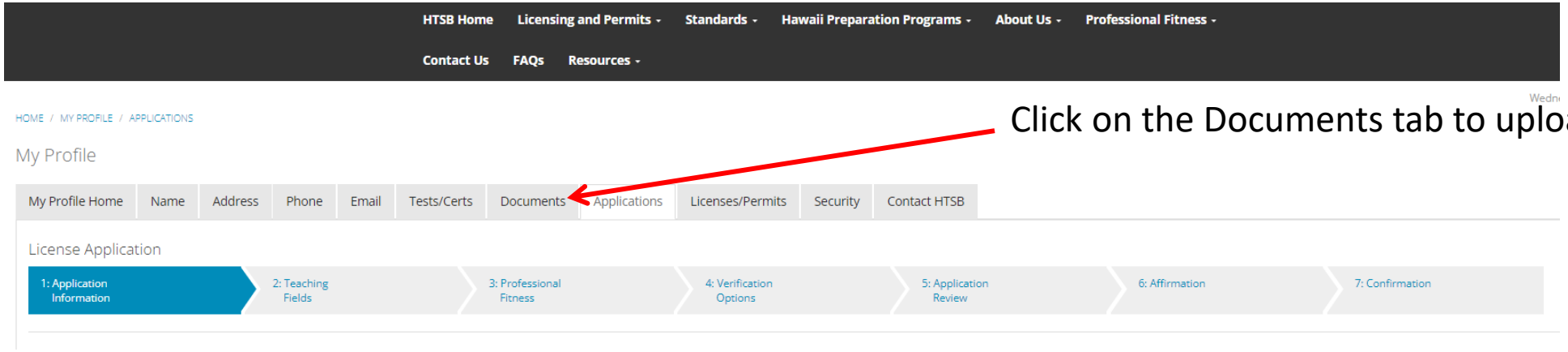
Add a Teaching Field

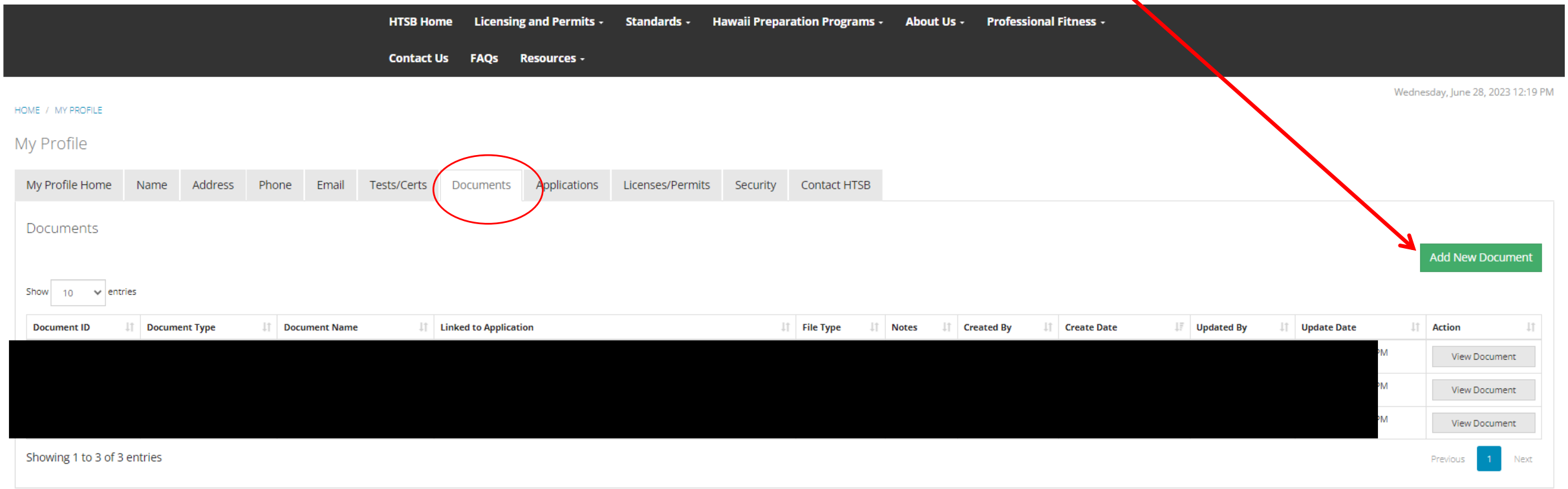


Click on the Documents tab to upload evidence.

HAWAIʻI TEACHER STANDARDS BOARD

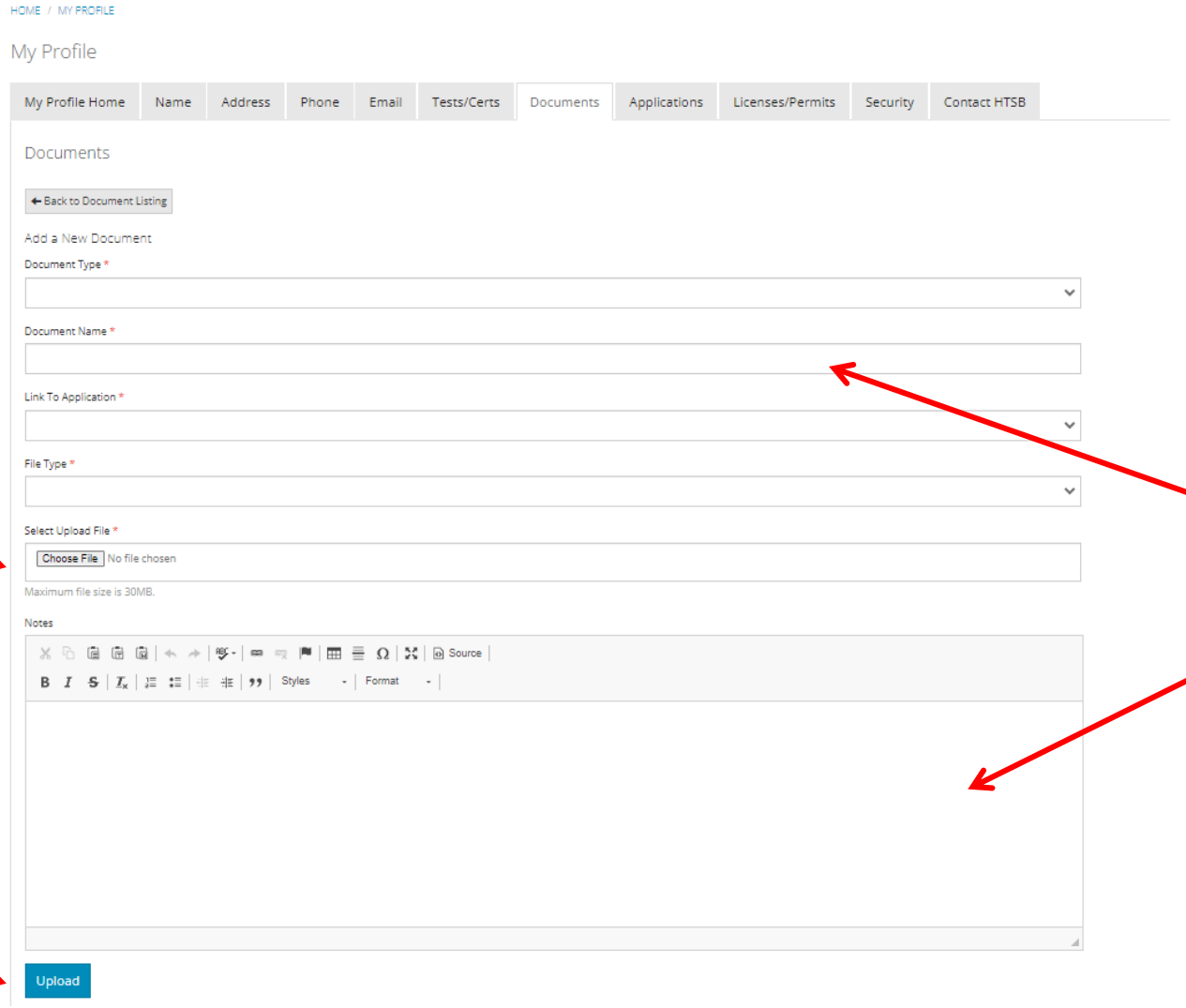
Add a Teaching Field

Click on the Add New Document to upload evidence.



A list of existing Documents is located in your Profile. Click View if you would like to see them.
Contact HTSB staff if you would like to delete a document and provide the Document ID

Add a Teaching Field



Choose the file from your computer.

Click Upload.

All fields with a * are required.

Use the drop-down menu to select the:

- Document Type
- Link to Application
- File Type

You must type in a Document Name.

You may provide a description in the Notes box.