

Submitting a Name Change Request

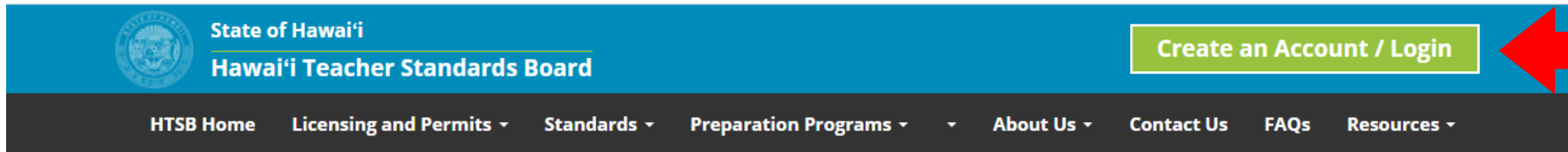
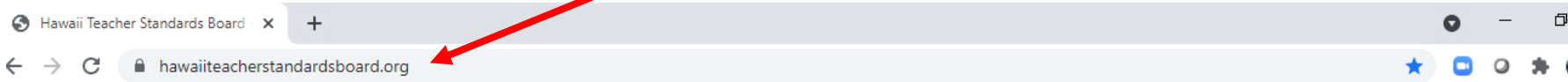


Hawai'i Teacher Standards Board

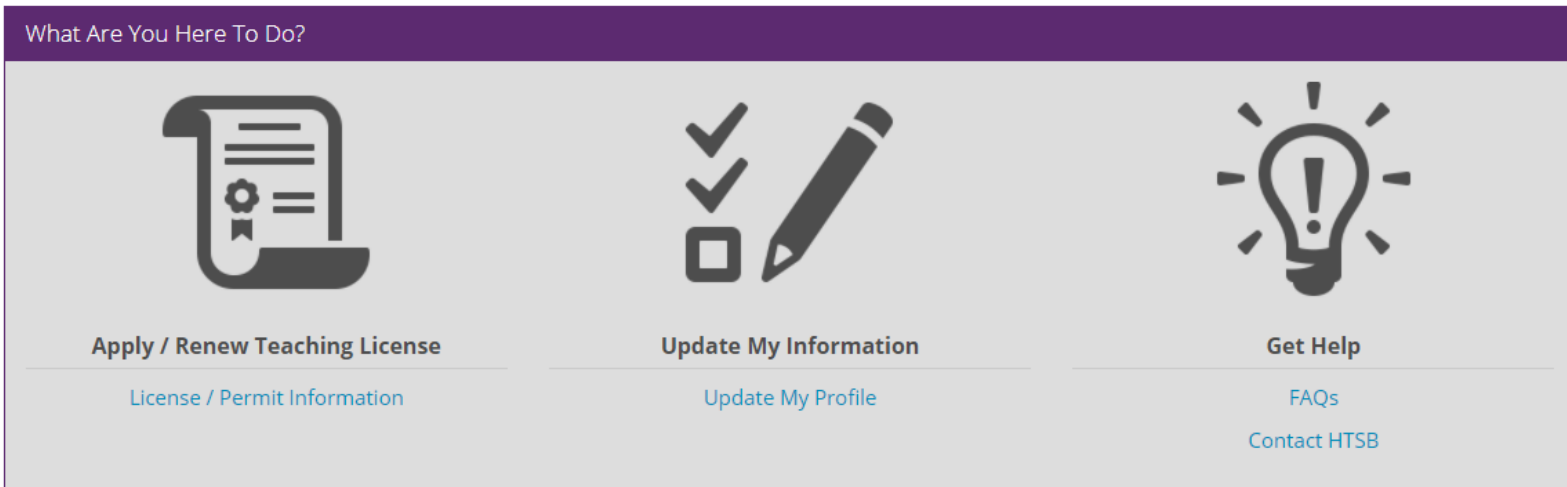


HTSB Website

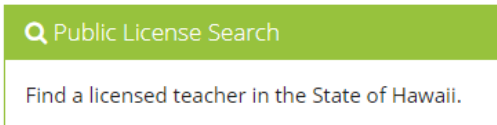
Open an internet browser and type in the HTSB website: hawaiiteacherstandardsboard.org



LOG IN



HTSB website



Recent HTSB Announcements

[Hawaii Celebrates Our 2020 New and Renewed NBCTs!](#)

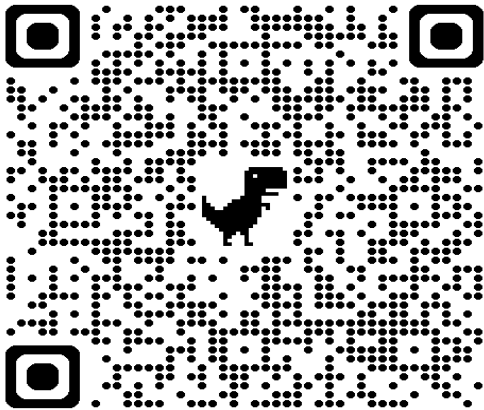


Multi-Factor Authentication

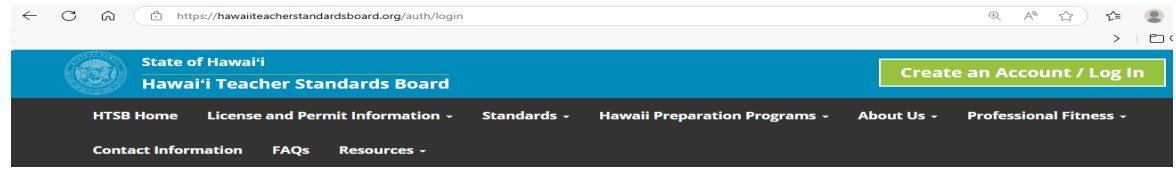


To view the Multi-Factor Authentication (MFA) How-to Guide, you may either:

1. Copy and paste the URL below to your browser, or
<https://bit.ly/htsbmfa>
2. Scan the QR Code.



If you do not see an email, please check your SPAM folder.

A screenshot of the login page. It features a 'Log In' section for current users with fields for 'Username' and 'Password', and links for 'Forgot username' and 'Forgot password'. A red box highlights a message: 'Multi-Factor Authentication Will Be Enabled on 8/1/25'. To the right, there is a 'New users' section with a 'Create an Account' button. A red arrow points from the QR code area to this login section.A screenshot of the 'Additional Security Verification' page. It shows 'Step 1: How should we contact you?' with a 'Select Verification Method' dropdown menu and a 'Send Verification Code' button. Below that, 'Step 2: Enter the verification code' is shown with a series of input boxes and a 'Verify' button.

HTSB My Profile Page

START

Click on the “Name” tab.

The screenshot shows the HTSB My Profile Page. At the top, there is a navigation bar with tabs: My Profile Home, Name, Address, Phone, Email, Contact HTSB, Applications, Documents, Licenses/Permits, Tests/Certs, and Security. The 'Name' tab is highlighted with a red box and a red arrow pointing to it from the text 'Click on the “Name” tab.' Below the navigation bar, the page content is divided into three main sections. The left section, titled 'My Current License / Permit', shows the user's HTSB ID as 015560, their status as 'Active', and a message stating they do not have any license or permit. A 'Go to applications' button is at the bottom of this section. The middle section, titled 'My Action Items', contains two items: 'Please Verify Your Personal Email Address' and 'Please Upload a Government Issued ID to Verify Your Identity'. The right section, titled 'My HTSB Transaction History', contains a table with one entry. A blue callout box with the text 'Read messages by clicking “View Email”.' has a red arrow pointing to the 'View Email' button in the table. At the bottom right, there is a speaker icon with sound waves.

My Profile Home **Name** Address Phone Email Contact HTSB Applications Documents Licenses/Permits Tests/Certs Security

Hi **015560**, welcome to your HTSB Profile.

✓ SSN Verified

My Current License / Permit

Your HTSB ID is **015560**.

User Status:
Active

You currently do not have any license or permit. Please go to the applications tab to apply for a new license or permit.

[Go to applications](#)

My Action Items

Please click on the links below to take action on your action items.

- [Please Verify Your Personal Email Address](#)
- [Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"](#)

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Student Teacher Permit Data Import Complete - New User	Complete Student Teacher application	HTSB	015560	11/14/2024 10:28 AM	View Email

Showing 1 to 1 of 1 entries

Previous **1** Next

Read messages by clicking “View Email”.

HTSB Name Tab

1
Check off the box
next to “Name
Change Request”.

2
Input your current
and former name
information.

My Profile

My Profile Home	Name	Address	Phone	Email	Contact HTSB	Applications	Documents	Licenses/Permits	Tests/Certs	Security
Current Name Information										
<input checked="" type="checkbox"/> Name Change Request Please see the Change Your Name page for additional instructions.										
First Name *		Middle Name		Last Name *		Suffix				
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>				
Social Security Number *		Birth Date *		Active-Duty Military Spouse? *						
<input type="text"/>		<input type="text"/>		<input type="radio"/> Yes <input checked="" type="radio"/> No						
<input type="button" value="Show Social Security Number"/>		<input type="button" value="Show Birth Date"/>								
Former Name Information										
First Name		Middle Name		Last Name		Suffix				
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>				
										<input type="button" value="Cancel"/> <input type="button" value="Save Name Changes"/>

3
Click on “Save
Name Changes”.



Upload Documents

4 Click on the Documents tab.

My Profile

My Profile Home Name Address Phone Email Contact HTSB Applications **Documents** Licenses/Permits Tests/Certs Security

Documents

Show 10 entries

Document ID	Document Type	Document Name	Linked to Application	File Type	Notes	Created By	Create Date	Updated By	Update Date	Action
	Other									View Document

Showing 1 to 1 of 1 entries

Previous 1 Next

[Add New Document](#)

5 Click on Add New Document to upload evidence.

6 Upload one of the following identifications that matches your new name.

Government Issued Photo Identification Accepted by HTSB:

- A valid U.S. passport or passport card;
- A valid international passport or passport card;
- A valid driver license issued by any U.S. state;
- A valid identification card issued by any U.S. state;
- A valid U.S. military or military dependent identification card;
- A valid U.S. Coast Guard Merchant Mariner identification card; or
- A Native American Tribal Document.

* **Please Note:** A school ID will not be accepted as a form of identification.

* If you're unsure how to upload documents to your HTSB account, please refer to our [Upload a Document](#) tutorial.



My HTSB Transaction History

My Profile Home Name Address Phone Email Contact HTSB Applications **Documents** Licenses/Permits Tests/Certs Security

welcome to your HTSB Profile.

You last logged in on

✓ ID Verified ✓ SSN Verified

My Current Permit

Your HTSB ID is

Download My Permit

User Status:
Active

License Level:

Status:
Active

Valid From / To:

Teaching Field(s):

View Permit Details

My Current License / Permit

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Application Approved		HTSB			Details View Email
Application Submitted		HTSB			Details View Email
Document Uploaded			HTSB		Details
Email Verification Confirmed		HTSB			Details View Email
Email Verification		HTSB			Details View Email
Student Teacher Permit Data Import Complete - New User		HTSB			View Email

Showing 1 to 6 of 6 entries

Previous 1 Next





HAWAI'I TEACHER
STANDARDS BOARD



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