Uploading a Document

Open an internet browser and type in the HTSB website: [hawaiiteacherstandardsboard.org](http://hawaiiteacherstandardsboard.org)

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

Type in your username or password.

Then click on the blue LogIn button.

Or click on Forgot Password.
Uploading a Document

Read messages by viewing My Transaction History.

Click on Licenses/Permits tab.

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

Click on the Documents tab to upload evidence.
Uploading a Document

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.
Uploading a Document

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.

Choose the file from your computer.

Click Upload.