

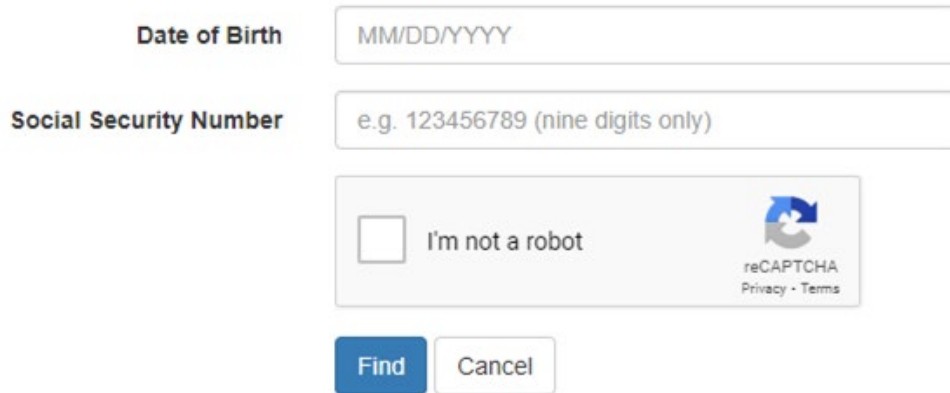
TNCompass How-To

Creating Your TNCompass User Account



Navigate to <https://tdoe.tncompass.org>. Click on the link that says **Register Now**.

Enter your date of birth and social security number. Check the box next to ***I'm Not a Robot***. Click ***Find***.



The image shows a registration form with the following fields and elements:

- Date of Birth**: A text input field with the placeholder "MM/DD/YYYY".
- Social Security Number**: A text input field with the placeholder "e.g. 123456789 (nine digits only)".
- I'm not a robot**: A checkbox next to the text "I'm not a robot".
- reCAPTCHA**: A reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".
- Find**: A blue button.
- Cancel**: A white button with a grey border.

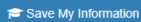
IF you see a yellow box, indicating that ***An educator account has already been registered***, it means that you are already registered with TNCompass. DO NOT register as an out-of-state educator if prompted. If you've forgotten your credentials, use the ***Reset Password*** option or ***Contact Support***.

You will need to enter your personal information to create your TNCompass account. Click ***Save My Information*** when completed.

 New Applicant



 Please enter your personal information to create your TNCompass account.



Prefix		Primary Email	
First Name		Address Line 1	
Middle Name		Address Line 2	
Last Name		Postal Code	
Maiden Name		City	
Suffix		State (Abbreviation)	e.g. TN
Date of Birth	MM/DD/YYYY	Primary Phone	
SSN	e.g. 123456789 (digits only)	The following information is collected for the purposes of federal reporting requirements. Please provide responses for ethnicity, race and gender.	
Social Security Numbers are always encrypted, and only the last four digits will be displayed on this website.		Gender	M or F
		Ethnicity	
		Race	☐ White ☐ Black or African American ☐ Asian

You will need to create a username and password. Your username must be a permanent email account that you access regularly. **DO NOT USE your tntech or school district email address.** Please make sure the password meets all of the criteria for passwords. Click **Create Account** when finished.

 Applicant Account 

Finally, please enter an email (username) and password.

Please Note: the password you are creating is specifically for TNCompass

Email	
Confirm Email	
Password	
Confirm Password	

Passwords must be at least 8 characters long and must contain at least one of each of the following:

- Number i.e. 0-9
- Lowercase Letter i.e. a - z
- Uppercase Letter i.e. A - Z
- Special Character i.e. !#\$%^&

[Create Account](#) [Cancel](#)

You will need to verify the email you provided and activate your TNCompass account by clicking on the provided link. You will be guided back to TNCompass and receive a message that your email has been confirmed. **Click Log In.**

Navigate to <https://tdoe.tncompass.org>. Enter your Username and Password and click **Log In**.

You will be prompted to confirm your account details. If the details are not correct, click the **Update** button and update your information, otherwise click the **Confirm** button to confirm that your details are correct.

You can find us in
TJ Farr room 102.



If you have questions, please
email

TeacherEducation@tntech.edu