## Putting the Pieces Together

Any DPS teacher, including all current and prospective teacher leaders, have instant access to view their Teacher Leader Eligibility on their profile within Infor HR, including eligibility status for Senior/Team Lead, Regional/Team Specialist, and New Teacher Ambassador roles.

This guide outlines how to:

- Log in to Infor HR - ([pg. 2](#))
- View Your Teacher Leader Eligibility - ([pg. 4](#))

## Which Outcome to Expect

Upon completion of this process, teachers will know which Teacher, Leadership & Collaboration roles they are eligible for.

## Navigating the Process

Related Guides:

- View Teachers on Your TLC Team (Employee)
- View Your Teacher Leader Stipend (Employee)

To locate these guides, check out the Infor HR Resource Center.

## Who To Contact

Please contact the TLC team at teacherleader@dpsk12.org if you have any questions.
**ACTION:**
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit (a)** under the **Employee Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
ACTION:
View Your Teacher Leader Eligibility

1) Click on My Profile (a) at the top of the screen.

2) From the At a Glance (a) tab on the left, scroll down to the Teacher Leadership - Projected Eligibility (b) section.

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- The table below explains the possible eligibility statuses you might encounter, and what they mean:

<table>
<thead>
<tr>
<th>Eligibility Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible</td>
<td>You meet all qualifications to apply to the position.</td>
</tr>
<tr>
<td>Not Eligible for Next School Year</td>
<td>You have not met qualifications.</td>
</tr>
<tr>
<td></td>
<td>(Ex: Does not have a LEAP rating of Effective or higher for previous school)</td>
</tr>
<tr>
<td>Insufficient Data</td>
<td>DPS does not have enough data to confirm eligibility.</td>
</tr>
<tr>
<td></td>
<td>You are encouraged to provide teacher effectiveness data to the hiring manager</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Default value for all non-teacher employees.</td>
</tr>
</tbody>
</table>