Putting the Pieces Together
All school leaders at DPS have instant access to view Teacher Leader Eligibility of their direct reports 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 Current Staff Teacher Leader Eligibility - (pg. 4)

Which Outcome to Expect
Upon completion of this process, school leaders will know which Teacher, Leadership & Collaboration roles their direct reports are eligible for.

Navigating the Process
Related Guides:
- Post a Job Opening - Teacher Leader Positions (Manager/Proxy)
- View Release Time of My Senior/Team Leads (Manager/Proxy)
- How to Adjust TLC Teams (Manager/Proxy)
- View Teacher Leaders & Their Team (Manager/Proxy)
- Upload Senior/Team Lead Teams (Manager/Proxy)
- View Current Teacher Leaders’ Stipends (Manager/Proxy)

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 **Manager 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 Current Staff Teacher Leader Eligibility

1) Click the Manager (a) link on the left to access Manager Space.

2) Then, using the My Staff (a) dropdown, click on My Staff (b).
Please Note

- You will need to access the profile of specific individual(s) on your team who you would like to check Teacher Leader Eligibility for. You will not be able to see eligibility for all of your staff on a single screen.

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

<table>
<thead>
<tr>
<th>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. (Ex: Does not have a LEAP rating of Effective or higher for previous school year.)</td>
</tr>
<tr>
<td>Insufficient Data</td>
<td>DPS does not have enough data to confirm eligibility.</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Default value for all non-teacher employees.</td>
</tr>
</tbody>
</table>

3) Click on the employee (a) you want to view eligibility for in the list on the left. Then, click on the View Full Profile (b) button.

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