

Requesting eTIGER Access for CTE Instructors and Staff

Beginning in April 2016, CTE directors are the only supervisors who are able to request eTIGER access for instructors and staff. The following are the procedures to request eTIGER access:

The access form, called *TDOE Application Access Form - District & School Level Request*, can be found [here](#).

1. CTE directors must use this form to request new access, modification of access, or removal of access (inactivation) for instructors or CTE district staff.
2. Under the “eTIGER” section of the form, teachers are given only the following access:
 - Instructor
 Under the “eTIGER” section of the form, CTE staff can be given the following access:
 - Read-Only
 - User (only with appropriate justification, as this is CTE director access)
3. In the “Justification” box, please ensure the following is clearly stated:
 - a. For CTE instructors, state that the applicant is a “CTE teacher who needs eTIGER access to provide data reporting for their classes,” and write in the instructor’s endorsements, career cluster, and courses taught.
 - b. For CTE staff (non-teachers), state that the applicant is a “CTE staff member who needs eTIGER access to assist the CTE director in their duties”.
4. Enter your name and title for “Supervisor’s Name” and “Title.”
5. Review the form, ensuring that all fields are complete, including Teacher License Number, and email the form to your [EIS district contact](#). The EIS contact can only accept forms submitted and signed as supervisor from the CTE director, not staff or instructors.

The department suggests that you pre-fill the form with the appropriate access levels if you must complete this form for several users. Then, have instructors or CTE district staff complete the top portion and fill their name at the bottom of the form for “Employee Name.” Once returned to you for review, you can send along to your [EIS district contact](#).

