

TNCompass CEO: Superintendent Guide

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FAQ

How do I submit CEO attendance credit for approval?

- Login to TNCompass. When the **Home** page displays, select **My Educator Profile** under the **Quick Links** section.
- Select the **CEO** profile tab.
- Locate and click **Add CEO Attendance** on the **CEO** profile tab.
- Enter the **Start** and **End** dates of the event to be submitted for approval.
- Enter the name of the event in the **Professional Learning Event** text box.
- Enter the number of **Days** earned. For example, if two days have been earned, simply enter 2.
- Click the **Add** button to create the attendance record.
- Next to the new event record, locate and select **Add** to attach supporting documentation.
- Choose the PDF, image, or Word document to attach from the local computer.
- Optionally enter text in the **Description** text box.
- Click **Continue** to advance to the **Review & Submit** step of the wizard.
- Review the CEO attendance events for accuracy and proper supporting documentation.
- If a change is needed, click **Back** to make edits as desired.
- In the **Notes** section, optionally provide clarifying information about the submission. At the time of the approval, notes will be reviewed by the Tennessee Department of Education.
- Click **Submit**.
- To confirm the submission, enter the **PIN** and click **Submit**.
- If the PIN is not known, select **Access My PIN** to retrieve it.
- Ensure the green dialogue box is displayed to verify submission.
- Click **Return to Profile**.

Who approves my CEO attendance credit?

The Tennessee Department of Education will review CEO event attendance submissions. When the attendance is approved, credit days will automatically be awarded to the superintendent's CEO profile in TNCompass.

CEO Profile

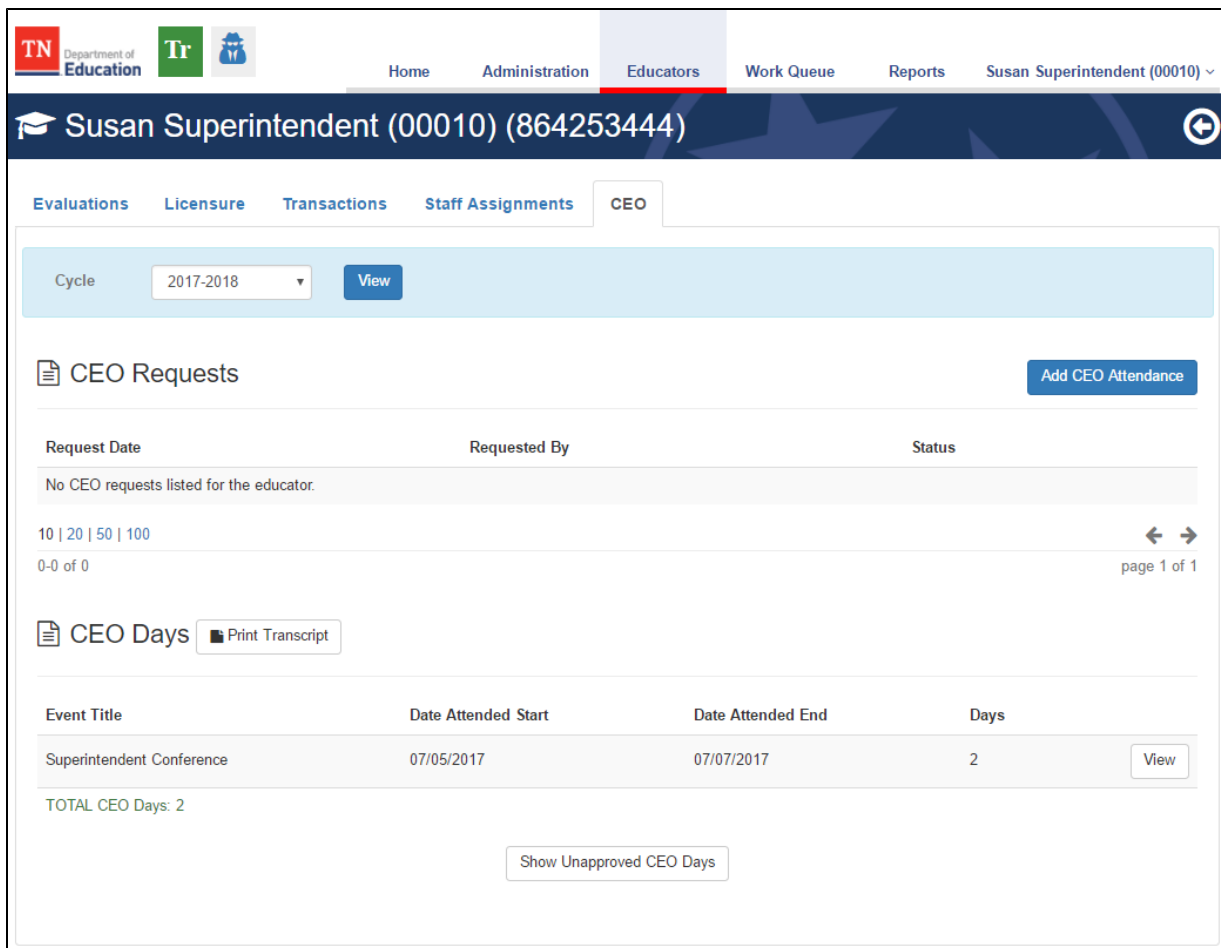
- Login to TNCompass. When the **Home** page displays, select **My Educator Profile** under the **Quick Links** section.
- Select the **CEO** profile tab.
- In the **Cycle** drop down, select the desired CEO cycle and click **View**.
- To export the transcript to a PDF for the selected cycle, click **Print Transcript**.

i The **Cycle** drop down will always default to the current cycle.

i Active CEO requests that have not yet been approved by the Tennessee Department of Education will appear under **CEO Requests**.

i CEO requests that have been approved will appear under **CEO Days**.

i CEO requests that have been denied will appear by clicking **Show Unapproved CEO Days** at the bottom of the profile page.



Susan Superintendent (00010) (864253444)

Evaluations Licensure Transactions Staff Assignments CEO

Cycle: 2017-2018 **View**

CEO Requests **Add CEO Attendance**

Request Date	Requested By	Status
No CEO requests listed for the educator.		

10 | 20 | 50 | 100
0-0 of 0 page 1 of 1

CEO Days **Print Transcript**

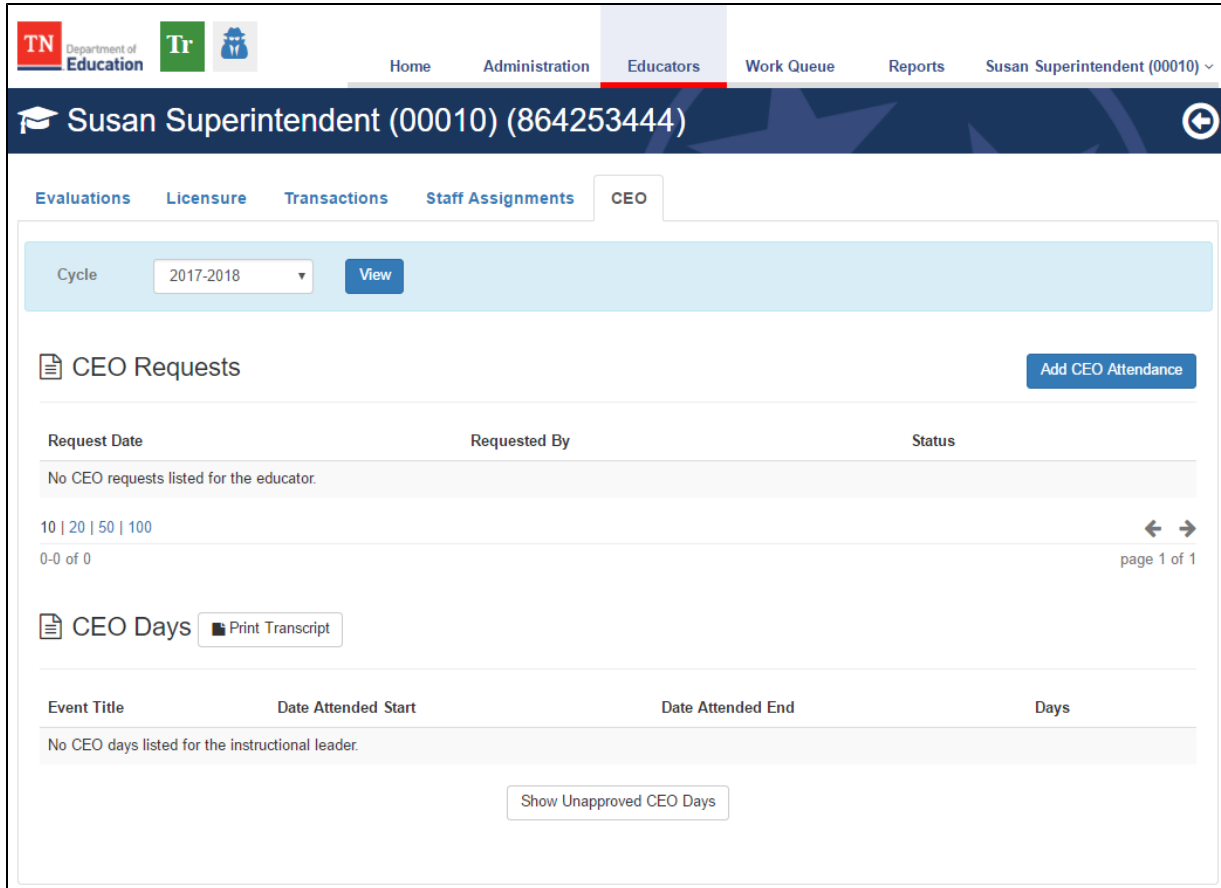
Event Title	Date Attended Start	Date Attended End	Days
Superintendent Conference	07/05/2017	07/07/2017	2 View

TOTAL CEO Days: 2

Show Unapproved CEO Days

CEO Attendance Submission

- Locate and click **Add CEO Attendance** on the **CEO** profile tab.



Susan Superintendent (00010) (864253444)

Educators

CEO

Cycle: 2017-2018 [View](#)

CEO Requests [Add CEO Attendance](#)

Request Date	Requested By	Status
No CEO requests listed for the educator.		

10 | 20 | 50 | 100 [←](#) [→](#)

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CEO Days [Print Transcript](#)

Event Title	Date Attended Start	Date Attended End	Days
No CEO days listed for the instructional leader.			



[Show Unapproved CEO Days](#)


- Enter the **Start** and **End** dates of the event to be submitted for approval.
- Enter the name of the event in the **Professional Learning Event** text box.
- Enter the number of **Days** earned. For example, if two days have been earned, simply enter 2.
- Click the **Add** button to create the attendance record.


 Multiple events may be reported in a single submission by repeating the previous steps.

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[Reports](#)
[Susan Superintendent \(00010\) ▾](#)


Susan Superintendent (00010) (864253444)


CEO Wizard 

-  Add CEO Attendance
- Review & Submit
- Completed

2017-2018 CEO Cycle

Dates Attended*

Start End

Professional Learning Event*

Days*




[+ Add](#)

Start Date	End Date	Event	Days
You must enter at least one attendance item to continue.			



[Cancel](#) [Continue](#)


- Next to the new event record, locate and select **Add** to attach supporting documentation.
- Choose the PDF, image, or Word document to attach from the local computer.
- Optionally enter text in the **Description** text box.
- Click **Continue** to advance to the **Review & Submit** step of the wizard.


 Supporting documentation is required for each CEO attendance event reported in a submission.

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Susan Superintendent (00010) (864253444)


CEO Wizard 

-  Add CEO Attendance
- Review & Submit
- Completed

2017-2018 CEO Cycle

Dates Attended*

Start End

Professional Learning Event*

Days*

[+ Add](#)

Start Date	End Date	Event	Days
07/05/2017	07/07/2017	Superintendent Conference	2

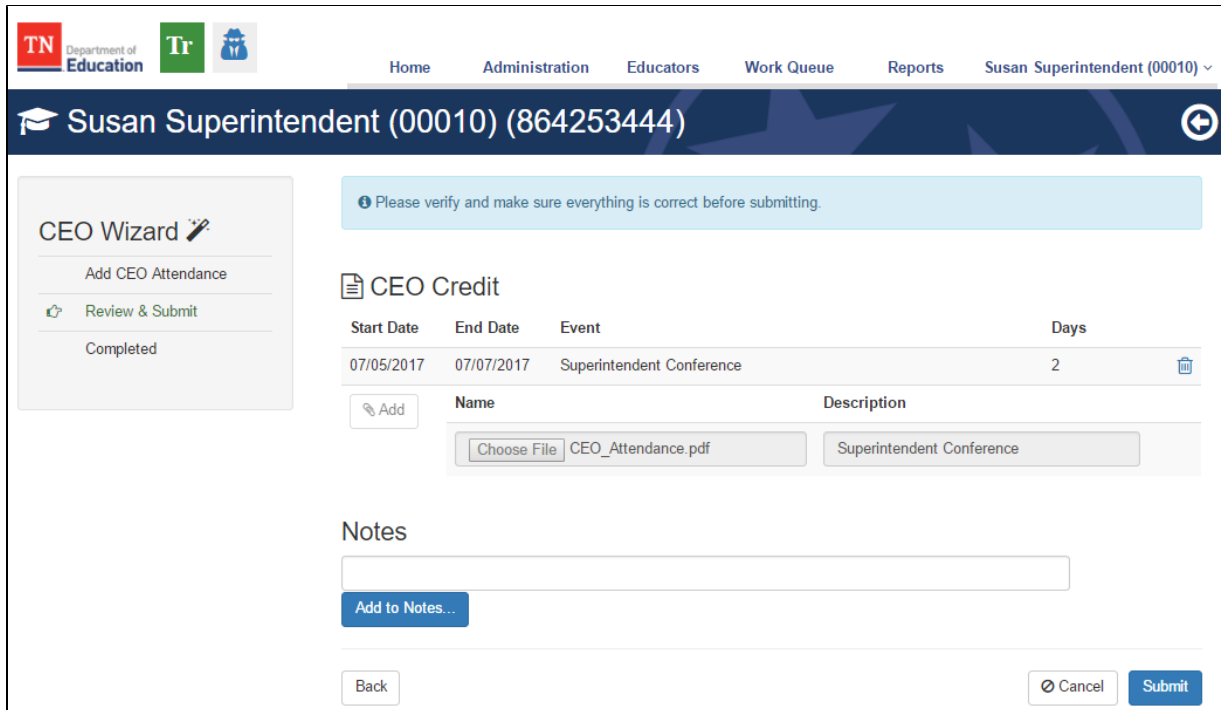
[Add](#)

Name
Description

At least one supporting document must be provided per event attended.

[Cancel](#)
[Continue](#)

- Review the CEO attendance events for accuracy and proper supporting documentation.
- If a change is needed, click **Back** to make edits as desired.
- In the **Notes** section, optionally provide clarifying information about the submission. At the time of the approval, notes will be reviewed by the Tennessee Department of Education.
- Click **Submit**.



CEO Wizard

- Add CEO Attendance
- Review & Submit
- Completed

Please verify and make sure everything is correct before submitting.

CEO Credit

Start Date	End Date	Event	Days
07/05/2017	07/07/2017	Superintendent Conference	2

[Add](#)

Name **Description**

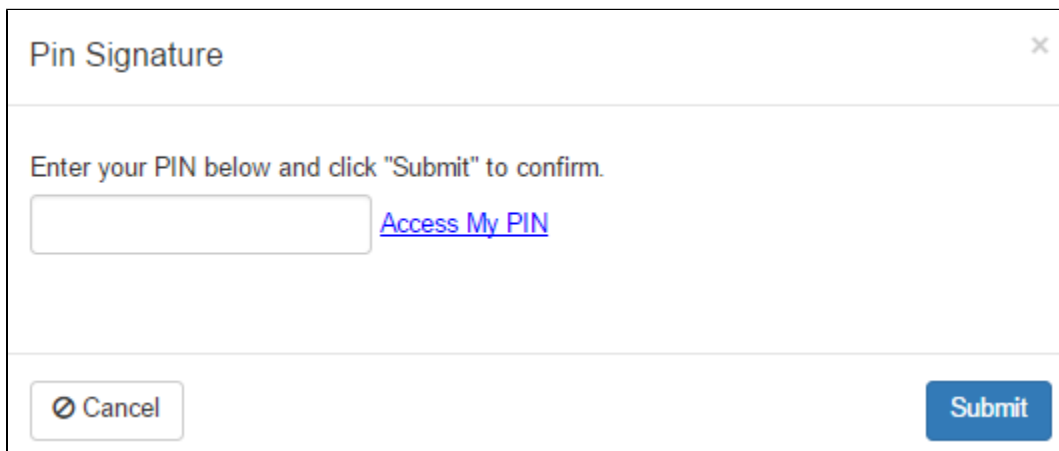
[Choose File](#) CEO_Attendance.pdf Superintendent Conference

Notes

[Add to Notes...](#)

[Back](#) [Cancel](#) [Submit](#)

- To confirm the submission, enter the **PIN** and click **Submit**.
- If the PIN is not known, select **Access My PIN** to retrieve it.



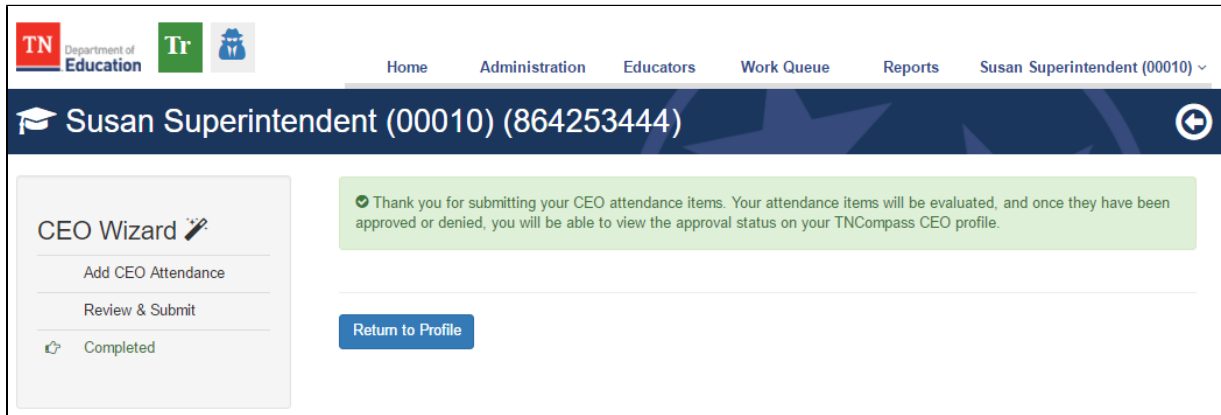
Pin Signature

Enter your PIN below and click "Submit" to confirm.

[Access My PIN](#)

[Cancel](#) [Submit](#)

- Ensure the green dialogue box is displayed to verify submission.
- Click **Return to Profile**.



- The submission now appears under **CEO Requests**.
- Next to the request, click **View** to review and edit notes as needed.

