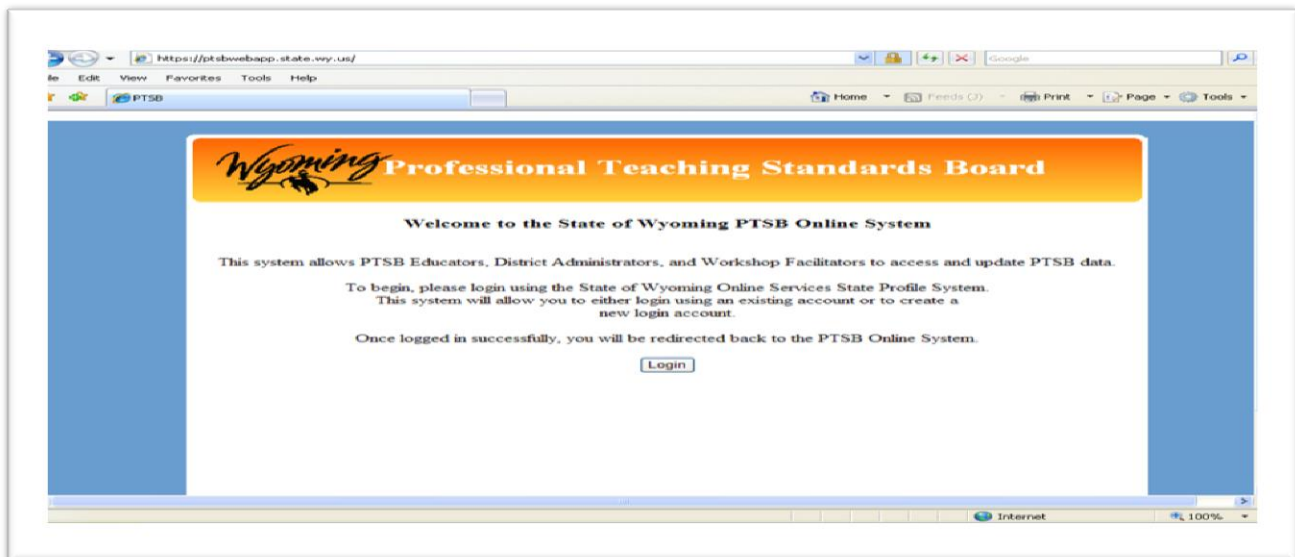


DISTRICT UPLOAD INSTRUCTIONS

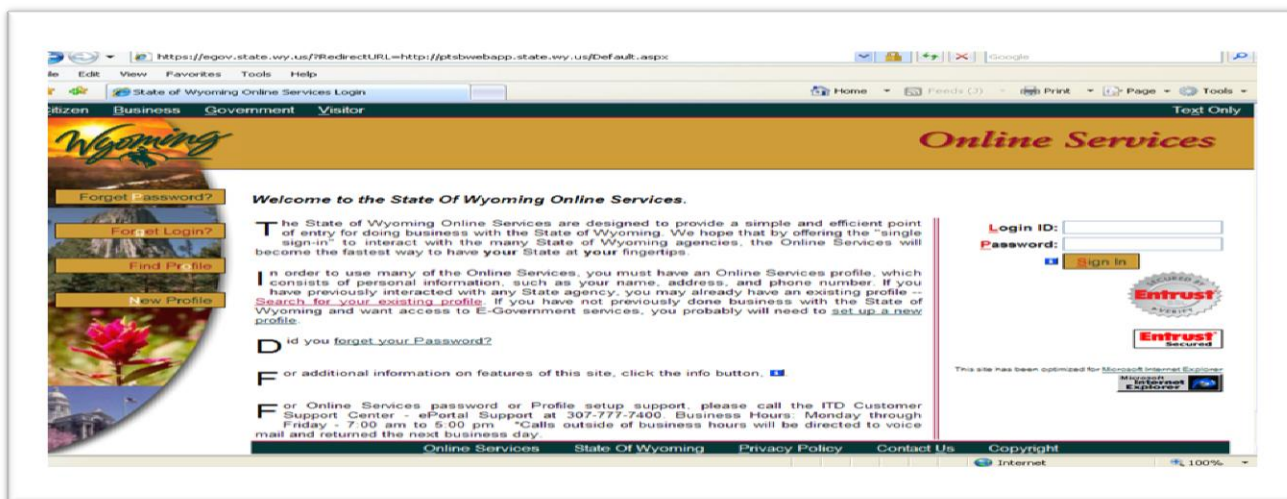
From our home page, you will need to click ONLINE LOGIN (text link at the top right side of the screen).



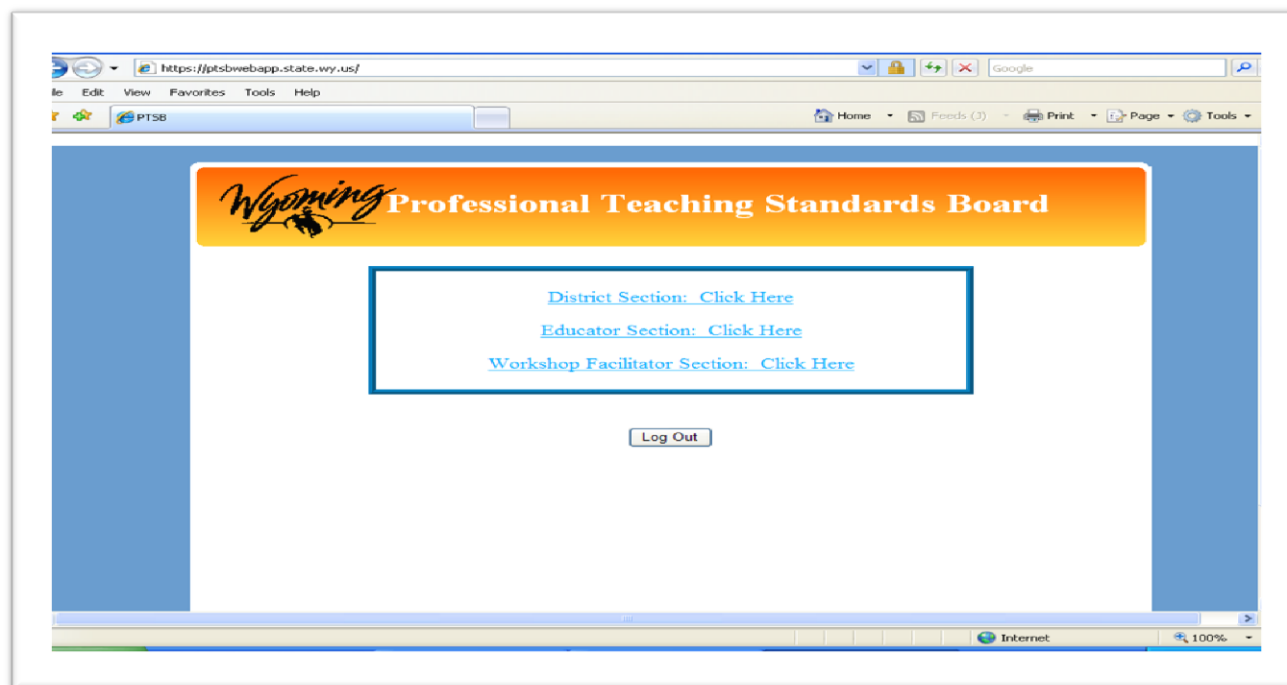
Once you have clicked online login, you will get this page:



Once you get to this page, click login. Now you will be redirected to another site and to the right side of the screen you will put in your login information (login ID and password).



Now that you have entered in your login information and clicked on sign in you will be directed back to our website:



Once on this page you will need to select **District Section**.

Now that you have clicked on district section you will see this screen:

The screenshot shows a web browser window with the URL <https://ptsbwebapp.state.wy.us/DistrictCode.aspx>. The page features the Wyoming Professional Teaching Standards Board logo at the top. Below the logo, the text reads: "Please enter your District Code to Continue". Underneath this, it says "District Code Verification" and "To Obtain the Code, contact the main district office. The PTSB can not provide this code! Do not contact the Board for this Code!". There is a text input field labeled "DISTRICT CODE:" and a "CONTINUE" button. A "PTSB Main Menu" button is located on the right side. At the bottom, there is a footer with the Professional Teaching Standards Board contact information: "1920 Thomas Avenue, Suite 400, Cheyenne, WY 82002" and "Phone (307) 777-6261 | Fax (307) 777-5718".

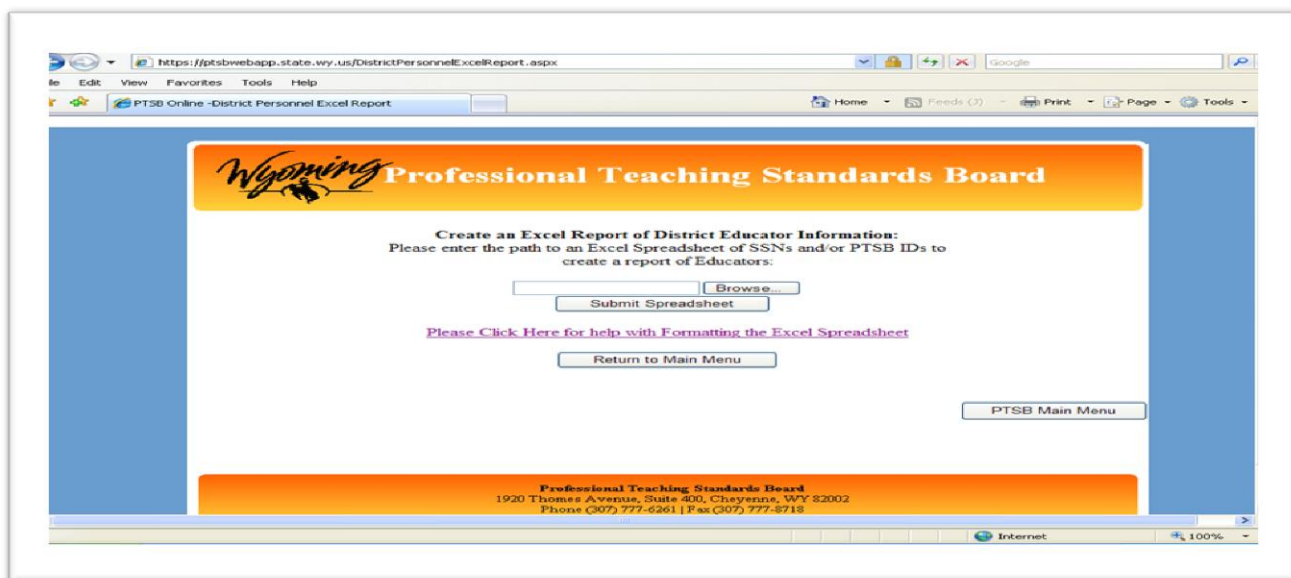
On this page you will enter in your already assigned district code and then click continue. Once you have entered in your district code you will see the following screen and will have two options to select from:

Find District Personnel Data

Create an Excel Report of Personnel Data

The screenshot shows a web browser window with the URL <https://ptsbwebapp.state.wy.us/DistControlPanel.aspx>. The page features the Wyoming Professional Teaching Standards Board logo at the top. Below the logo, the text reads: "As a District Administrator for the district of Albany County School District #1 the following options are currently available to you." There are two bullet points: "Find District Personnel Data" and "Create an Excel Report of Personnel Data". A "PTSB Main Menu" button is located on the right side. At the bottom, there is a footer with the Professional Teaching Standards Board contact information: "1920 Thomas Avenue, Suite 400, Cheyenne, WY 82002" and "Phone (307) 777-6261 | Fax (307) 777-5718".

To do a batch upload of social security numbers you will want to select “Create an Excel Report of Personnel Data.” Once you have clicked on create an excel report you will get the following screen:



On this screen you will need to click “Please click here for help with formatting the excel spreadsheet” (this link is purple).

After you have clicked on the link you will be directed to another page with detailed instructions on how to create your excel spread sheet. Follow these instructions closely and you will be able to upload your personnel data.

Now that you have created an excel spreadsheet you will need to save that document in your documents.

On this page you will need to select the browse button and it should open up your documents. Select the file name you gave your spreadsheet and finally click on submit spreadsheet.