

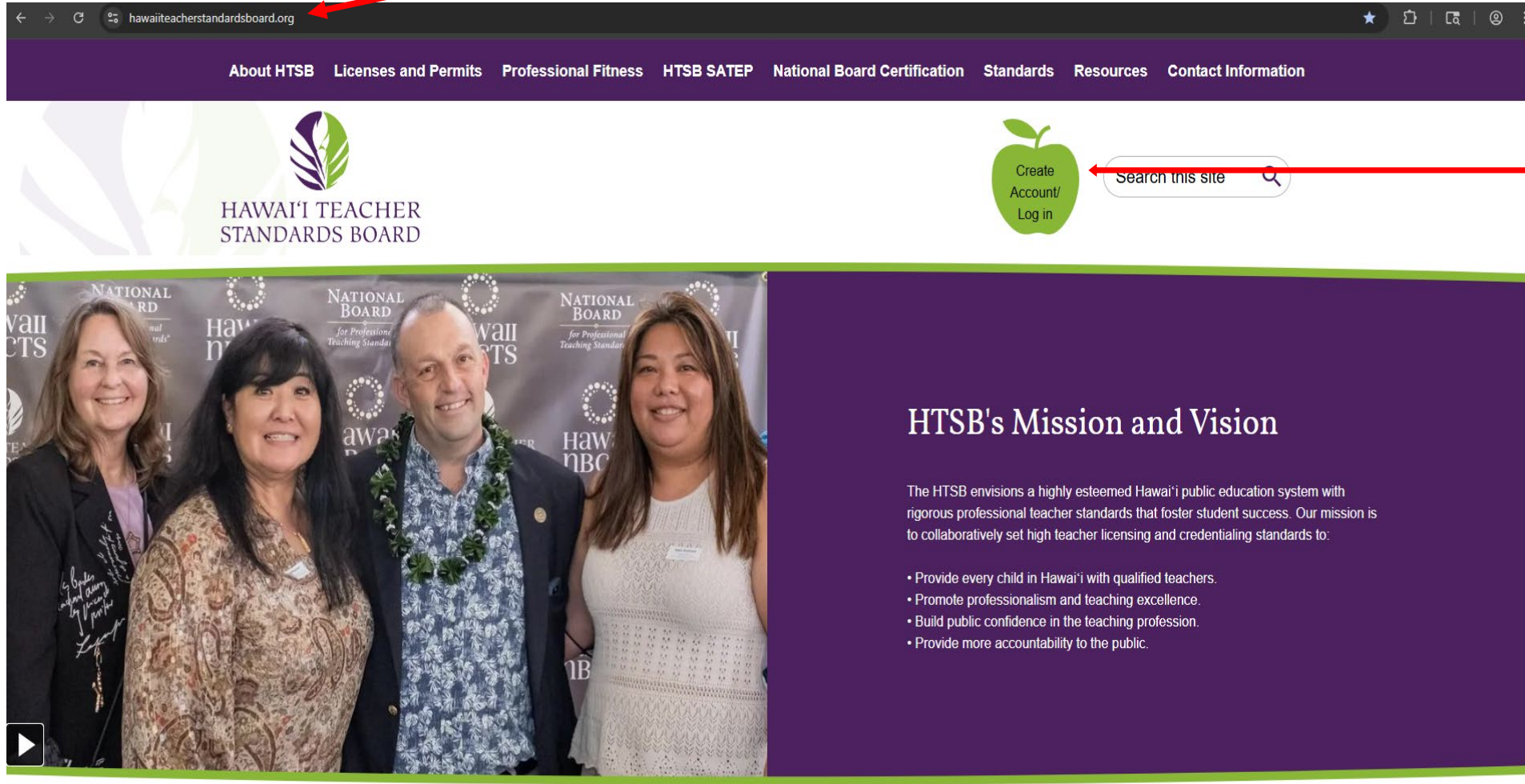
Submitting a Name Change Request



Hawai'i Teacher Standards Board

HTSB Website

Open an internet browser and type in the HTSB website: hawaiiteacherstandardsboard.org



LOG IN



HTSB website

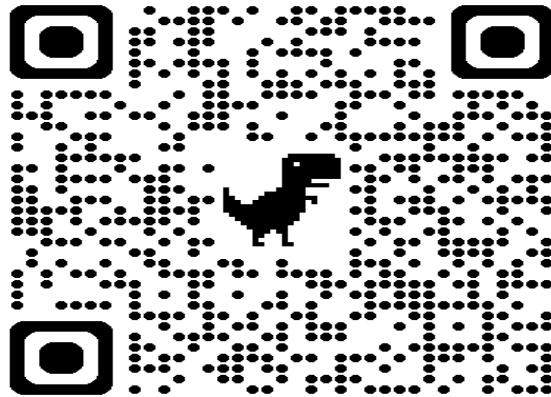




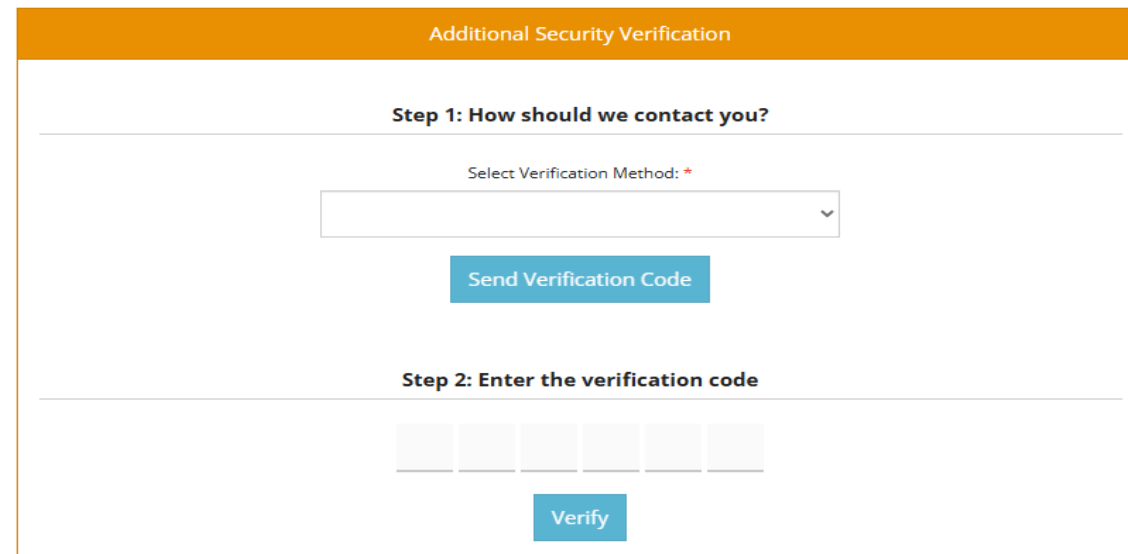
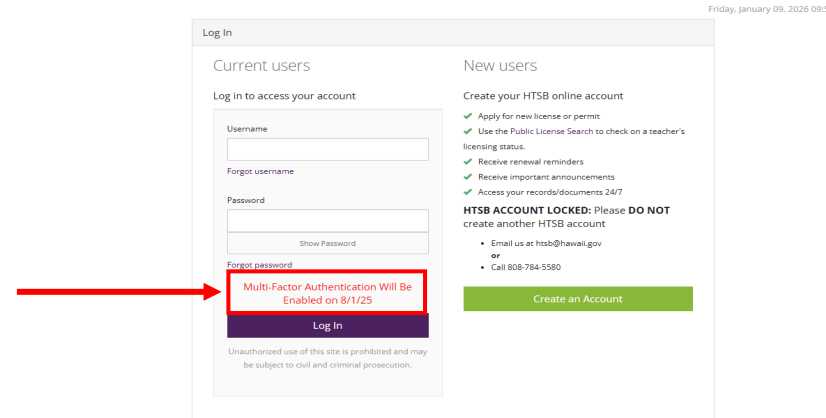
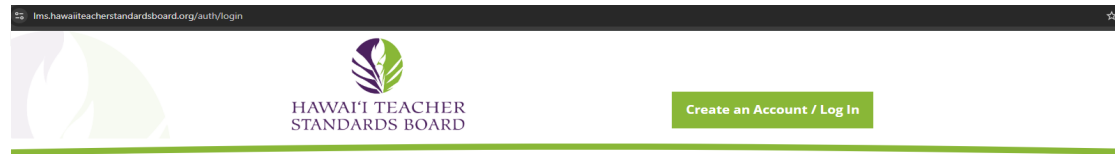
Multi-Factor Authentication

To view the Multi-Factor Authentication (MFA) How-to Guide, you may either:

1. Copy and paste the URL below to your browser, or
<https://bit.ly/4qRoLij>
2. Scan the QR Code.



If you do not see an email, please check your SPAM folder.



HTSB My Profile Page

START

Click on the "Name" tab.

My Profile Home **Name** Address Phone Email Contact HTSB Applications Documents Licenses/Permits Tests/Certs Security

Hi [Name], welcome to your HTSB Profile.

SSN Verified

My Current License / Permit

Your HTSB ID is [ID]

User Status:
Active

You currently do not have any license or permit. Please go to the applications tab to apply for a new license or permit.

[Go to applications](#)

My Action Items

Please click on the links below to take action on your action items.

- [Please Verify Your Personal Email Address](#)
- [Please Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"](#)

My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Student Teacher Permit Data Import Complete - New User	Complete Student Teacher application	HTSB	[Email]	[Date]	View Email

Showing 1 to 1 of 1 entries

Previous **1** Next

Read messages by clicking "View Email".



HTSB Name Tab

1

Check off the box next to “Name Change Request”.

My Profile

My Profile Home | Name | Address | Phone | Email | Contact HTSB | Applications | Documents | Licenses/Permits | Tests/Certs | Security

Current Name Information

Name Change Request
Please see the [Change Your Name](#) page for additional instructions.

First Name * | Middle Name | Last Name * | Suffix

Social Security Number * | Birth Date * | Active-Duty Military Spouse? *

Former Name Information

First Name | Middle Name | Last Name | Suffix

Cancel | Save Name Changes

2

Input your current and former name information.

3

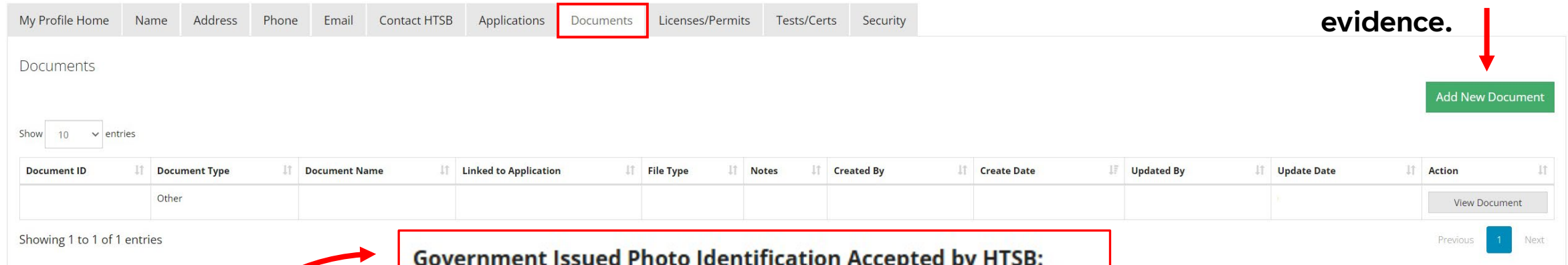
Click on “Save Name Changes”.



Upload Documents

4 Click on the Documents tab.

My Profile



The screenshot shows the 'My Profile' page with a navigation bar containing tabs: My Profile Home, Name, Address, Phone, Email, Contact HTSB, Applications, Documents (highlighted with a red box and arrow), Licenses/Permits, Tests/Certs, and Security. Below the navigation bar is a 'Documents' section with a 'Show 10 entries' dropdown. A table with columns: Document ID, Document Type, Document Name, Linked to Application, File Type, Notes, Created By, Create Date, Updated By, Update Date, and Action. The first row shows 'Other' in the Document Type column and a 'View Document' button in the Action column. At the bottom right, there is a 'Previous 1 Next' pagination control and a green 'Add New Document' button (indicated by a red arrow).

5 Click on Add New Document to upload evidence.

Add New Document

Previous 1 Next

6 Upload one of the following identifications that matches your new name.

Government Issued Photo Identification Accepted by HTSB:

- A valid U.S. passport or passport card;
- A valid international passport or passport card;
- A valid driver license issued by any U.S. state;
- A valid identification card issued by any U.S. state;
- A valid U.S. military or military dependent identification card;
- A valid U.S. Coast Guard Merchant Mariner identification card; or
- A Native American Tribal Document.

* **Please Note:** A school ID will not be accepted as a form of identification.

* If you're unsure how to upload documents to your HTSB account, please refer to our [Upload a Document](#) tutorial.



My HTSB Transaction History

- My Profile Home
- Name
- Address
- Phone
- Email
- Contact HTSB
- Applications
- Documents**
- Licenses/Permits
- Tests/Certs
- Security



Hi , welcome to your HTSB Profile.

✓ ID Verified ✓ SSN Verified

My Current License

Your HTSB ID is

[Download My License](#)

User Status:
Active

License Level:

Status:
Active

Valid From / To:

Teaching Field(s):

[View License Details](#)

My Current License / Permit

🔔 My HTSB Transaction History



Event	Summary	From	To	Event Date	Action
					Details View Email
					Details View Email
					Details View Email
					Details
					Details View Email
					Details
					Details View Email





HAWAI'I TEACHER
STANDARDS BOARD



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