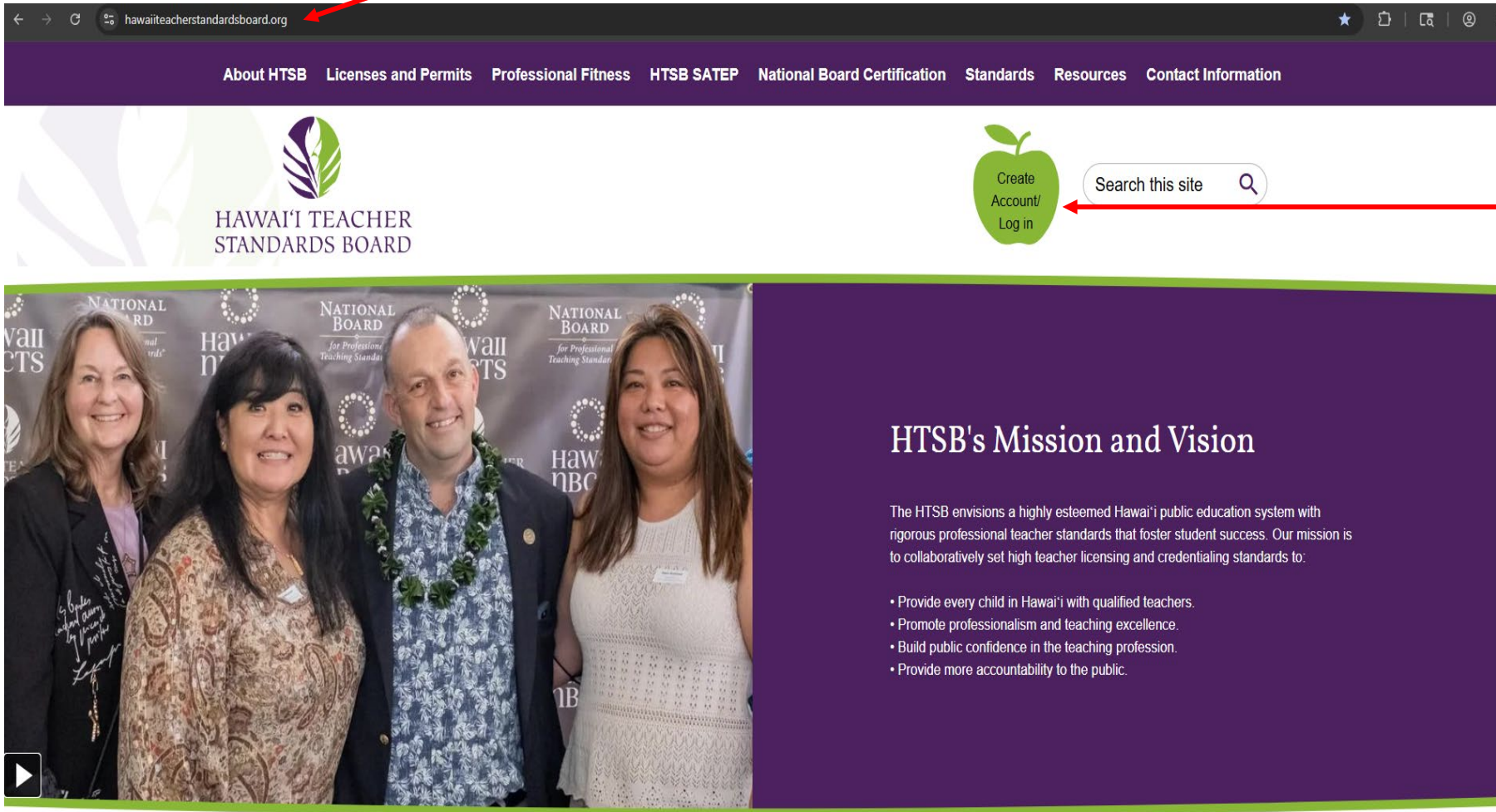


Uploading a Document

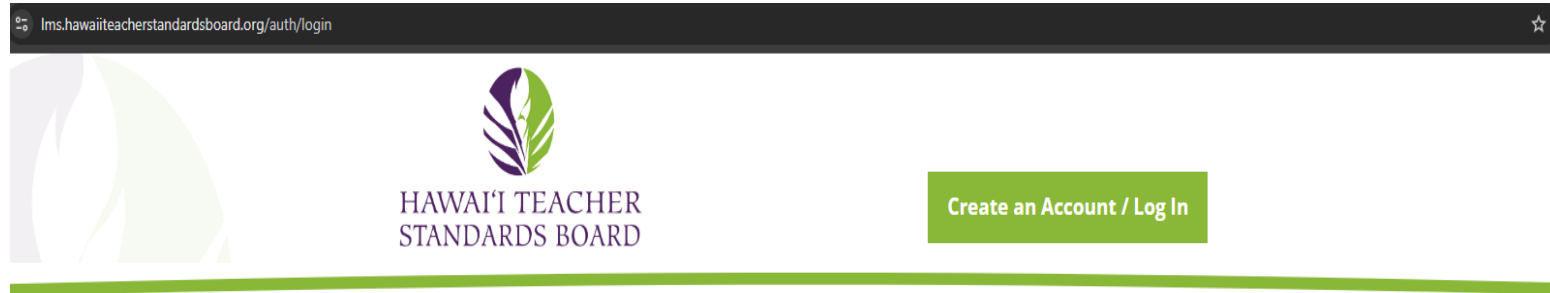
Open an internet browser and type in the HTSB website: hawaiiteacherstandardsboard.org



The screenshot shows a web browser window with the address bar displaying hawaiiteacherstandardsboard.org. The website header is purple with white navigation links: About HTSB, Licenses and Permits, Professional Fitness, HTSB SATEP, National Board Certification, Standards, Resources, and Contact Information. Below the header is a white banner with the HTSB logo and the text "HAWAI'I TEACHER STANDARDS BOARD". To the right of the logo is a green apple icon with the text "Create Account/Log in" and a search bar labeled "Search this site". A red arrow points from the text above to the URL in the browser, and another red arrow points from the text on the right to the "Create Account/Log in" button. The main content area features a video player on the left showing four people in front of a backdrop with the HTSB logo, and a purple sidebar on the right with the heading "HTSB's Mission and Vision" and a list of bullet points.

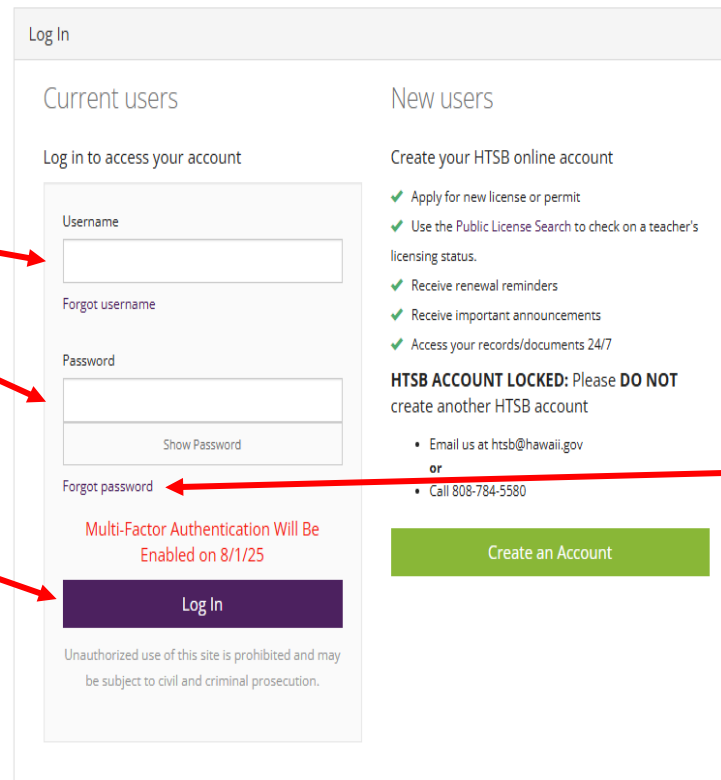
Log into your account at the top right-hand corner.

Uploading a Document



Type in your
username or
password.

Then click on
the **purple**
LogIn button.



The screenshot shows the login interface. It is divided into two columns: "Current users" and "New users". Under "Current users", there is a section titled "Log in to access your account" with input fields for "Username" and "Password", a "Forgot username" link, and a "Forgot password" link. A "Show Password" toggle is also present. A purple "Log In" button is at the bottom of this section. A red banner above the button states "Multi-Factor Authentication Will Be Enabled on 8/1/25". Under "New users", there is a section titled "Create your HTSB online account" with a list of benefits and a green "Create an Account" button. A red arrow points from the "Forgot password" link to the text "Or click on Forgot Password." on the right side of the page.

Or click on Forgot
Password.

Uploading a Document

Your name should be in the top-right hand corner.



HOME / MY PROFILE

My Profile

Click on the Documents tab to upload evidence.



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

Hi welcome to your HTSB Profile.

My Current License / Permit

Your HTSB ID is

[Start New Application](#)

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 Upload a Government Issued ID to Verify Your Identity. When uploading, please choose document type "Government Issued ID"
- Please Upload a Social Security Card to Verify Your SSN. When uploading, please choose document type "Social Security Card".

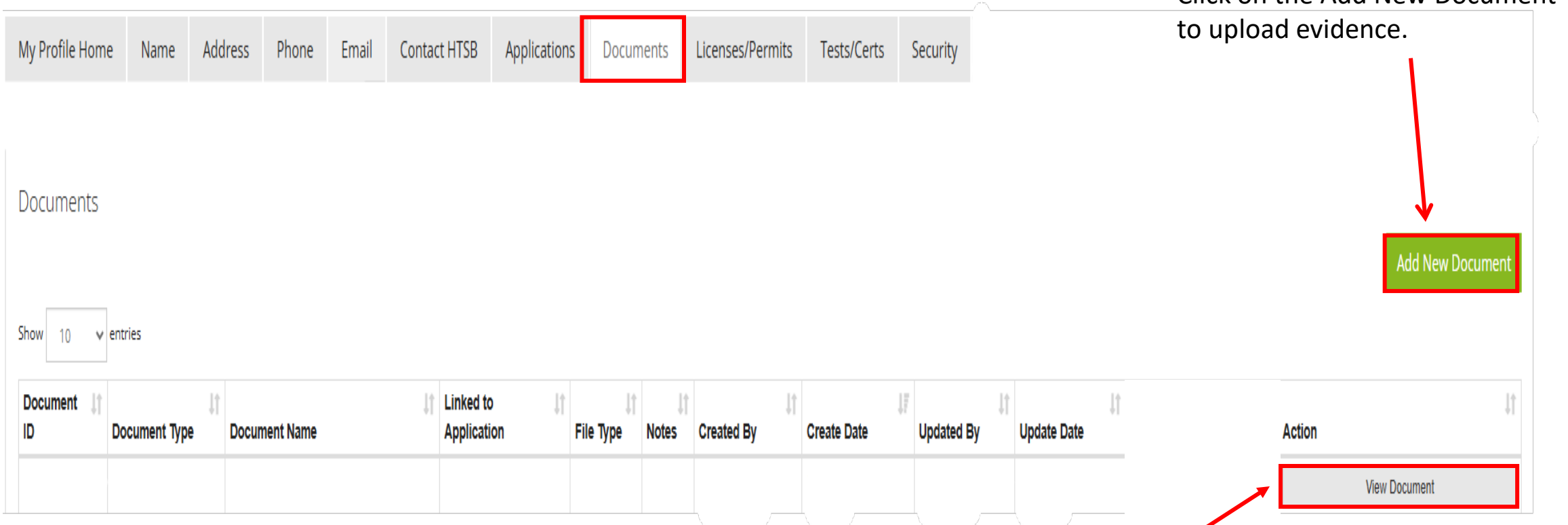
My HTSB Transaction History

Event	Summary	From	To	Event Date	Action
Email Verification Confirmed	Email Address Verified	HTSB			Details View Email
Email Verification	Verify This Email Address	HTSB			Details View Email

Review your My HTSB Transaction History for any unread messages. Click on View Email.

Uploading a Document

Click on the Add New Document to upload evidence.



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

Documents

Show 10 entries

Document ID	Document Type	Document Name	Linked to Application	File Type	Notes	Created By	Create Date	Updated By	Update Date	Action
										View Document

A list of existing Documents is located in your Profile. Click View if you would like to see them.

Uploading a Document

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

Documents

[← Back to Document Listing](#)

Add a New Document

Document Type *

Document Name *

Link To Application *

File Type *

Select Upload File * No file chosen

Maximum file size is 30MB.

Notes

Choose the file from your computer.



All fields with a * are required.

Use the drop-down menu to select the:

- Document Type
- Link to Application
- File Type

You must type in a Document Name.

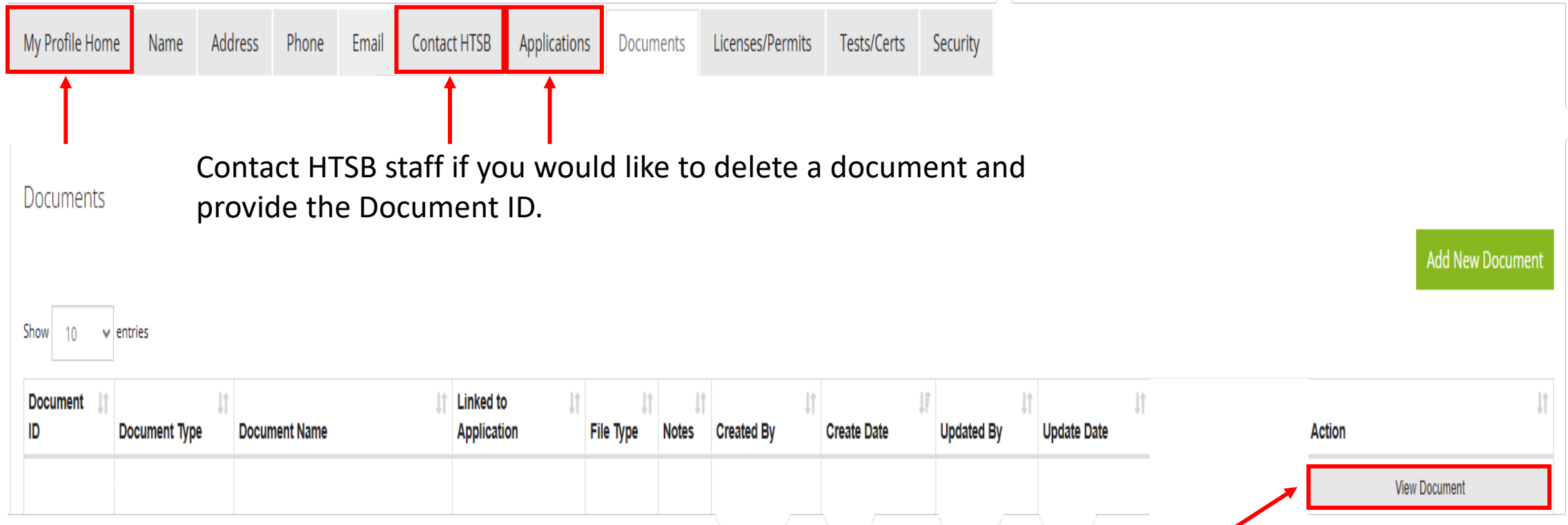
You may provide a description in the Notes box.



Click Upload.



Uploading a Document



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

Documents

Contact HTSB staff if you would like to delete a document and provide the Document ID.

Show 10 entries

Add New Document

Document ID	Document Type	Document Name	Linked to Application	File Type	Notes	Created By	Create Date	Updated By	Update Date	Action
										View Document

A list of existing Documents is located in your Profile. Click View if you would like to see them.