Student Teacher On-line Registration Profile TIPS

1 message

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Hello all!

The below information may help you respond to any inquiries from students regarding our new student teacher registration profile. As always, please know that you can and should direct them to us so we can field questions. I do not wish to create more work for anyone, so if they experience any difficulties or issues when completing, they should simply email me at studentteach@cps.k12.il.us, and we will address all issues.

Some frequently asked questions thus far:

I can't submit the education/certification section – what do you advise?

For this particular section, and others, students need to ensure they "save" or "add" each section as indicated. For example, they enter degree/education information, and then they must save that information. They then enter university contact and save that separately. When they complete the entire page, there is a final save button at the bottom --- but it won't save the information, if they don't save/add each section separately. In other words, if they will slow down, read directions, add each section as indicated, they should have no problem.

I don't know what certification I will achieve, so how do I know what to enter?

The Certification fields are all optional. Students do need to complete the Education information; however, all Certification inquiries/fields are optional, so if students don't know, they can simply skip.

I completed the profile, but I didn't get an automated email response?

First, be sure that you actually submitted profile. The final section of the profile is to actually SUBMIT the entire registration profile to my office. The section is call Submission.   If the profile was submitted, but no email was received, be sure to log in and check that the primary email address entered is entered correctly. In addition, be sure to check SPAM and JUNK folders as sometimes, the emails are routed there as they are generally large.

I have a connection error or my session timed-out?

These are user-errors, not CPS profile errors. A connection issue is simply an internet connection problem. Students should make sure they have a strong and stable internet connection before they begin the registration process on-line. In addition, they should complete in a timely manner, especially if their browsers tend to time them out.

I am having difficulties submitting my open responses – what should I do?

Students again should read directions carefully. The open responses have a 200 – 1000 character limit, not word limit. We want them short and to the point. Concise is the key!

I hope this information is helpful. Please feel free to forward to students or use as necessary. Thanks for your patience with this new system. We continue to work out a few "bugs" in the system, but that was expected.   For the most part, if students will take the time to read directions and ensure they complete each section accurately, they should have success.

As always, please direct them to me at studentteach@cps.k12.il.us. If they provide me with their username in the email, I can go into their profile and troubleshoot the issue.

Thanks!

Leslie

Leslie Ackerman

Student Teacher Program Manager

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