How to print TPAS Information

1) Log into Employee Access.
2) If you have access to Skyward Finance Management or Human Resources, select "Employee Access" under "Jump to other Systems".

3) Once you are in "Employee Access", choose the "Employee Information" tab.

4) Select "Personal Information" from the options provided.

5) Scroll down until you see "Custom Forms" on the left column of the screen.

Click on "Evaluation".

6) Your TPAS information is displayed here.

7) To print your TPAS Information, select the printer icon on the right, just above the TPAS data.
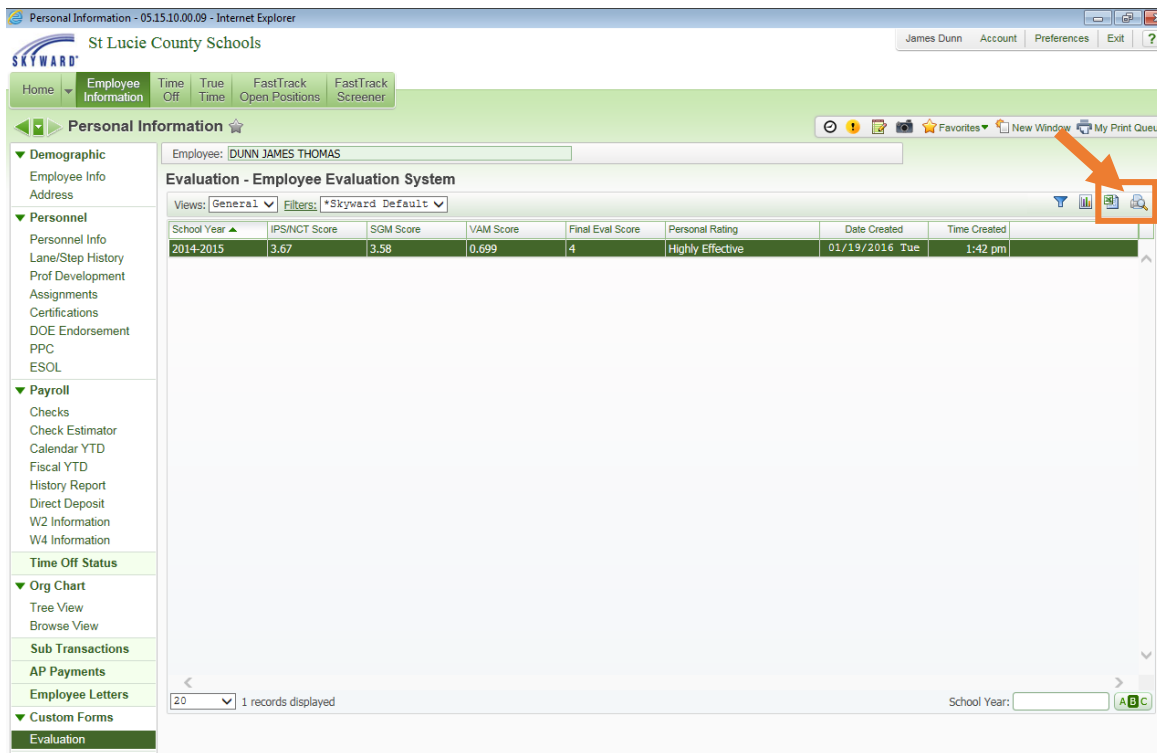
8) A new screen will display. Click on "Print This Screen".
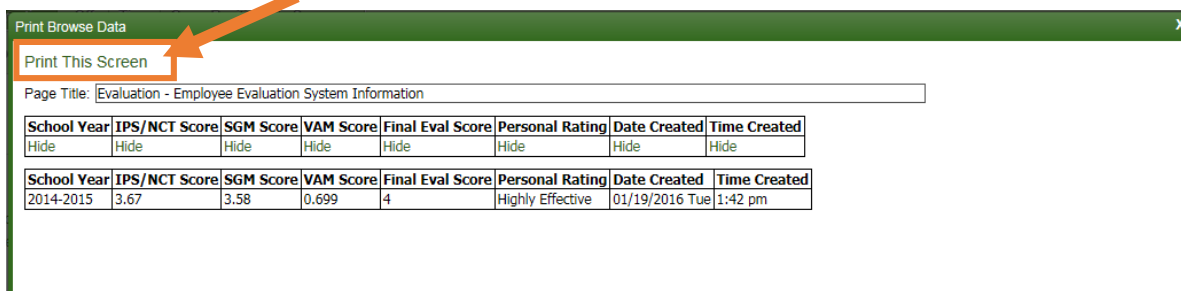
9) Choose your printer and print as you normally would.

10) Below is a display of how the print out will appear.

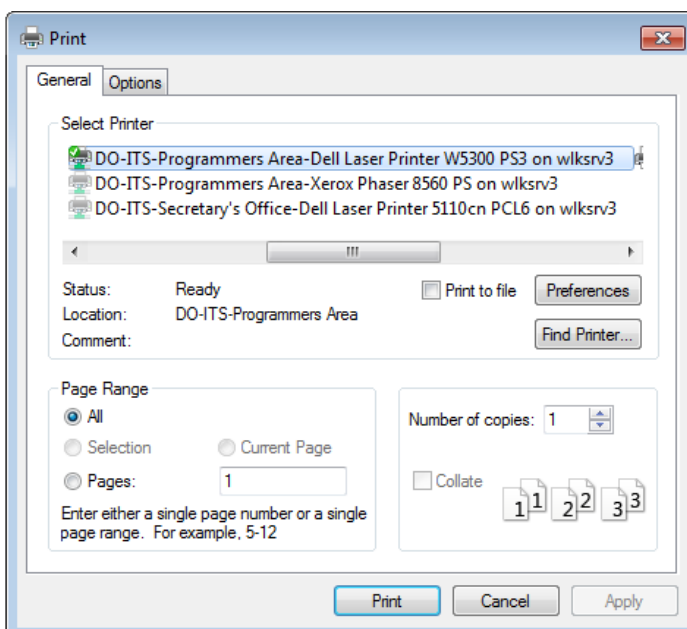| School Year	IPS/NCT Score	SGM Score	VAM Score	Final Eval Score	Personal Rating	Date Created	Time Created
2014-2015	3.67	3.58	0.699	4	Highly Effective	01/19/2016 Tue	1:42 pm

11) When you are finished printing, click the "X" in the top right corner of the screen to close the screen and return to Employee Access.