2016-2017 T-STEM APPLICATION GUIDELINES

Step One: Accessing the Application

Before beginning, please add 'TSTEM@tea.texas.gov' to your preferred contacts list in your email system so that official TSTEM correspondence does not go to your junk email.

To begin your application, click the appropriate option on the left side of the application page. If you have questions about whether or not your academy is currently designated, please contact 'TSTEM@tea.texas.gov'.

Begin a 2016-2017 Application

Click one of the following options to begin:

My academy is currently designated for the 2015-2016 school year.

My academy is not currently designated for the for 2015-2016 school year.

Finish a 2016-2017 Application

Please enter the application code you received for the 2016-2017 designation year:

Continue Application

Forgot app code?

After selecting a designation option, you will be prompted to enter your academy name and email. Ensure that the email you enter is valid. Important correspondence from the T-STEM system will be sent to your email.

Please enter your academy name and a valid email address with which to associate this application.

Academy:

Brand New T-STEM Academy

Email:

validemail@gmail.com

Begin New Application

After clicking, "Begin New Application", you will receive an email with your application ID code and see a message containing the code on the web page.

You have created a new application for Amazing New T-Stem Academy ! Your application ID is 302199538. An email has been sent to the address you registered with -- please hold onto it, as this is the code you will use to finish your application.

Once you know your application ID, use the right side (Finish a 2016-2017 Application) of the application page to access your application. If you forget your application ID, you can click "Forgot app code?" to retrieve it.

Finish a 2016-2017 Application

Please enter the application code you received for the 2016-2017 designation year:

[   ]

[Continue Application]

Forgot app code?

Note: Check your junk/spam folders for the email from the system. If you do not receive an email with your application ID code within five minutes, please contact 'garner@thetrc.org' with questions.

Step Two: Filling Out the Application

Once you begin the application, you will be required to provide answers for every field on each section of the application.

On the left side of the screen, you will see the named sections of the application. You may choose to complete the application sections in the order you prefer, but **make sure you save your progress frequently and after your complete each section.**
Please note, in the case of the Benchmarks, the program requirements are found by clicking a separate link called "Benchmark Program Requirements." If you are unable to open this link, please try temporarily disabling your popup blocker.

Contacts

Background

Benchmark1

Benchmark2

Benchmark3

Benchmark4

Benchmark5

Benchmark6

Benchmark7

Summary

You have
incomplete fields
on the page.

You have unsaved
changes! **Please
save** before
leaving this page.

SAVE

Note: The system will notify you if you have incomplete fields or unsaved changes on the page.

Step Three: Uploading Documents

When you get to section "Benchmark 7" of the application, please upload a PDF version of the required official signature. **You will not be able to submit the application until your official signature is uploaded.**

Upload Official Signature

Choose File   no file selected

Upload

Official Signature uploaded!
View Uploaded Document

Click the button below to upload again and replace it.

Reupload?

After uploading the official signature, you will see an alert notifying you that your official signature has been uploaded.

Step Four: Summary Page

Once you feel you have completed all sections of the application, proceed to the "Summary" tab. If you see the name of a section listed in the summary section, you have not finished filling in every field in that section. You must return to and finish the listed sections before the application can be submitted.

Contacts
Background
Benchmark1
Benchmark2
Benchmark3
Benchmark4
Benchmark5
Benchmark6
Benchmark7
Summary

Summary

Below is a list of pages of your application that are missing information. Return here once all fields are complete to submit the final application. You may view a PDF version of your application at any time by clicking the link in the top right corner of your browser window.

- Benchmark 1
- Benchmark 2
- Benchmark 7

Step Five: Review and Submit

At any time during the application process, you can view your application as a PDF document. To do so, click the blue link in the top right of any page labeled, "View application as PDF". Once all sections of the application are complete, a "Final Submit" button will appear on the Summary Page.

Texas Education Agency

View application as PDF

Application for New/Provisional T-STEM Designation - The Best T-STEM Academ - Application ID: 355172667

Home | Guidelines | **Application** | Logout

Contacts
Background
Benchmark1
Benchmark2
Benchmark3
Benchmark4
Benchmark5
Benchmark6
Benchmark7
Summary

Summary

Below is a list of pages of your application that are missing information. Return here once all fields are complete to submit the final application. You may view a PDF version of your application at any time by clicking the link in the top right corner of your browser window.

- Benchmark 1
- Benchmark 2
- Benchmark 7

Be sure to review the application in its entirety before submitting.

Support

Technical support questions should be directed towards 'garner@thetrc.org'.

Content questions about the application should be directed towards 'TSTEM@tea.texas.gov'.