

## ATLAS – Arkansas Teacher Licensure Accountability System Navigation

ARKANSAS DEPARTMENT OF Education ArkansasEd.org

### Please Login

User ID:

Password:

**Submit**

[Forgot Username or Password?](#) **Click Here**

[New User?](#) **Create a Profile**

**To Contact Us:**  
Arkansas Department of Education  
Office of Teacher Quality  
501 Woodlane Street, Suite 200C  
Little Rock, AR 72201  
P: (501) 682-5535  
F: (501) 682-5118

### Navigation: **New User**

1. Enter the Atlas application:  
[https://www.ark.org/ade\\_atlas/](https://www.ark.org/ade_atlas/)
2. Click the Create a Profile button for new users.

FYI: As you navigate through the application, NEVER use your browser buttons. If you do, you should expect to be kicked out of the application. **ALWAYS** use the provided Back buttons.

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### Create Profile

Select Profile Type\*:   
Novice  
Assessor  
Reviewer

Teacher ID\*:

MMDDYYXXXX format where MMDDYY represents the teacher's date of birth and XXXX represent the last 4 digits of the teacher's SSN

Last Name\*:

Middle Name:

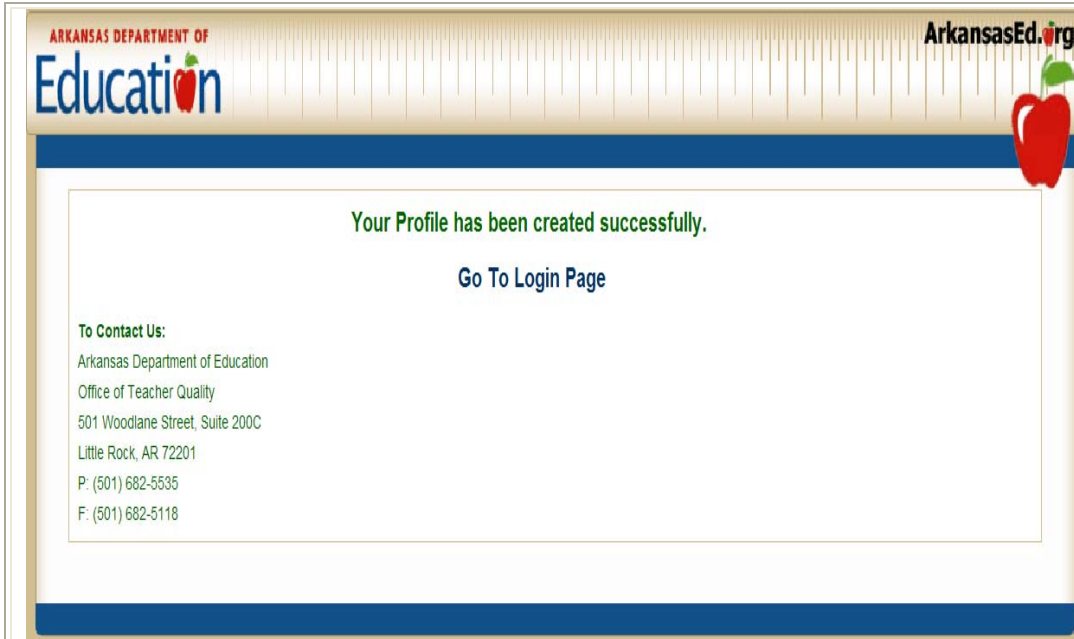
First Name\*:

Name on Issued license\*:  (As it appears on Teaching License)

### Navigation: **Create Profile**

1. Use the drop down box to select your Profile Type – **Novice**.
2. Create your Teacher ID using the **MMDDYYXXXX** format where **MMDDYY** represents your date of birth and **XXXX** represent the last 4 digits of your SSN number.
3. Your Teacher ID will also be your User ID and is auto-populated in the respective field. You will be able to create your password within your Profile too. Write your User ID and your Password down as you will need this information to login into the application after creating your profile.
4. Complete the remaining required fields as indicated (not all are shown in the picture to the left).
5. Some fields will be auto-populated based on answers provided.
6. Click the Submit button at the bottom of the page.

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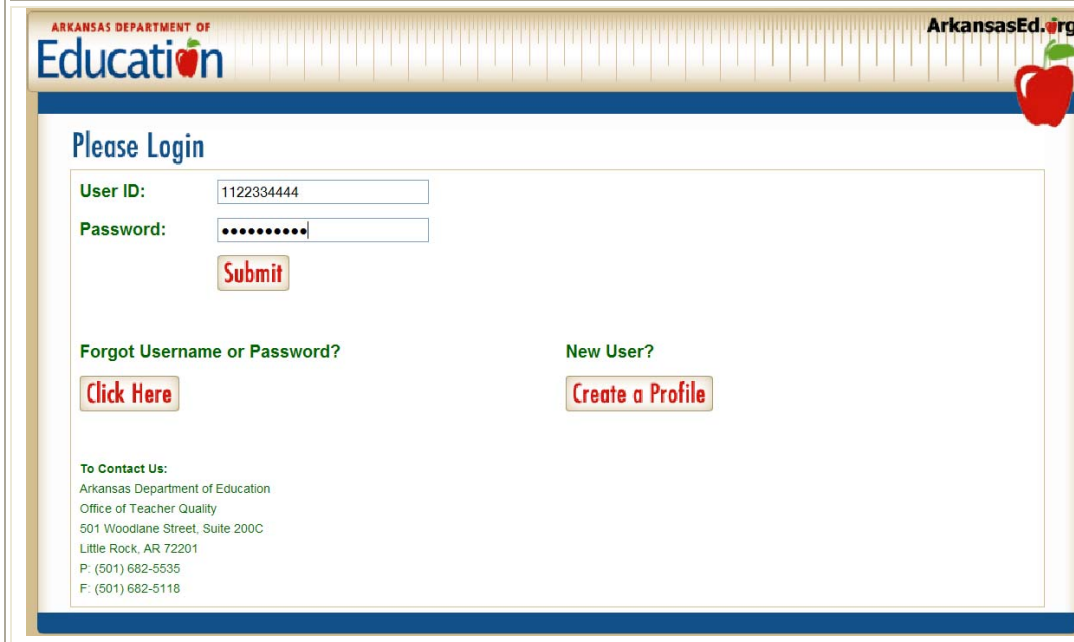
**Your Profile has been created successfully.**

[Go To Login Page](#)

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### Navigation: **Returning to the Login Page**

1. Click the *Go To Login Page* link. You will need to do so to enter the application.



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**Please Login**

**User ID:**

**Password:**

[Submit](#)

**Forgot Username or Password?** [Click Here](#)

**New User?** [Create a Profile](#)

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### Navigation: **USER Login**

1. Enter the User ID and password previously created in your profile.
2. Click the Submit button.

If you forget your Username or Password:

3. Click the Forget Username or Password button

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### Forgot Password ?

**Enter TeacherID :**

MMDDYYXXXX format where MMDDYY represents the teacher's date of birth and XXXX represent the last 4 digits of the teacher's SSN

**Enter Email ID :**

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### Navigation: **Forget Username or Password**

1. You will have clicked the *Forget Username or Password* button on the Login Page to reach this screen.
2. Enter your Teacher ID (there is a reminder of the formatting procedure to help you recall your user name.)
3. Enter your Email Address. The application will send your information to you.

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[Home](#) [Edit Profile](#) [Change Password](#) [Log Out](#)

[Mentor Survey](#)



[Click to create Application](#)

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### Navigation: **Novice Home Page**

1. Click on the *Click to create Application* link if your Application has not been submitted.
2. **Only** after you have completed your assessment, return to the Novice Home Page to complete the Mentor Survey.

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## Create Application

Please be sure to complete all questions below. If any changes need to be made to auto-populated fields, please make changes to your profile.

Grade of Assessment* :	<input type="text" value="-Select-"/>
Subject of Assessment* :	<input type="text" value="-Select-"/>
Month for which Assessment is requested* :	<input type="text" value="-Select-"/>
Assessment Window* :	<input type="text" value="-Select-"/>
Year of Assessment* :	<input type="text"/>
Teacher ID :	<input type="text" value="1122334444"/>
Last Name :	<input type="text" value="Teacher"/>
Middle Name :	<input type="text" value="Novice"/>
First Name :	<input type="text" value="Ima"/>
Name on Issued license :	<input type="text" value="Ima Novice Teacher"/>


### Navigation: Create Application

1. The majority of this page has been auto-populated for your convenience.
2. Items with red indicators next to the field are required fields and cannot be left blank.
3. If modifications are necessary to the grayed areas, you will need to click the *Edit Profile* link and make your changes there.

My digital signature below assures:

I am prepared to take the performance assessment.I agree that I will have two (2) copies of the Class Profile and two (2) copies of the Instruction Profile in the school office one hour prior to the arrival of the Performance Assessor.I am aware that failure to have these forms in the office will result in rescheduling

I agree to the terms and conditions mentioned above



### Navigation: Create Application

1. At the bottom of the Application page, you will be asked to provide your digital signature. Please read the conditions within the text box.
2. If agreeable, check the *I agree to the terms and conditions mentioned above* box.
3. If not agreeable, you will not be able to continue with the application process and should contact the OTQ office.
4. Once the application has been submitted, no further changes will be allowed.

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### Post-Performance-Assessment Novice Teacher Survey

The following questions deal with your novice teacher Induction experience and the support you received from your Mentor during your novice teacher Induction year(s).

**Section 1.** This part of the survey is designed to collect information about the quality of the teacher education program you completed. Answer the items below indicating your perception of how well your teacher education program prepared you with regard to the statements listed below (even if you went through the Non-Traditional Licensure program).

1-Totally DISAGREE 2-Somewhat disagree 3-Don't know / Not sure / Impossible to say 4-Somewhat agree 5-Totally AGREE

My mentor and I documented:

1. the amount of time we spent together

1  2  3  4  5

2. the content of our meetings.

1  2  3  4  5

### Navigation: **After Your Assessment - Mentor Survey**

1. Click on the *Mentor Survey* link.
2. Each radial button defaults at 3.
3. Click on your desired rating for each question throughout the survey.
4. To get to the next section of the survey, click the Go to Section buttons at the bottom of each section.
5. When the survey is complete, click the Submit button.
6. Once submitted, the Survey cannot be modified.

# HAVING PROBLEMS with ATLAS?

Write: [Becky.Gibson@Arkansas.gov](mailto:Becky.Gibson@Arkansas.gov)

Or

Call: Becky Gibson at 501-683-3160