

Updating Your Student Teaching Application:

Go to murraystate.edu/tes

Scroll down to and click **Student Teaching Program**

Then scroll to **Application for Admission to Student Teaching** (close to the bottom of the page)

Click **Student Teaching Application**

Student Teaching Application

Applications should be started while attending an Admission to Student Teaching Orientation. You should not start an application on your own.

- [Start an application for the first time.](#)
- [Return to an already started application to update information or to submit your application.](#) Log back into your account and select "Complete an Application" at the bottom of your "My Account" page.

Click the 2nd link to log back into your existing application

Once logged in, scroll down to the bottom of your **My Account** page, click on the tab for your Student Teaching Application, then click **3. Complete an Application**. You can tell your Student Teaching Application from your Teacher Education Application by looking at the small text on each tab. It will end with *Student Teaching Applicant* or *Teacher Education Program Applicant*.

The screenshot shows a navigation bar with two tabs: "Fall 2019 - Middle School Education (2 Concentrations), Bachelor of Science/Murray State - Main Campus/Student Teaching Applicant" and "Spring 2019 - Middle School Education (2 Concentrations), Bachelor of Science/Murray State - Main Campus/Teacher Education Program Applicant". Below the tabs is a list of steps: 1. Create a Profile (Completed, Created On 10/22/2015), 2. Start an Application (Completed, Started On 6/20/2018), and 3. Complete an Application (Not started).

*If you have multiple tabs for Student Teaching Applications you have created multiple applications - please email Susan, skrieb@murraystate.edu to remove extra applications

Please note: If your **Anticipated Student Teaching Semester** is incorrect or blank, you will not show on the proper lists and may not get important reminders

The form contains the following fields: "Contact" (header), "Email Address *" (text input with placeholder "USE YOUR MSU EMAIL ADDRESS"), "Academic Program *" (dropdown menu showing "Elementary Education, Bachelor of Science"), "Admit Type *" (dropdown menu with "Student Teaching Applicant" selected and a red arrow pointing to it), "Academic Level of Interest *" (dropdown menu showing "Undergraduate"), "Anticipated Student Teaching Semester *" (dropdown menu showing "Spring 2017" and circled in red), and "Anticipated Graduation/Completion Date (MM/DD/YYYY) *" (calendar icon).

To save your updates, scroll to the bottom of your application and click Save Application

[Save Application](#)

[Submit Application](#)

****Do not submit your application until you have been emailed by TES to do so.****