

## Updating Your Teacher Education Application:

Go to [murraystate.edu/teachereducation](http://murraystate.edu/teachereducation)

Scroll to **Application for Admission to Teacher Education** (close to the bottom of the page)

Click **Teacher Education Application**

### Teacher Education Application

Applications should be started while attending an Admission to Teacher Education 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.](#) Once logged in, click Apply Online/Application Status to see your applications and then select your Teacher Education Application.

If you are on an application that requires a fee, it is the wrong application. Our applications do not require payment.

Please contact Susan at [skrieb@murraystate.edu](mailto:skrieb@murraystate.edu) for further assistance.

Click the 2<sup>nd</sup> link to log back into your existing application

If you do not remember your password, use the password retrieval option. If you are still unable to log in, or your account is locked or disabled, or you have any other issues signing in, please contact Susan in TES at [skrieb@murraystate.edu](mailto:skrieb@murraystate.edu)  
**Do not start a new account.**

Once logged in, at the top of the screen, click **My Account**.

On the **My Account** page, under **My Applications**, you should have at least one application listed. Click on one and when the application opens, make sure it shows **Admission to Teacher Ed.**

The screenshot shows a web interface for the Teacher Education Application. At the top right, there is a 'Print' button. Below it, a link labeled 'Admission to Teacher Ed.' is circled in red, with a red arrow pointing to it from the text above. Below the link, there is a paragraph of instructions: 'Please enter your information in each of the following sections. Fields with a red asterisk (\*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.' The form is titled 'Name' and contains four input fields: 'First Name \*' with 'Education' entered, 'Middle Name', 'Last Name \*' with 'Student' entered, and 'Alternate Last/Maiden Name'.

If it doesn't show that, click **My Account** at the top of the screen again and try a different application.

Complete your application and if you have met all of the requirements, click

[Submit Application](#)

The supplemental items will be uploaded by Teacher Education Services while reviewing your **SUBMITTED** application. The items will show as '**Not Received**' until you have submitted your application and TES has begun the review process.

**You are not admitted to Teacher Education until you receive official notification via email from Clara Bearsby in Teacher Education.**

Submitted applications usually take 24-48 hours to process. If you have not heard from TES after 2 business days, log back into your account and click **My Account**.

On the **My Account** page, under **My Applications**, if you have the option of **View** under **ACTION**, it means you have submitted that application.

My Applications

Create a New Application

APPLICATION	STATUS	ACTION
> Fall 2022 - Elementary Education, Bachelor of Science	Action Required	View
> Fall 2022 - Elementary Education, Bachelor of Science	Action Required	Edit

You should still click on **View** and make sure when it loads, that is your **Teacher Education Application**.

If it is not your Teacher Education Application or you have the option of **Edit** (for your Teacher Education Application), you have not yet submitted your application for review.

If you have submitted your Teacher Education application, click **View**, then click **Supplemental Items & Documents**.

The **Supplemental Items & Documents** page will show what items have been received by TES. If the **Submission Status** shows **Not Received**, check the item **Description** as it will show you what requirement is missing.

Examples of missing requirements may include:

ITEM	SUBMISSION STATUS	ATTACHMENTS
* Admission to Teacher Education Orientation You must attend an admission to Teacher Education Orientation. Your attendance will be verified by the Teacher Education Services Staff. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
* CASE Math Test Scores (or GRE Quantitative) Missing passing CASE Math score	Not Received	
* CASE Reading Test Scores (or GRE Verbal) CASE 156 GRE 150 Score recipients must be MSU 1494 and KYEPSB 7283. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
* CASE Writing Test Scores (or GRE Analytical Writing) CASE 162 GRE 4.0 Score recipients must be MSU 1494 and KYEPSB 7283. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
* Declaration of Eligibility (TES) Dr. Walker needs a signed letter of explanation.	Not Received	<input type="button" value="Choose File"/> No file chosen
* Interview with Academic Advisor Advisor interview has not been submitted.	Not Received	
* Minimum 2.75 GPA You must have a minimum 2.75 GPA in order to be admitted to Teacher Education Services. This GPA will be verified by the TES Staff. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
* Verified Minimum of 24 Credit Hours Earned Transcript required if not MSU student or graduate: Grade in courses must be a "B" or higher in COM 161, ENG 105, EDU 180 (or its equivalent), and MAT 117 or higher. Courses and grades will be verified by the Teacher Education Services Staff. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	

If you think there is a discrepancy with an item, please contact TES at [msu.teachereducationservices@murraystate.edu](mailto:msu.teachereducationservices@murraystate.edu)