

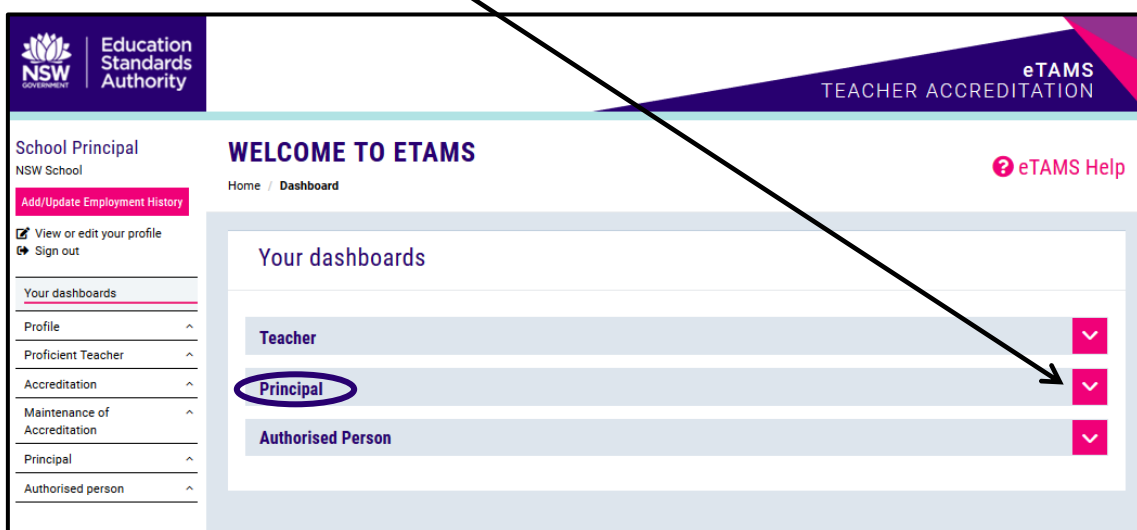
# eTAMS Visual Guide

**How to download a teacher's Professional Development (PD) Progress and Teacher Summary Reports (principals)**

# Download PD Progress Reports

When logged in to eTAMS follow these steps:

1. Expand your **'Principal Dashboard'**.



2. Scroll down to the table which lists all teachers attached to your school. Click the icon in the PD Progress Report column in the row for the relevant teacher.

The screenshot shows a table titled 'Teachers' with a search bar. The table has the following columns: First Name, Last Name, NESA Account Number, Accreditation Status, Achieve PT By, Current Maintenance Period Ends, PD Progress Report, and Select Record. The first row is highlighted. A red document icon in the 'PD Progress Report' column of the first row is circled in blue. A black arrow points from this icon to the next step's instruction.

First Name ↑	Last Name	NESA Account Number	Accreditation Status	Achieve PT By	Current Maintenance Period Ends	PD Progress Report	Select Record
School	Teacher 4	703893	Proficient Teacher		01/07/2024		<input type="checkbox"/>
School	Teacher 2	904632	Proficient Teacher		01/03/2024		<input type="checkbox"/>
School	Teacher 3	916122	Proficient Teacher		29/04/2026		<input type="checkbox"/>
School	Teacher 1	917031	Proficient Teacher		27/12/2025		<input type="checkbox"/>

- The teacher's PD Progress Report will open in a new window. On the '**PD Progress Report**' page you can download a PDF version of the PD Progress Report by clicking the '**Download PD Progress Report**' button in the right hand corner of the screen.


**Progress Report for Accredited Teacher #703893: Mr School Teacher 4** Download PD Progress Report

**PROFICIENT TEACHER** Commencement Date: 02 Jul 2019 Finish Date: 01 Jul 2024

---

**Professional Development Progress is current at 22 July 2019**

---

 Requirements relating to Hours met during maintenance period.  
(A tick indicates requirements have been met, a cross indicates requirements have not been met yet.)

---

**Continuing Professional Development Participation Hours**

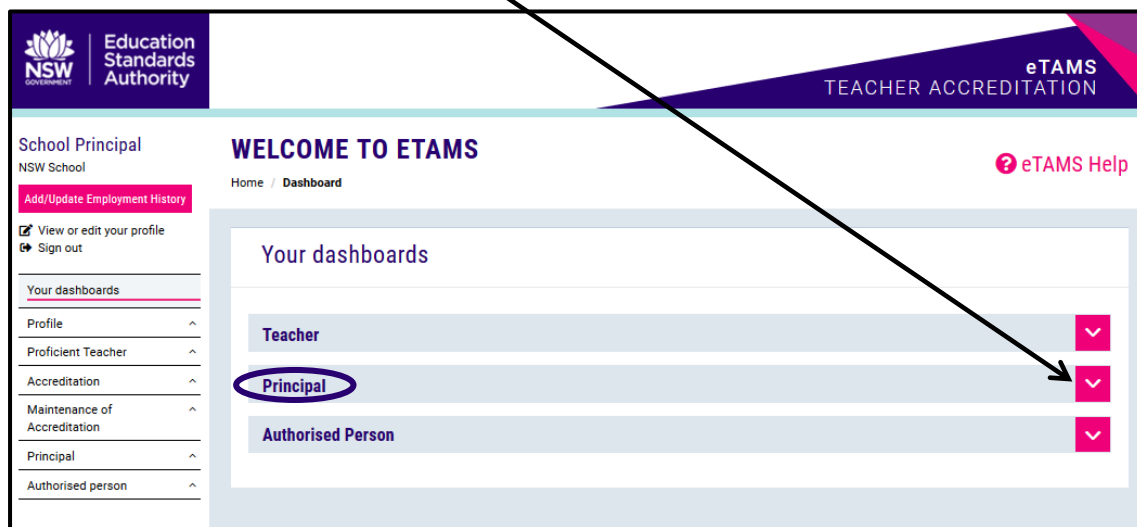
Summary of participation hours to date.

Professional Development Type	Number of Professional Development Hours Completed
Total number of professional development participation hours	0:00
Registered professional development hours	0:00
Registered PD hours not evaluated	0:00
Teacher Identified professional development hours	0:00
Professional Commitment	0:00

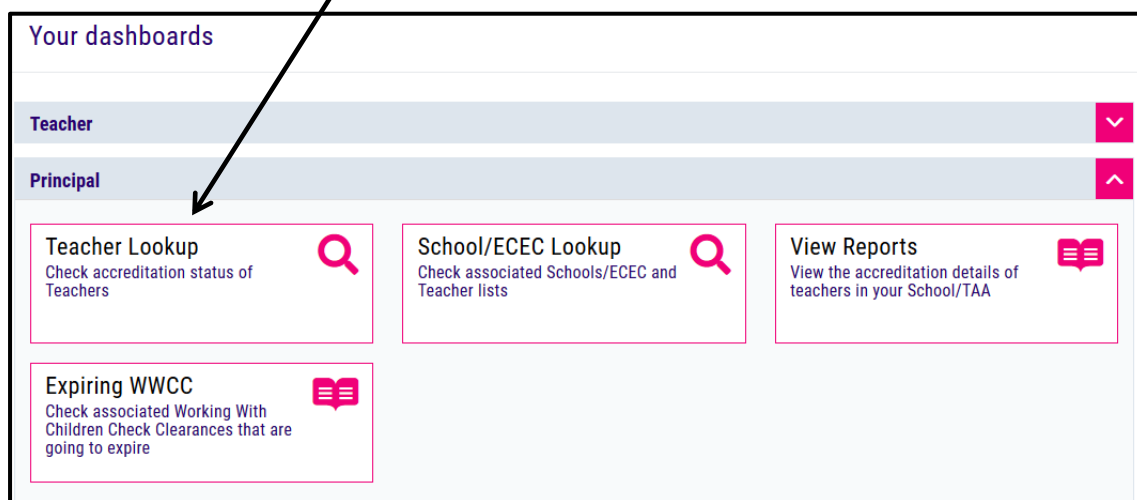
# Download Teacher Summary Reports

When logged in to eTAMS follow these steps:

1. Expand your **'Principal Dashboard'**.



2. Click the **'Teacher Lookup'** tile.



- On the **'School and Teacher Lookup'** page, locate the teacher's record by entering the teacher's last name and date of birth or their last name and NESAs account number and then click the **'Search'** button.

School and Teacher Lookup

To search for Teachers, start by entering a Teacher's Last Name and Date of Birth OR their Last Name and NESAs Account Number.

Last name \*  Date of birth  OR NESAs Account Number

- The teacher's details will appear in a table. Check the tick box in the table to select the teacher, then click the **'View in PDF'** button.

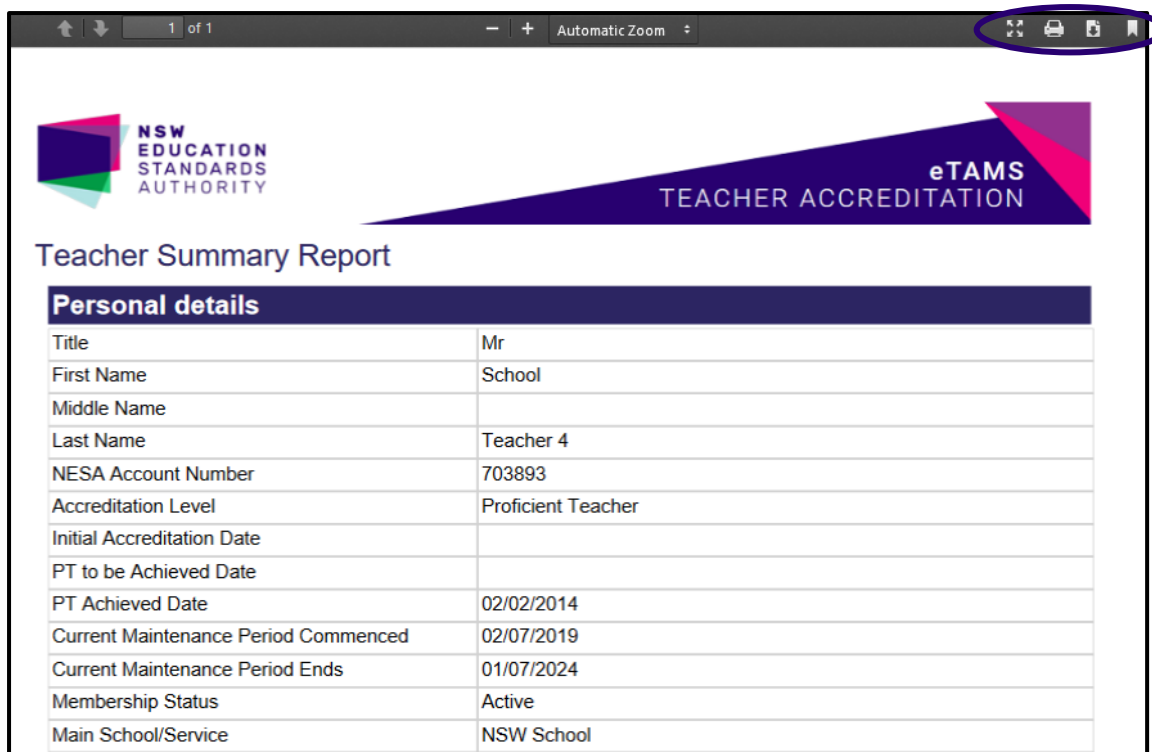
School and Teacher Lookup

To search for Teachers, start by entering a Teacher's Last Name and Date of Birth OR their Last Name and NESAs Account Number.

Last name \*  Date of birth  OR NESAs Account Number

NESAs Account Number	Full Name ↑	E-mail	Work Phone	Main Education Facility	Working with Children Check Clearance Number	WCCC Expiry Date	Accreditation Status	Contact Type
703893	School Teacher 4	etamstest@gmail.com		NSW School			Proficient Teacher	Teacher <input checked="" type="checkbox"/>

5. The teacher's Teacher Summary Report will open in a new tab in your browser. The report is a PDF document that you can download, print or save.



**NSW EDUCATION STANDARDS AUTHORITY**

**eTAMS**  
TEACHER ACCREDITATION

### Teacher Summary Report

Personal details	
Title	Mr
First Name	School
Middle Name	
Last Name	Teacher 4
NESA Account Number	703893
Accreditation Level	Proficient Teacher
Initial Accreditation Date	
PT to be Achieved Date	
PT Achieved Date	02/02/2014
Current Maintenance Period Commenced	02/07/2019
Current Maintenance Period Ends	01/07/2024
Membership Status	Active
Main School/Service	NSW School