

Instructions for Teachers

10-Forms Online Data System

10/1/09

A copy of this instruction sheet should be given to each Professional-Technical instructor in the District.

Please note the new web address shown below. If you have created a shortcut to the 10-Form system using the previous web address, it will no longer work. Please replace it with the address shown below:

Setting up an account: If a teacher has previously set up an online account this step may be skipped. **Please Note:** *If a teacher has changed programs and/or schools, he or she **must** contact Becky Davis to verify that his or her name is now connected to the correct school and program.*

- Open a web browser. (Internet Explorer or Netscape)
- Enter the following web address in the Address or Location box
<https://pte-webdata1.pte.idaho.gov/sec/pteinstrcrt.asp> Press enter
- Enter your Social Security Number including the dashes (Press Tab or Click in the next box)
- Enter a password of your choice in lower case letters (Press Tab or Click in the next box)
- Enter a confirmation of your password by typing it again (Press Tab or Click in the next box)
- Enter your school email address
- Click on Submit

Q: What if I get the message “SSN already in use”?

A: This means that you have already set up an account (Check to make sure you have entered your SSN correctly) If you've previously used the Division's online system, your login will still be in the system. If that is the case, you can contact Becky Davis to find out what your password is, or to change your email address if needed, etc.

Q: What if I don't want my SSN used over the Internet?

A: No problem. Call us and we can set up a proxy.

Logging into the system: Once the login and password setup has been completed the user may login to the system.

- Open a web browser. (Internet Explorer or Netscape)
- Enter the following web address in the Address or Location box in your web browser
<https://pte-webdata1.pte.idaho.gov/sec/login.asp>
- Press enter
- Enter your Social Security Number including the dashes (Press Tab or Click in the next box)
- Enter your password all in lower case letters
- Press Enter or Click on the Login Button

Q: What if I am denied access?

A: The most common reasons for being denied access are a misspelled password or leaving the dashes out of your SSN when entered as your login. Recheck your login and password and make sure you are entering them correctly.

Q: What if I forget my password or would like to change it?

A: Email Becky Davis at rdavis@pte.idaho.gov for help.

Q: What if I get someone else's information?

A: This can occur if your district is caching web data to a common server. If you are using Internet Explorer simply press the F5 Key or Click on View and Refresh. If you are using Netscape simply click on View and Reload.