

## How to change your name on your teaching license

Step One: Log into TN Compass here:

<https://tdoe.tncompass.org/Account/Login>

Step Two: Select “My Educator Profile”

Step Three: Select “Transaction” tab across the top

Step Four: Select “Start a new transaction”

Step Five: Select “Name Change”

Step Six: Add the attachment required – either a copy of your marriage certificate or divorce decree are required to change your name

Step Seven: Complete the required boxes to change your name and select the verification box at the bottom of the page. Select “Save and Continue”

Step Eight: Ensure there is a check mark in the Ready for Submission circle and select “Save and Continue”

Step Nine: Select “Submit”

Step Ten: Complete your Personal Affirmation Page to complete your application.

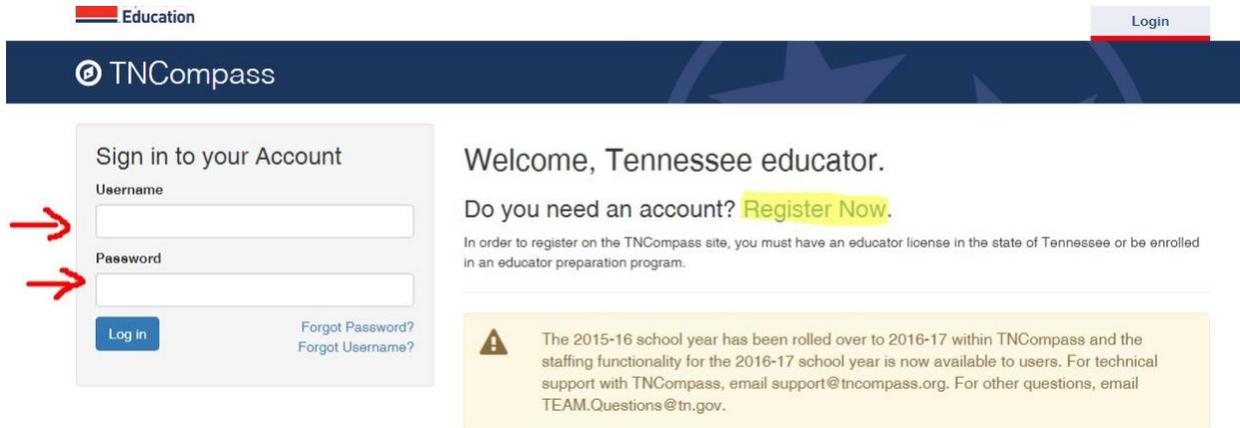
See below for more detailed instructions.

## Step One

Log into TN Compass here: <https://tdoe.tncompass.org/Account/Login>

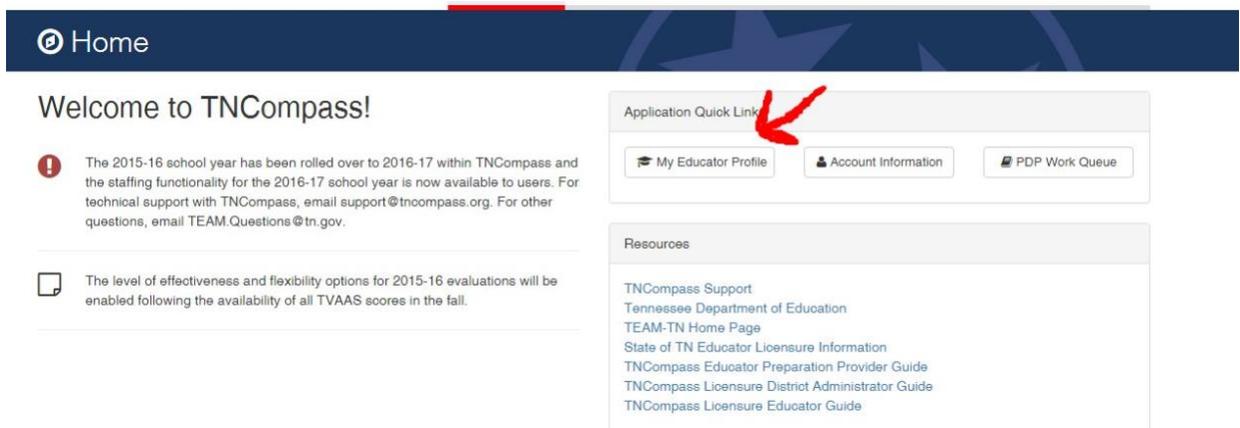
If you have not yet created an account, you will select “Register Now”. If you have a TN Compass account set up, use the username and password you created to access your information.

Reminder: Your password must include lowercase, uppercase, number, and special symbol.



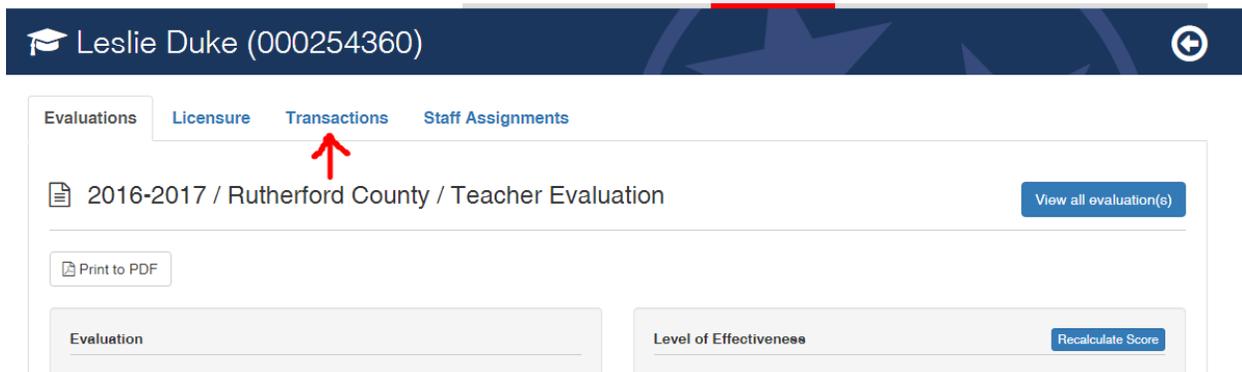
## Step Two

Once you log in, you will need to select “My Educator Profile”



## Step Three

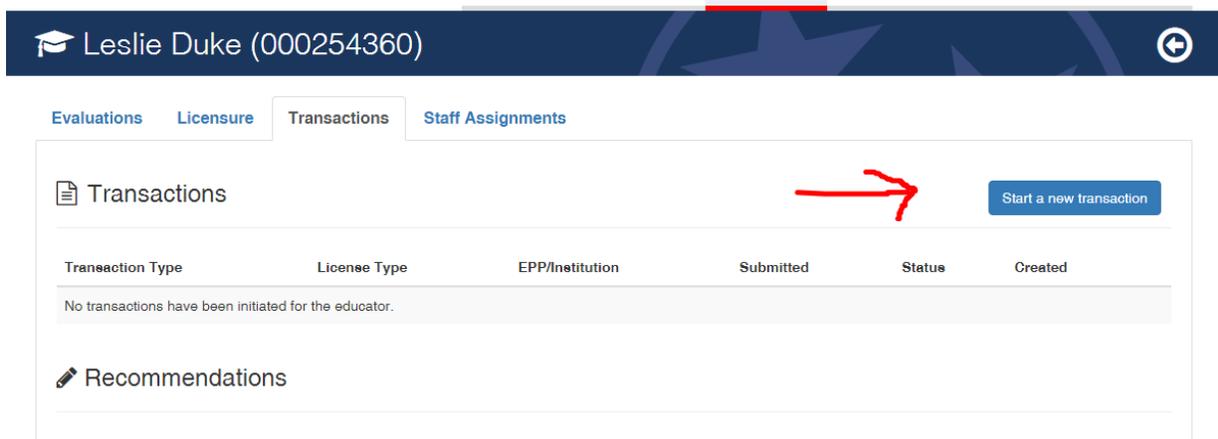
Across the top, you will see a tab labeled "Transactions". Select the "Transactions" tab.



The screenshot shows the top navigation bar with the user name "Leslie Duke (000254360)" and a home icon. Below the navigation bar, there are four tabs: "Evaluations", "Licensure", "Transactions", and "Staff Assignments". The "Transactions" tab is highlighted with a red arrow pointing upwards. The main content area shows a document icon and the text "2016-2017 / Rutherford County / Teacher Evaluation" with a "View all evaluation(s)" button. Below this, there is a "Print to PDF" button and two sections: "Evaluation" and "Level of Effectiveness", each with a "Recalculate Score" button.

## Step Four

Once you are in the Transactions section, you will want to "Start a new transaction"



The screenshot shows the top navigation bar with the user name "Leslie Duke (000254360)" and a home icon. Below the navigation bar, there are four tabs: "Evaluations", "Licensure", "Transactions", and "Staff Assignments". The "Transactions" tab is highlighted with a red arrow pointing to the right. The main content area shows a document icon and the text "Transactions" with a "Start a new transaction" button. Below this, there is a table with the following columns: "Transaction Type", "License Type", "EPP/Institution", "Submitted", "Status", and "Created". The table contains the text "No transactions have been initiated for the educator." Below the table, there is a "Recommendations" section with a pencil icon.

## Step Five

### Select "Name Change"

#### Transaction Wizard

Welcome to the TNCompass licensing wizard. Below you will find available license transactions to submit to the Office of Educator Licensure and Preparation (OELP).

I'm seeking to:

- [Add Degree](#)
- [Add Endorsement](#)
- Advance an Active License - **No Applicable Licenses**
- Advance an Inactive License - **No Applicable Licenses**
- [Apply for JROTC](#)
- [Name Change](#) 
- Reactivate License - **No Applicable Licenses**
- Renew License - **No Applicable Licenses**

If you do not have any applicable licenses for a particular transaction, there could be many reasons for this, please visit our website, [Educator Licensing](#), to view our requirements to renew, advance or reactivate a license and verify which action you qualify for. If you still have questions after reviewing these documents please contact our office by email at [Education.Licensing@tn.gov](mailto:Education.Licensing@tn.gov), or by phone at 615-532-4885.

## Step Six

Add the attachment required – either a copy of your marriage certificate or divorce decree are required to change your name.

#### Name Change Transaction

STATUS  
Not submitted

-  Overview
- Name Change
-  Summary

Please enter the requested change to your name and attach official documentation to support the request.

#### Attachments



Add Attachment

Name	Type	Description	Created	Created By
.				

- [Acceptable Name Change Documentation](#)

## Step Seven

Complete the required boxes to change your name and select the verification box at the bottom of the page. Select "Save and Continue"

### Name Change Form

	Current Name	Requested Name
Prefix	(blank)	<input type="text"/>
First Name	Bobby	<input type="text" value="Bobby"/>
Middle Name	Neal	<input type="text" value="Neal"/>
Last Name	Duke	<input type="text" value="Duke"/>
Maiden Name	(blank)	<input type="text"/>
Suffix	III	<input type="text" value="III"/>

I verify that the above entered name is accurate and matches the attached official documentation.

[← Back](#) [Save](#) [Save & Continue →](#)

## Step Eight

Ensure there is a check mark in the Ready for Submission circle and select "Save and Continue"

Name Change Transaction Not submitted

Overview Name Change Summary

### Holds

Hold Date	Reason	State Authority	Added By	Cleared	Cleared Date
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### Requirements

Requirement	Ready for Submission
Name Change	<input type="radio"/>

### Submission Notes

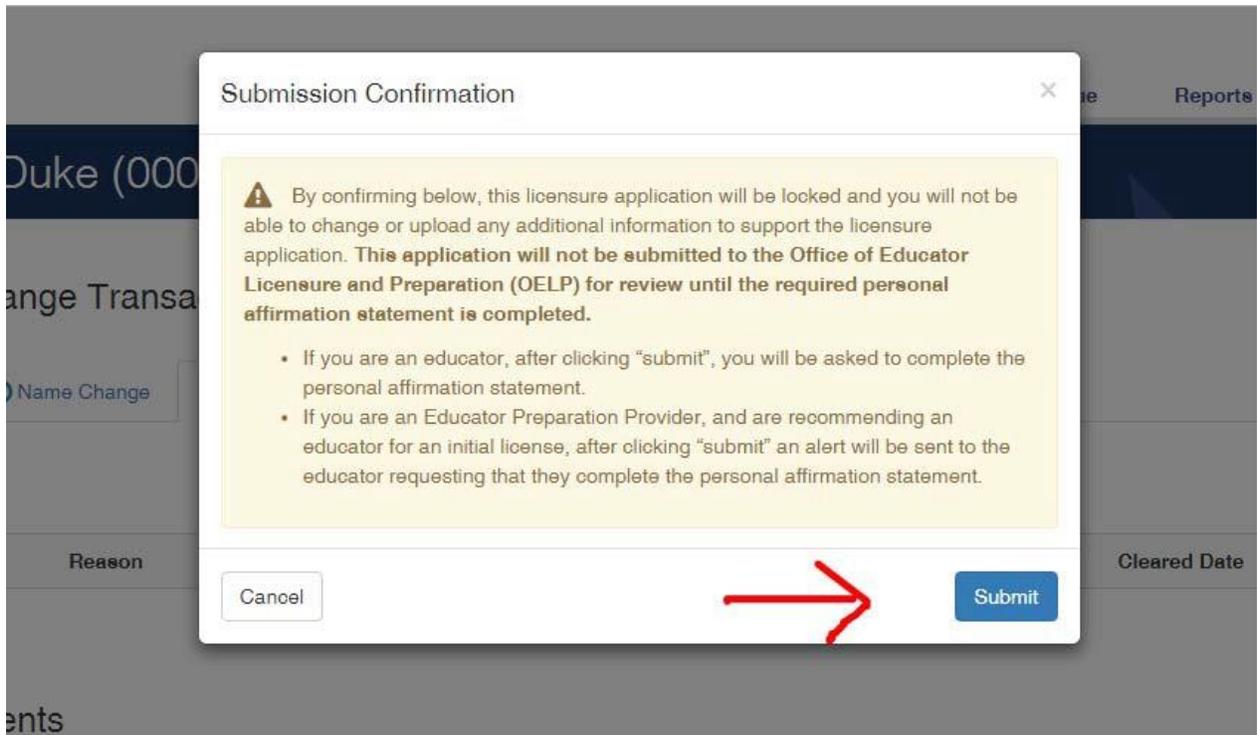
Information entered will be shared with the Office of Educator Licensure and Preparation (OELP).

**⚠ You must confirm all requirements before you may submit this transaction.**

[← Back](#) [Save](#) [Save & Continue →](#)

## Step Nine

Select "Submit"



## Step Ten

Complete your Personal Affirmation Page to complete your application.