**Evaluation PIN Completion**

This process describes how to add a PIN signature to complete an educator’s evaluation for the current academic year.

- PINs can only be entered once a level of effectiveness score has been calculated.
- The observer must PIN the evaluation record first.
- The educator can only enter a PIN after the observer has entered his or her PIN.
- District administrators, district supervisors, principals, and assistant principals can PIN the evaluation as an observer.
- PINs are randomly generated by the system.

**Observer PIN Entry**

- Click the **Educator** tab.
- Select educator’s name to open the evaluation record for the educator.
- Scroll to bottom of educator's evaluation page to find the PIN signature section.
- The administrator (observer) will enter his or her PIN in the designated section of the **PIN Signature** section.

**View the PIN**

- To view the PIN, click **Access My PIN** located under the PIN signature entry box.

Next click the **Show PIN** button to display the PIN code on the screen.

**Hide the PIN**

When the PIN is visible, hide the PIN by clicking the **Hide PIN** button.
Enter the PIN to Complete the Form

Enter the PIN code into the entry box and click *Complete Form.*

The evaluation is now completed by the administrator and the educator can now enter his or her PIN. If the administrator needs to reopen the evaluation, click on *Reopen for Editing.*
Educator PIN Entry

In the application quick links section, click on *My Educator Profile.*

- When the evaluation page displays, scroll to the *PIN Signature* section.
- The educator enters his or her PIN in the left section of the *PIN Signature* section.

**View the PIN**

To view the PIN, click *Access My PIN* located under the PIN signature entry box.

- Click on the *Show PIN* button to display the PIN code on the screen.
Hide the PIN

When the PIN is visible, hide the PIN by clicking on the *Hide PIN* button.

The evaluation has now been completed for the academic year.