

For all educators to add SELF REPORTED TEACHING EXPERIENCE

- 1) Create an OPAL account using the name on your current Educator's license. To do this, please visit the [OPAL website](#).
- 2) Once you are logged into OPAL, you will see the DASHBOARD.
- 3) Click on "ADD" at the top right of the box.

Dashboard

Welcome [REDACTED] | [ResetPassword](#) | [SignOut](#)

Not [REDACTED] [Click here to log out](#)

Self Reported Teaching Experience [Add](#)

State	From Date	To Date	Actions
			 

- 4) Select the State which you would like to add experience from in the dropdown menu.

Self Reported Teaching Experience [Add](#)

→ State : *

State	From Date	To Date	Actions
			 

KEY:

- Red Asterisk (*) = MANDATORY FIELD
- Pencil = Edit function
- Trash Can = Delete entry

5) Select a Status from the Dropdown menu of “current or previous” please disregard “other.”

Self Reported Teaching Experience Add

State : *

→ Status : *

From Date : * To Date : *

State	From Date	To Date	Actions
			 

6) Fill in the “From Date” and the “To Date” fields. If you are entering a **previous date for employment experience**, note that the “From Date” and “To Date” fields **ARE MANDATORY FIELDS**. Please fill in the dates last.

Self Reported Teaching Experience Add

State : *

Status : *

→ From Date : * → To Date : *

State	From Date	To Date	Actions
			 

KEY:

- Red Asterisk (*) = MANDATORY FIELD
- Pencil = Edit function
- Trash Can = Delete entry

- 7) If you have worked for another state, you will see additional fields which must be filled out. After you are finished, click the green **SAVE** button. *Please fill in the date fields last.*

Self Reported Teaching Experience
Add

State : *

School Type : *

Grade Taught : *

From Date : *

Area of Licensure : *

Status : *

To Date : *

Save
Cancel

- 8) If you are entering a **current date for employment experience**, note that the “From Date” is mandatory, but the “To Date” **IS NOT mandatory**, you can leave this blank as it does not have a red asterisk near it. After you are finished, click the green **SAVE** button.

Self Reported Teaching Experience
Add

State : *

Status : *

From Date : *

To Date :

Save
Cancel

- 9) **The Self-Reported Teaching Experience:** Here is an example with three entries added in; you will note that it has a “From Date” and “To Date” for each state/entry and the current employment showing a blank date for experience entered and what it looks like in the Dashboard.

Self Reported Teaching Experience			Add
State	From Date	To Date	Actions
			✎ 🗑
NV	06/01/2000	06/01/2010	✎ 🗑
NV	06/01/2010		✎ 🗑
CA	06/01/1996	06/01/2000	✎ 🗑

KEY:

- Red Asterisk (*) = MANDATORY FIELD
- Pencil = Edit function
- Trash Can = Delete entry