# **EDUCATOR** GENERAL INSTRUCTION

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*Welcome* to Educator. To begin the application process, log into your BYU account by selecting "Log In."

If you do not have a BYU account, click on "Sign Up for BYU Account."





If you already have a BYU account, log in like usual, using DUO two-factor authentication if necessary.

BYU Account Creation

BYU Login

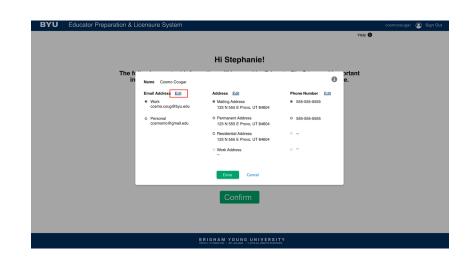
If you need to create a BYU account, follow the steps on this screen to set up your account. Then, log in.



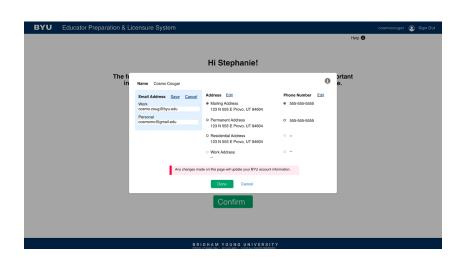
Please check your personal information to make sure it is correct and up-to-date. If everything is correct, click confirm.

If you need to update your information, click "Change or Update Information."

BYU Educator Preparation & Licensure System			cosmocougar 🧕 Sign Out
		Help 🕄	
	Hi Cosmo!		
The following contact info information. Please er	ormation will be used by Educat asure that it is as accurate and u	orPLuS to send important up to date as possible.	
	Email cosmo.cougar@byu.edu		
	Address 100 N. 500 E. # 101 Provo, UT. 84804		
	Phone Number 801-555-7777		
	Change or Update Information		
	Confirm		
	BRIGHAM YOUNG UNIVERSITY		



To change your information, click "Edit".



## Update your information and then click "Done."

Help 🚯

### When brought to this screen, please read the information release forms. Once read, click the corresponding checkbox.

#### Welcome to Educator, Staffanie

#### Electronic Release of Information

In accordance with the Family Education Rights and Polycey Act (EERPA), the BYU Education Polycem, Education Advisioned Content, and all advisorito programs and factory immetries are contrained to protecting the protocy of your doctation records. We need your appress written permission to release personally identifiable or educational Information by out through electronic means. Be avant that identifications (Employment and Employment) and the protocy of the strained electronication (Education (Education Content), and the strained electronication are not the strained electronication are not that we do not share emails or other content information her gyme recept for your and the strained electronication (Education (E

I have read, understand, and agree to adhere to the Electronic Release of Information statement a

#### Family Education Rights and Privacy Act

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), the university is prohibited from providing certain information from your adulent records to a finite game, such as information on grades. Unline, and these assessments, financial and infinited by our parents, your groupso, or a goardines. The data and information toxic in your millines apart of your grades and milling by your parents, your groupso, or a goardines. The data and information toxic in your millines apart of your grades and milling by your parents, or a goardines. The data and information toxic in your millines apart of your BTU academic record. As such, all data and information in mYink is protected by FERPA and will not be released without your consent.

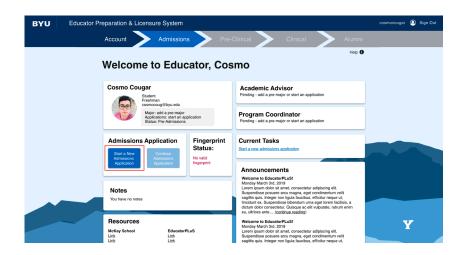
You may at your discrition, agree the university permission to release information about your student records to a third party by submitting a request an writing unathronizing that the dark. The specialide information will be made available only if requested by the authorized third party. The university does not automatically send information to a third party.

bmit your completed written request to the Registrar's Office, at B-150 ASB, Provo, UT 84602. Please note that your authorization to

When you are finished, and each box has been checked, click "Next."

As such, all data	rents, your spouse, or a sponsor. The data and information stored in your mYlink are part of your BYU academic record. Ind information in mYlink is protected by FERPA and will not be released without your consent.
request in writing	iscretion, grant the university permission to release information about your student records to a third party by submitting authorizing that third party. The specified information will be made available only if requested by the authorized third party so rot automatically send information to a third party.
	keted written request to the Registrar's Office, at B-150 ASB, Provo. UT 84602. Please note that your authorization to has no expiration date; however, you may revoke your authorization at any time in writing at the Registrar's Office.
I have read a	nd understand all of the above listed rights and conditions protected under FERPA
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mYlink Terms of \$ Welcome to mYlint 1. Your relationsh Your use of the m document forms a	anvice ki p with mYlink Tirkk was also is subject to the terms of a legal agreement between you and Brigham Young University (BYU). This legally blonding agreement between you and BYU when you use the mYlink website. You should read this document algoments a reference betwee any "Ermony"

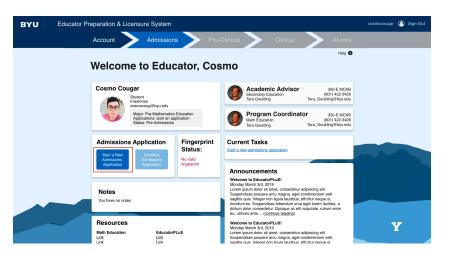
NEXT >

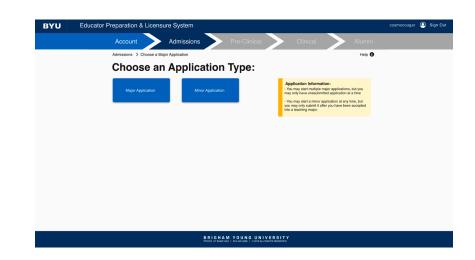


This is the profile page, with your basic information.

To begin the application process, select the "Start a New Admissions Application" button. If you have already selected a pre-major, your pre-major information and your advisor's information will show up on your profile.

To begin the application process, select the "Start a New Admissions Application" button.





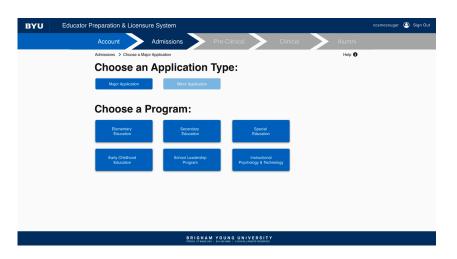
If you wish to start a major application, select "Major Application."

If you wish to start a minor application, select "Minor Application."

If you have a pre-major already, a pop-up will appear. If you wish to start an application for this major, select "Yes."

If you wish to start a different application, select "No, I want a different application."





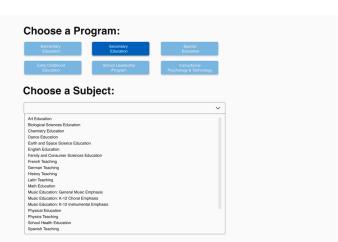
Once you select which type of application you are starting, then select which program you plan on applying to.

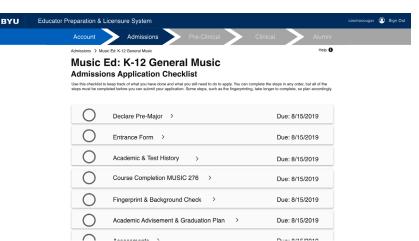
BYU	Educator Preparation & Licensure System	cosmocougar 🧕 Sign Out					
	Account Admissions Pre-Clinical Clinical Alumni						
	Admissions > Choose a Major Application Help 0						
	Choose an Application Type:						
	Major Application Miner Application						
	Elementary Secondary Special Education Education						
	Early Ohithood School Leadership Instructional Education Program Psychology & Technology						
	Choose a Subject:						
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BRIGHAM YOUNG UNIVERSITY Proof of Bergins 1, Baldward 1, ethols (swell helewed)							

If your program has multiple sub-sections, a box will appear labeled "Choose a Subject."

Click that box, scroll through all of the options, and select your desired program.

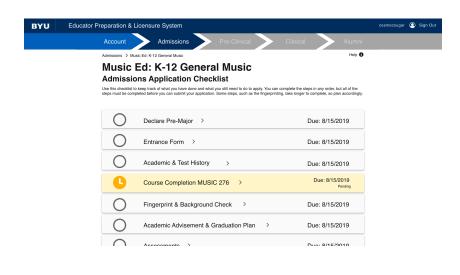
Then click "Submit."





This page is the admissions application checklist. Here you will see each task on the application that needs to be completed in order to submit your application.

BYU	Educator Preparation & Lic	ensure System		cosmocougar 🥝	) Sign Out
	Account	Admissions Pre-Clinical	· Clinical Alumni		
	Admissions > Music	Ed: K-12 General Music	Help 🚯		
	Admission	d: K-12 General Music s Application Checklist ep track of what you have done and what you still need to do to apply. You do before you can submit your application. Some steps, such as the Imgerp			
	$\bigcirc$	Declare Pre-Major >	Due: 8/15/2019		
	$\bigcirc$	Entrance Form >	Due: 8/15/2019		
	$\bigcirc$	Academic & Test History >	Due: 8/15/2019		
	•	Course Completion MUSIC 276 >	Due: 8/15/2019 In Progress		
	$\bigcirc$	Fingerprint & Background Check	Due: 8/15/2019		
	$\bigcirc$	Academic Advisement & Graduation Plan	Due: 8/15/2019		
	0	Assessments >	Due: 8/15/2019		



When you are in the process of completing a task, it will appear blue in the checklist.

Tasks that include course completion may stay blue for the entirety of the semester, until complete.

If a task is waiting approval by someone or something else, it will appear yellow. This means it is pending approval. BYU Educator Preparation & Licensure System Admissions Music Ed: K-12 General Music Admissions Application Checklist what you have done and what you still ne nplete the steps in any order, but all of the  $\bigcirc$ Declare Pre-Major > Due: 8/15/2019  $\bigcirc$ Entrance Form > Due: 8/15/2019 Ο Academic & Test History Due: 8/15/2019 Course Completion MUSIC 276 > Completed

Due: 8/15/2019

Due: 8/15/2019

Edit

Fingerprint & Background Check

Academic Advisement & Graduation Plan

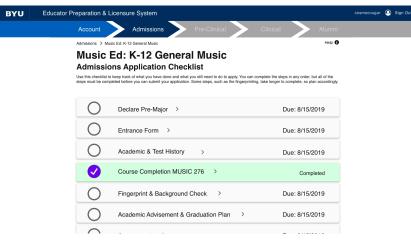
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Educator Preparation & Licensure Syste

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123 N 555 E Provo, UT 84604

123 N 555 E Provo, UT 846

ential Addres

123 N 555 E Provo 11T 84604

Admissions **Entrance Form** Please Confirm Your Information Last No Phone Nu 123 N 555 E Provo 11T 84604 I confirm that this information is correct." **Demographic Questions** 

BYU

If the checkmark on a task appears purple but the box around it is green, this means that the task has been waived and is considered complete.

Once a task has been completed,

checklist. This means all work for

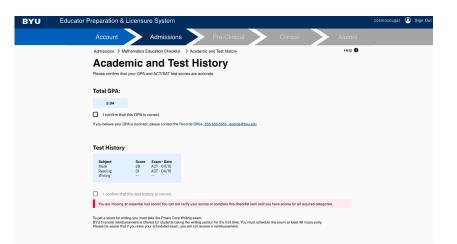
it will appear green in the

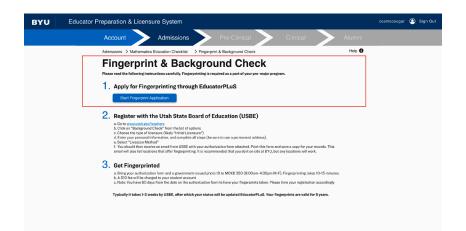
this task has been finished.

To complete the "Entrance Form" task, please confirm that your information is correct. Then finish filling out the form. Once you are finished, click "Submit."

To complete the "Academic and Test History" task, please confirm your GPA, and your test history. Then click "Submit."

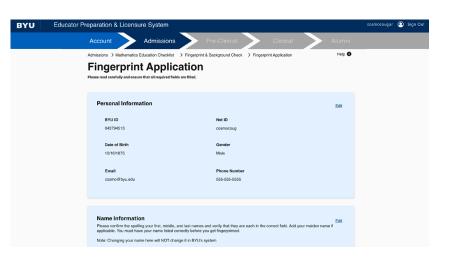
If you cannot submit, it means that your are missing an essential test score. Once your score is recorded here, you can complete this task.





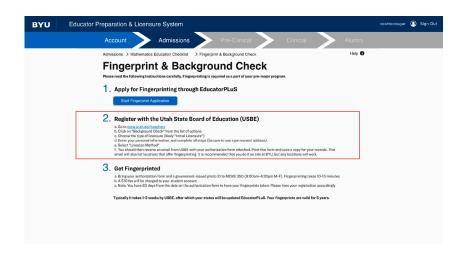
To complete the "Fingerprint and Background Check" task, follow the prompts on the list. Begin with the application.

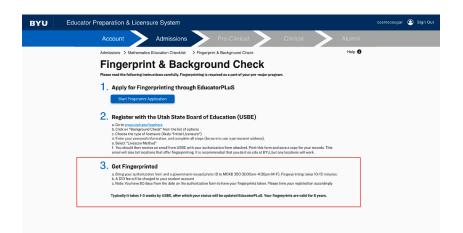
On the "Fingerprint Application" please make sure your information is correct, and finish filling out the form. At the bottom, click "Submit."



To register with the USBE, follow the steps in task number 2 on the list. The link listed will take you to a third-party website.

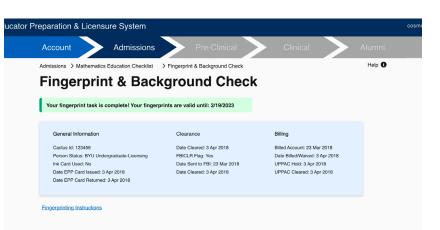
When your registration is submitted and approved by the USBE, this task will be considered completed.

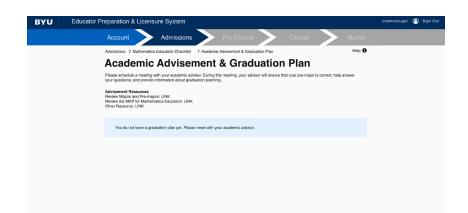




Task number 3 on the list requires you to go get physically fingerprinted in the McKay building at BYU Provo's campus. Please follow the steps accordingly.

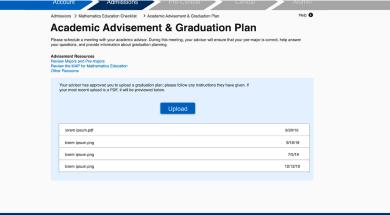
Once you have completed the tasks in the list, and your registration from the USBE is recorded, this task in its entirety will be considered complete.





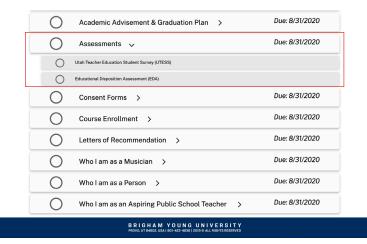
To complete the "Academic Advisement & Graduation Plan", contact your academic advisor to set up a meeting and upload a graduation plan.

Some advisors will not require a meeting and will give you the necessary permissions in the system to allow you to upload the graduation plan yourself.



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To complete the "Assessments" task, click the drop down list to view and complete the required assessments.





### **Consent Forms**

CONTACT INFORMATION STATEMENT As condition for entering the Mild/Moderate Disabilities major and the BYU Educator Preparation Program. I understand that I am responsible for underling my parsonal and contact information (e.g., same change, current making address, emails with the Bingham Young University registrar and Recents Office

Ludestands that I am responsible for staying current on program information, and accept any consequences that result if fail to maintain current personal and contact information. If have result understand, and age to the Contact Information statement above.

#### TEACHING MINOR STATEMENT

As a consideration for entering the Mid/Moderate Disabilities major and the BYU Educator Preparation Program. I understand that although a tracking mixer in another subject is not required, it is strongly encommended. Teaching apportunities in public schools may be significantly reduced if a calculate declare a teaching mixer and that II change to a non-teaching major. I must change to a non-teaching mixer or drays the mixer altogether. I have read understand, and grave to a darker to the Teaching mixer or drays the mixer altogether. I have read understand, and agrees to a darker to the Teaching Mixer statement above.

EMPLOYER DATA CONSENT STATEMENT

When each statement has been read, and each box checked, please click "Submit."

To fill our consent forms, please

read each statement, checking

each box as you finish them.

#### FINGERPRINT AND BACKGROUND CHECK STATEMENT

As a condition for entering the MIId/Moderate Disabilities major and the BYU Educator Preparation Program, Lunderstand that I must maintain USBE (Utab State Board of Education) (fragment background obsences to remain in the MIId/Moderate Disabilities major program, quality to student teach/bittering galaxies with a teaching major, and be recommended for a Utab stating lacense. Lunderstand that I must enter fragment background obsences for up to the Utab method and and a statistication of the Utab state of the U

I have read, understand, and agree to adhere to the Fingerprint and Background Check statement above.

#### BYU POLICIES INCLUDING THE HONOR CODE STATEMENT

As a condition for entring the MMM dotterse Databilities major and the RVD Educator Preparation Program. I gares to adhere to all applicable (Bylann Young University) of Educator Programs and WMM dotters Drabilities major programs policies and procedures I agree to follow the University Horon Code, which includes (I) the Academic Noresty Policy (2) the Dees and Grooming Standards, (5) the Redentional Lung Standards, and (4) the Continuing Student Ecolesiastical Endorsement.

#### UTAH ADMINISTRATIVE CODE STATEMENT

As a condition of entening the MiddModerate Disballiniss major and the RVI Educator Pepparation Program, Lagren to dualine to Lulah Administrative Code 2277-518 Utah Educator Standards (Utah Tacaher Code of Conduct) and R277-530 Utah Effective Tacehing and Educational Laderthip Standards.



BRIGHAM YOUNG UNIVERSITY