

## How to Access a TESP Report

**[Teacher Education Scholarship Programs (TESP) include: Golden Apple Scholars (GAS) of Illinois Program, Illinois Future Teacher Corps (IFTC) Program and Minority Teachers of Illinois (MTI) Scholarship]**

There are two pre-defined TESP report formats, By Program or By Status Date, for each applicant category. There are links to each report in the left-side panel under Reports.

- Eligible-Funded;
  - By Program
  - By Status Date
- Eligible-Unavailable Funds; or
  - By Program
  - By Status Date
- Eligible-Unavailable Funds (IFTC Teacher Only).
  - By Program
  - By Status State

Each report has a standard heading according to the category, the sort selected and the date the report is created. The reports list all applicants in the selected category. Both reports types are in the same layout and will automatically print in a Landscape format.

Additional features of each report:

- By Program:
  - This report is automatically sorted by program type (GAS, IFTC, MTI) and then sorted alphabetically by the applicant's last name within the program type.
  - There is a section break by program. The beginning of the section break will include the program type in the title.
  - There are no totals on this report.
- By Status Date:
  - This report is automatically sorted by Status Date (most current date first) and then by program type (GAS, IFTC, MTI) and then sorted alphabetically by the applicant's last name within the program type.
  - There is a section break that includes subtotals. The beginning of the section break will include the status date in the title. The end of the section break will include subtotals for the Status Date by program.
  - A cumulative total will be listed by program on the final page of the By Status Date reports.

### **Quick Steps to Obtain a Report:**

- o From the “TESP Notifications” screen, find the “Reports” section in the lower half of the left-hand panel.
- o Click on a sort type, (By Program or By Status Date) for the report category to be displayed. [Eligible – Funded, Eligible – Unavailable Funds, or Eligible – Unavailable Funds (IFTC Teacher Only)]. A box (File Download) will display.
- o From this box, select <Open> to display the report (if you encounter firewall problems, contact your campus IS staff). The file will open as a Word document (or Word compatible document depending on your desktop configuration supporting an .rtf document).
- o To print the report, select the <File> option from the toolbar in the browser then <Print>. The entire report will automatically print in a Landscape format.
- o To save the report, select <Save As> from the <File> option on the Browser. Select a folder, enter a <File Name> and press <Save>. The report will save with an .rtf extension.
  - To save the file as different type of document, (i.e., MS Word document) select <Save As> from the <File> option on the Browser. Select a folder, enter a <File Name> and select a file type from the <Save as type> drop-down box. Press <Save>. The report will save with the extension type of the file selected (i.e., a Word document would be saved as .doc).

### **How to Exit/Log Off**

To exit the “TESP Notifications” application, click on the browser’s Close (X) button located in the upper right-hand corner. You’ll return to the Program Selection Screen. Select another program or click on the Log Off button to exit My Zone.