



Teaching
Regulation
Agency

Teaching Regulation Agency

Teacher Self Service

A guide for users

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Introduction

The TRA Teacher Self-Service (TSS) web-portal provides teachers with access to their records on the database of teachers so they may:

- View their teacher record
- Obtain electronic copies of their QTS and induction certificates
- Obtain electronic copies of relevant leadership qualification certificates
- Update their personal details
- Download a letter confirming their teacher qualifications
- Input their employment details

Terms and conditions of the service

As a user of this service, I will:

1. Comply with the provisions of the Data Protection Act 1998 in respect of all personal information available through this service, understanding that such information is provided to enable only authorised users from a registered organisation to carry out necessary checks on whether a teacher has:
 - achieved qualified teacher status (QTS)
 - completed his/her induction
 - been awarded a Mandatory Qualification for teachers of hearing impaired or visually impaired pupils
 - has any teaching restrictions placed against him/her, or has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence
2. Observe the requirements of the Act and take all reasonable precautions to preserve both the integrity and security of the personal data it holds as well as prevent any corruption or loss of personal data.
3. Not disclose any personal data from the service to any unauthorised third party.
4. Indemnify the DfE against any claim for compensation costs or damages arising from my unauthorised use or corruption of personal data available via the service where such costs or damages are the result of actions I have taken.
5. Not disclose my account login details to any other party.

As a user of this service, I understand:

1. The DfE takes no responsibility for the accuracy or security of any personal data which I store in local files. In such circumstances, for the purposes of the Act, I understand that I am the data controller for any such personal data and any activities I carry out with this data must comply with the terms of the Act.
2. The DfE takes reasonable steps to ensure the quality, accuracy, and completeness of its data but accept that these factors cannot be guaranteed.
3. The DfE reserves the right to re-set user passwords. In the event of a person with access rights to the service leaving their organisation, the user should notify the DfE immediately in order for these access rights to be revoked.

The DfE may terminate this agreement at any time by written notice to the user with immediate effect.

Log into the TSS web-portal

To access the portal you will need to visit

<https://teacherservices.education.gov.uk/SelfService/Login>

Login into Teacher Self-Service Portal

Our use of your personal information

This portal provides teachers with access to their records held on the Database of Qualified Teachers (DQT). The DQT is maintained by the Teaching Regulation Agency (TRA) which is an executive agency of the Department for Education (DfE). For the purpose of data protection legislation, the DfE is the data controller for data held and processed within the DQT.

As a teacher, access to this portal enables you to:

- view your teacher record
- obtain electronic copies of your Qualified Teacher Status (QTS), Early Years Teacher Status and/or induction certificates
- obtain electronic copies of relevant leadership qualification certificates
- update your personal details
- download a letter confirming your teacher qualifications
- input your employment details

Personal data on the DQT are shared with relevant third party organisations to allow employers to check whether the individuals they employ, or are considering employing, are suitably qualified and have no restrictions against them in relation to teaching in England. Your personal data are only shared with third parties where data protection law allows it, or there is a legal requirement for sharing to take place.

Please email the TRA at qts.enquiries@education.gov.uk or call 0207 593 5394 if you have any questions about the DQT, your record or you experience problems accessing the service. If you do not wish to use your Teacher Self-Service (TSS) account, then you can indicate this on the TSS homepage.

More information about TSS, including your data protection rights and details of third party organisations involved in data sharing activities, is available at the [full Teacher Self-Service privacy notice](#). This notice is reviewed annually, and we therefore recommend you revisit this information on a yearly basis.

For overseas teachers awarded QTS please be aware of the following:

- do not complete the box entitled National Insurance Number
- enter your name exactly as shown on the email confirming your QTS award

Teacher reference number (seven numeric digits e.g. 1234567)*
<input type="text"/>
Surname*
<input type="text"/>
Forename*
<input type="text"/>
Date of birth (dd/mm/yyyy)*
<input type="text"/>

You will need to enter your teacher reference number (seven numeric digits only), surname, forename and date of birth.

You do not need to enter your national insurance number, this is optional.

Click the *submit* button to view your details (see below image).

Teaching Regulation Agency

You are currently logged into Teacher Self Service as: **John Smith** [Log out >](#)

John Smith

Teacher Reference Number
1000283

 [Printer friendly page](#)

Welcome to Teacher SelfService. You can use this service to view your teaching status and qualifications, download certification of your teaching status and update and correct your personal and contact details.

The certificates are provided in an Adobe PDF format and it is recommended that they are viewed using free up-to-date Adobe reader software.

- ▶ [Teacher details](#)
- ▶ [Employment](#)
- ▶ [Initial teacher training](#)
- ▶ [QTS status](#)
- ▶ [EYTS status](#)
- ▶ [Induction status](#)
- ▶ [Supplementary qualifications](#)
- ▶ [Alerts](#)

Teacher details

Title
-

Forename
John

TRA contact information

Email QTS.enquiries@education.gov.uk

Status

Alerts:	None
QTS:	-
Induction:	-

Are your details correct?

- [Update your contact details](#)
- [Update your employment details](#)
- [Update your name](#)
- [Update your Date of Birth](#)
- [Update your National Insurance number](#)

Update your contact details

To update your contact details, select *Update your contact details*.

Self-service | [Guidance and Privacy Notice](#)

Home > Teacher Self Service > Teacher >

Teaching Regulation Agency

You are currently logged into Teacher Self Service as: **John Smith** [Log out >](#)

John Smith

Teacher Reference Number
1000283

[Printer friendly page](#)

Welcome to Teacher SelfService. You can use this service to view your teaching status and qualifications, download certification of your teaching status and update and correct your personal and contact details.

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- ▶ [Teacher details](#)
- ▶ [Employment](#)
- ▶ [Initial teacher training](#)
- ▶ [QTS status](#)
- ▶ [EYTS status](#)
- ▶ [Induction status](#)
- ▶ [Supplementary qualifications](#)
- ▶ [Alerts](#)

Teacher details

Title
-

Forename
John

TRA contact information
Email QTS.enquiries@education.gov.uk

Status	
Alerts:	None
QTS:	-
Induction:	-

Are your details correct?

- Update your contact details**
- [Update your employment details](#)
- [Update your name](#)
- [Update your Date of Birth](#)
- [Update your National Insurance number](#)

You will see this page.

Self-service Guidance and Privacy Notice

Home > Teacher Self Service > Update your contact details >

Teaching Regulation Agency

You are currently logged into Teacher Self Service as: John Smith [Log out >](#)

John Smith
Teacher Reference Number
1000283

Update your contact details

If you want to update your address and/or contact details please complete the form below.

Country <input type="text"/>
Address line 1 <input type="text"/>
Address line 2 <input type="text"/>
Town <input type="text"/>
County / State / Province <input type="text"/>

Update your name

To update your name, select the relevant link, as highlighted below.

The screenshot shows the Teacher Self Service interface for John Smith. The page title is 'Teaching Regulation Agency'. The user is logged in as John Smith. The main content area shows 'John Smith' and 'Teacher Reference Number 1000283'. A sidebar on the right contains a list of links: 'Teacher details', 'Employment', 'Initial teacher training', 'QTS status', 'EYTS status', 'Induction status', 'Supplementary qualifications', and 'Alerts'. The 'Update your name' link is highlighted with a red box. Other links in the sidebar include 'Update your contact details', 'Update your employment details', 'Update your Date of Birth', and 'Update your National Insurance number'. The 'Status' section shows 'Alerts: None', 'QTS: -', and 'Induction: -'. The 'TRA contact information' section shows 'Email: QTS.enquiries@education.gov.uk'.

You will then see your pre populated data in order to make your amendment(s).

If you are informing us of a name change, you will need to provide a scanned copy of one of the following forms of evidence. Documents in pdf or jpeg format are accepted:

- Marriage: copy of your marriage certificate
- Civil partnership: copy of your civil agreement certificate
- Divorce: copy of your decree absolute and your birth certificate
- Statutory declaration: copy of the statutory declaration
- Deed poll: copy of your deed poll.

Once you have clicked *submit*, you will be taken to the Change of Details request page.

You are currently logged into Teacher Self Service as: **John Smith** [Log out >](#)

John Smith

Teacher Reference Number
1000283

Change of details request

Thank you for providing evidence of changes to your personal details. Your request will be processed within 5 working days of submission. We will contact you by email if we require further information.

Done

Update your date of birth

To update your date of birth, select the relevant link as highlighted below.

Self-service | **Guidance and Privacy Notice**

Home > Teacher Self Service > Teacher >
Teaching Regulation Agency

You are currently logged into Teacher Self Service as: **John Smith** [Log out >](#)

John Smith

Teacher Reference Number
1000283

[Printer friendly page](#)

Welcome to Teacher SelfService. You can use this service to view your teaching status and qualifications, download certification of your teaching status and update and correct your personal and contact details.

The certificates are provided in an Adobe PDF format and it is recommended that they are viewed using free up-to-date Adobe reader software.

- ▶ **Teacher details**
- ▶ **Employment**
- ▶ **Initial teacher training**
- ▶ **QTS status**
- ▶ **EYTS status**
- ▶ **Induction status**
- ▶ **Supplementary qualifications**
- ▶ **Alerts**

Teacher details

Title
-

Forename
John

TRA contact information
Email QTS.enquiries@education.gov.uk

Status	
Alerts:	None
QTS:	-
Induction:	-

Are your details correct?

- [Update your contact details](#)
- [Update your employment details](#)
- [Update your name](#)
- [Update your Date of Birth](#)**
- [Update your National Insurance number](#)

You will then see the below page.

The screenshot shows the 'Update your date of birth' page in the Teacher Self Service portal. At the top, there are navigation tabs for 'Self-service' and 'Guidance and Privacy Notice'. Below this is a breadcrumb trail: 'Home > Teacher Self Service > Update your date of birth >'. The page title is 'Teaching Regulation Agency'. A message indicates the user is logged in as 'John Smith' with a 'Log out >' link. The user's name 'John Smith' and 'Teacher Reference Number 1000283' are displayed. The main heading is 'Update your date of birth'. A paragraph explains that if the current date of birth is incorrect, evidence is required. A bulleted list includes 'Birth certificate', 'Passport', and 'Driving licence'. A form contains a 'Date of birth*' field with '31/03/1979', a 'Proof document*' field with a 'Browse...' button, and an 'Optional comment' text area. At the bottom are 'Submit' and 'Cancel' buttons.

If you are informing us that we hold the incorrect date of birth on your record, you will need to provide a copy of one of the following forms of evidence as proof of your correct date of birth. You will need to provide a scanned copy of one of the following forms of evidence. Documents in pdf or jpeg format are accepted.

- Birth certificate
- Passport
- Driving license

Once you have clicked *submit*, you will be taken to the Change of Details request page.

Update your employment details

To update your employment details, select the relevant link as highlighted below.

The screenshot shows the Teacher Self Service interface for John Smith. The user is logged in as John Smith. The main navigation menu includes 'Self-service' and 'Guidance and Privacy Notice'. The breadcrumb trail is 'Home > Teacher Self Service > Teacher > Teaching Regulation Agency'. The user's name 'John Smith' and 'Teacher Reference Number 1000283' are displayed. A 'Printer friendly page' link is available. A welcome message states: 'Welcome to Teacher SelfService. You can use this service to view your teaching status and qualifications, download certification of your teaching status and update and correct your personal and contact details. The certificates are provided in an Adobe PDF format and it is recommended that they are viewed using free up-to-date Adobe reader software.' A list of navigation links is provided: 'Teacher details', 'Employment', 'Initial teacher training', 'QTS status', 'EYTS status', 'Induction status', 'Supplementary qualifications', and 'Alerts'. The 'Teacher details' section shows 'Title -' and 'Forename John'. On the right, 'TRA contact information' is shown as 'Email QTS.enquiries@education.gov.uk'. A 'Status' summary table is displayed:

Status	
Alerts:	None
QTS:	-
Induction:	-

Below the status table, a green box asks 'Are your details correct?' and provides several update links: 'Update your contact details', 'Update your employment details' (highlighted with a red border), 'Update your name', 'Update your Date of Birth', and 'Update your National Insurance number'.

You will then see this screen.

The screenshot shows the 'Update your employment details' form. The breadcrumb trail is 'Home > Teacher Self Service > Update your employment details > Teaching Regulation Agency'. The user is logged in as John Smith. The form title is 'Update your employment details'. A message states: 'To update your place of employment, please enter the postcode of the establishment where you work.' A form field asks 'Are you currently employed at a school?' with radio buttons for 'Yes' and 'No'. At the bottom, there are 'Save Details' and 'Cancel' buttons.

If you select *yes*, you will see the *postcode* field displayed below and will be able to enter the postcode of your employment and then click *save details*. You do not need to submit any proof.

Self-service | [Guidance and Privacy Notice](#)

Home > Teacher Self Service > Update your employment details >

Teaching Regulation Agency

You are currently logged into Teacher Self Service as: **John Smith** [Log out >](#)

John Smith
Teacher Reference Number
1000283

Update your employment details

To update your place of employment, please enter the postcode of the establishment where you work.

Employer post code

Update your national insurance number

To update your national insurance number, select the relevant link as highlighted below.

The screenshot shows the Teacher Self Service interface for John Smith. The user is logged in as John Smith. The page displays the user's name, Teacher Reference Number (1000283), and a list of navigation links including Teacher details, Employment, Initial teacher training, QTS status, EYTS status, Induction status, Supplementary qualifications, and Alerts. On the right side, there is a 'Status' section with Alerts, QTS, and Induction information. Below this is a green box with the question 'Are your details correct?' and several update links. The link 'Update your National Insurance number' is highlighted with a red border.

Self-service | Guidance and Privacy Notice

Home > Teacher Self Service > Teacher >

Teaching Regulation Agency

You are currently logged into Teacher Self Service as: John Smith [Log out >](#)

John Smith

Teacher Reference Number
1000283

Printer friendly page

Welcome to Teacher Self Service. You can use this service to view your teaching status and qualifications, download certification of your teaching status and update and correct your personal and contact details.

The certificates are provided in an Adobe PDF format and it is recommended that they are viewed using free up-to-date Adobe reader software.

- ▶ [Teacher details](#)
- ▶ [Employment](#)
- ▶ [Initial teacher training](#)
- ▶ [QTS status](#)
- ▶ [EYTS status](#)
- ▶ [Induction status](#)
- ▶ [Supplementary qualifications](#)
- ▶ [Alerts](#)

Teacher details

Title
-

Forename
John

TRA contact information
Email QTS.enquiries@education.gov.uk

Status

Alerts:	None
QTS:	-
Induction:	-

Are your details correct?

- [Update your contact details](#)
- [Update your employment details](#)
- [Update your name](#)
- [Update your Date of Birth](#)
- [Update your National Insurance number](#)

You will then see your current national insurance number.

The screenshot shows the 'Update your National Insurance number' page. The user is logged in as John Smith. The page displays the user's name, Teacher Reference Number (1000283), and the title 'Update your National Insurance number'. Below the title, there is a message: 'If you want to update your National Insurance number, please complete the form below.' There is a form with a text input field labeled 'National Insurance number'. Below the form are two buttons: 'Save Details' and 'Cancel'.

Self-service | Guidance and Privacy Notice

Home > Teacher Self Service > Update your National Insurance number >

Teaching Regulation Agency

You are currently logged into Teacher Self Service as: John Smith [Log out >](#)

John Smith

Teacher Reference Number
1000283

Update your National Insurance number

If you want to update your National Insurance number, please complete the form below.

National Insurance number

You can amend your national insurance number and click *save details*. You do not need to submit any proof.

Download your QTS/Induction certificate

To view your certificate, select the relevant link as highlighted below.

You will then see a pop up message on your screen giving you the option to save or open your certificate.

Self-service | **Guidance and Privacy Notice**

Home > Teacher Self Service > Teacher >
Teaching Regulation Agency

You are currently logged into Teacher Self Service as: **Francine Smith** [Log out >](#)

Francine Smith

Teacher Reference Number
1000301

[Printer friendly page](#)

Welcome to Teacher Self Service. You can use this service to view your teaching status and qualifications, download certification of your teaching status and update and correct your personal and contact details.

The certificates are provided in an Adobe PDF format and it is recommended that they are viewed using free up-to-date Adobe reader software.

- ▶ [Teacher details](#)
- ▶ [Employment](#)
- ▶ [Initial teacher training](#)
- ▶ [QTS status](#)
- ▶ [EYTS status](#)
- ▶ [Induction status](#)
- ▶ [Supplementary qualifications](#)
- ▶ [Alerts](#)

Teacher details

Title
Miss

Forename
Francine

Middle name(s)
-

Surname
Smith

TRA contact information
Email
QTS.enquiries@education.gov.uk

Status

Alerts:	None
QTS:	01/06/2015
Induction:	Pass

Are your details correct?

- [Update your contact details](#)
- [Update your employment details](#)
- [Update your name](#)
- [Update your Date of Birth](#)
- [Update your National Insurance number](#)

[Request a QTS certificate](#)

[Request a letter confirming your teaching qualifications](#)

[Request an induction certificate](#)

To request a letter confirming your teaching qualifications

To view a copy of your letter, you need to select the relevant link highlighted below.

Self-service | **Guidance and Privacy Notice**

Home > Teacher Self Service > Teacher >

Teaching Regulation Agency

You are currently logged into Teacher Self Service as: Francine Smith [Log out >](#)

Francine Smith

Teacher Reference Number
1000301

Printer friendly page

Welcome to Teacher Self Service. You can use this service to view your teaching status and qualifications, download certification of your teaching status and update and correct your personal and contact details.

The certificates are provided in an Adobe PDF format and it is recommended that they are viewed using free up-to-date Adobe reader software.

- ▶ [Teacher details](#)
- ▶ [Employment](#)
- ▶ [Initial teacher training](#)
- ▶ [QTS status](#)
- ▶ [EYTS status](#)
- ▶ [Induction status](#)
- ▶ [Supplementary qualifications](#)
- ▶ [Alerts](#)

Teacher details

Title
Miss

Forename
Francine

Middle name(s)
-

Surname
Smith

TRA contact information
Email
QTS.enquiries@education.gov.uk

Status

Alerts:	None
QTS:	01/06/2015
Induction:	Pass

Are your details correct?

- [Update your contact details](#)
- [Update your employment details](#)
- [Update your name](#)
- [Update your Date of Birth](#)
- [Update your National Insurance number](#)

[Request a QTS certificate](#)

[Request a letter confirming your teaching qualifications](#)

[Request an induction certificate](#)

You will then be able to download a copy of your letter.

To lock your TSS account

You may lock your TSS account if you do not wish to use it. If your account is locked, then your record on the database of teachers will not be accessible through the TSS web-portal.

To do this, please select the relevant link highlighted below.

Francine	Request a QTS certificate
Middle name(s) -	Request a letter confirming your teaching qualifications
Surname Smith	Request an induction certificate
Previous Surname(s) -	
Date of birth 05/09/1981	
National Insurance number -	

Account controls

Do you wish to lock your Teacher Self-Service account?

[Read more](#)

Lock Account

Your account will then be locked once you log out of TSS.

If you wish to unlock your account in the future, you will need to contact the Teacher Qualifications helpdesk on 0207 593 5394 or at qts.enquiries@education.gov.uk to request your account is unlocked.