



Governor's Educator of the Year (GEOY) Online Form Instructions



Instructions

Please follow the steps below to register your recipients in the GEOY online form:

1. Contact your district's Homeroom Administrator to set up a new school level GEOY account for you which will generate a username and password to access the GEOY online form.
2. Stress to your Homeroom Administrator that a school-level account needs to be set up and not a district-level account, otherwise this will generate an error. If you get an error message, immediately contact your Homeroom Administrator, and ask them to set up the account again; most likely they are either using last year's login credentials or set up a district-level account and not a school-level account for you.
3. Go to [GEOY Homeroom application](#) to submit your candidate(s) information
4. **Upload your completed [School Information Form](#) with nominee's scores** to then access the nomination form for your Teacher and Educational Services Professional of the Year. If there is difficulty when uploading, try to scan the form in black and white and then upload. Note: Save your School Information Form first before uploading it.
5. Enter the required information for each nominee in the online form no later than December 3, 2021. Note: Once all the nomination information is in for each nominee, your home screen should list your Teacher and Educational Services Professional of the Year together with the GEOY ID numbers. Please print two copies of this page.
6. Give a GEOY ID printed page to your Teacher of the Year as they will need it when they compete for County Teacher of the Year. Note: Only teachers can compete for County Teacher of the Year.
7. Keep the second copy of your GEOY printed page for your records as confirmation that both your nominees have officially been registered.
8. Notify all your school nominees of their status by December 10, 2021, because on December 13, 2021, the New Jersey Department of Education will email all Teachers of the Year to encourage them to apply online for County Teacher of the Year. Note: The online application opens on December 17, 2021 and closes on January 21, 2022.
9. Generate a state awards certificate for your recipients by registering them in the GEOY online form by December 3, 2021. Note: Certificates will be given out by the County Offices of Education in April-May.