

# Submitting Your Lutheran Educator Information Form (LEIF) on the Lutheran School Portal

**Rationale:** The LEIF is a record of one's training, service, and interests. The commissioned minister/educator has sole access to the content of the LEIF. Others with Portal access and LEIF search capabilities can look at your LEIF but the information is yours. The LEIF is used by congregation/schools as they search for someone to fill a position within the Lutheran Church-Missouri Synod having prior LCMS experience. Your District and other LCMS calling entities with LEIF searching privileges have the potential to view your LEIF information by searching for different criteria (i.e. a teacher with music experience; a DCE with family ministry experience; an administrator with 7<sup>th</sup> grade teaching experience; etc.). Additionally, if any of your pertinent information should change, you have access to change the information on your LEIF at any time.

*For those of you with current LSP (Lutheran School Portal) subscriptions:*

This document serves as a reference for Ministers of Religion – Commissioned and other educators in Lutheran schools. The following instructions are made available primarily to assist individuals with access to the Lutheran School Portal (**LSP**) by virtue of a school's Portal membership **or** having been granted LEIF-Only status. If you have been assigned a LEIF Only to the LSP, you are assigned a password in order to access the Portal. Once you have accessed the Portal, you can reset the password to one of your choosing.

*LEIF Access: (either through a school's Portal membership or request for LEIF-Only access.*

- Step 1: If your school is not a member of the Portal, contact your District Portal Administrator to request LEIF-Only access to the LSP. This allows you to access your LEIF for free without a paid subscription. When this occurs, you will receive an email with your user name, password information, and website URL ([www.luthed.org](http://www.luthed.org)).
- Step 2: Go to the Portal internet address, and you will see the log-on screen. Type in your username and password as provided to you. The username and password are case-sensitive.



- Step 3: You will be taken to the next screen. Select the tab called “**Services**” and click on the “**My LEIF**” option. The Lutheran Educator Information Form (LEIF) Entrance screen will pop up. You will be presented with a completely blank LEIF to fill out if you have not previously completed a LEIF on the Portal. For LEIF-Only, you will see only a tab for “**MY LEIF**.”

## Step 4: Completing the LEIF on the Portal:

**Lutheran Educator Information Form**

**Tell Us a Little About Yourself 5244**

**All About You**

Title: -- First Name: Middle Name: Last Name: Suffix:

E-Mail: Phone: Fax:

Maiden Name: Place of Birth: Gender:  Male  Female

Current Position: --

**Where You Live**

Street Line 1: Street Line 2: City: State/Province: Zip:

Follow the instructions of the LEIF and fill out all of the information that pertains to you. The sidebar on the left side of the page is most helpful to complete each part of the LEIF. Once you have completed the page you will be given an option to **“Stay on this Page”** or to **“Save and Continue to Next Page”**. You can finish the LEIF in installments (in different sittings) – please be certain to **SAVE** your work before closing the document.

The final page of the LEIF begins with a series of **essay responses**. Please complete **each** of the questions. Be certain that the two statements at the end of page 4 are checked about background check and accuracy of the LEIF information.

The **reference section** asks for best contact information for individuals that know you professionally.

Please note:

- Complete information will assist any Call committees in reaching your references.
- You must include, as the first reference, either your pastor, principal, or a member of the Board you relate to in your current capacity. We request you list **at least three** references.

When you have completed your form and clicked on **“Finished”** your form is linked to your record and will be available for you to update at any time.

Please note:

- **You are not able to change the Classification or Roster Status entries.** These are verified / completed by your district office team, but only once you have entered some information on your LEIF. Your LEIF will be released by the district office team for viewing by others once your LEIF has been considered complete. To have your LEIF released you must **completely fill out the page 1 and page 4 satisfactorily. You MUST also list at least 3 references.**