



Keeping your LEIF Current

It is encouraged that all teachers update their LEIF on the Lutheran School Portal on an annual basis. Here are some tips when updating your LEIF. When logging into the Portal, you will need to know your password or know what email is on your account. Your administrator can assist with the email that is associated with your account, but they do not have access to your password. There is a password help button on the login screen.

Website: luthed.org

- Please confirm email and phone numbers are correct.
- Record of Service – make sure your current position is reflected in the Years.
- Check spelling on your answers to the questions after the interest/experience pages.
- All questions need to be answered.
- Make sure you have included references.
- Once you have made all your changes, both boxes under Final Approval need to be checked. Even if you just open your LEIF and do not make any changes, you will need to check both boxes.
- After you update your LEIF, the District office reviews it.
- Any changes to your classification, roster status and commissioned minister certification will be done at the District office.
- After review by the District office, your LEIF would be released and would be accessible by all the Districts (if you are currently on the roster or eligible for the roster).

Whether you are interested in a new position or not, we encourage you to keep your LEIF current.