

## CREATING AN ACCOUNT IN THE TEACH SYSTEM

In order to be able to access your personal information, test scores, fingerprint clearance, etc., and in order to apply online for fingerprinting and teaching certification online, you must create a TEACH ACCOUNT with the New York State Education Department.

To create a TEACH ACCOUNT, you need to do the following:

1. Go to <http://www.highered.nysed.gov/tcert/teach>.
2. Click on self-registration in the upper right corner of the page.
3. Read the page and then click on self-registration again in the bottom left corner of the page.
4. The only parts of the form that you have to complete are those marked with a red star. You can update your personal profile once you have created the account.  
  
\*\* When you select a preferred user ID, the one that you select will always be your preferred user ID. Make sure that you write it down somewhere.  
  
\*\* When you are asked to select a password the first time, it must contain at least eight characters, one of which must be a number. Make sure to write it down.
5. YOU NOW NEED TO LOGIN TO COMPLETE THE PROCESS SO THAT THE FIELD EXPERIENCES OFFICE CAN HAVE ACCESS TO YOUR ACCOUNT.
6. Once you have created your TEACH ACCOUNT, you can now login to the web site. You do this by going to the home page, #1 above, and clicking on LOGIN TO TEACH.
7. Enter your user ID and your password to access the TEACH SYSTEM.
8. Once you have logged in, click on TEACH ONLINE SERVICES. This will bring you to the menu that you can use.

If you are a Canadian student, enter your SIN# when it asks for SS# (social security number).

If you have problems using TEACH, then you can go to the homepage and click on REPORT PROBLEMS USING TEACH, complete form, and submit.