Navigate to the Office of Teaching Initiatives website – www.highered.nysed.gov/tcert and click on the link for TEACH Online Services.

Click the “Self-Registration” link on the page that loads.
Read the information regarding registration, and be sure you are following the instructions given. At the bottom of the page, click the “Self-Registration” link a second time.
The dialog box illustrated below should appear. Click yes to continue (you should click yes each time this dialog box appears throughout the process).

Fill in the requested information. Be sure to use the same name and spelling of the name as previously used when taking the NYSTCE Exams or on previous applications. Changes in the name or social security number can prevent the account from being verified.

[Image showing a form to fill out with fields for name, gender, address, and email address.]
Choose a User ID that you will easily remember. The User ID must meet the guidelines indicated to the right of the field. Your password should also be easy to remember, and must meet the guidelines indicated directly above the password field. Be sure to fill in all questions marked with an *.

Check the confirmation screen to make sure your information has been entered correctly. Use the system’s back button if you need to make any changes. Changes can also be made after the account has been created.
This screen confirms you have created an account in the system directory.

Welcome to NYS Directory Services! You have now created an account in the Enterprise Directory. Click here to continue the login process for TEACH Online Services.

You may use your newly created User ID and Password to log into the system. On your next visit, you can click Log-In from the main screen to access this page.

ACCEPTABLE USE POLICY FOR USERS OF NYeNet APPLICATIONS

This application uses the Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes.
2. You shall be responsible for any activity attributable to the use of your account whether by you or any other person.
3. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof.
4. You shall comply with all applicable confidentiality and security requirements and shall not seek information on other users or attempt to obtain access to, body, or modify other users' files without express permission.
5. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations.
6. You shall not use this application for any illegal purpose, including, but not limited to, the transmission of obscene or harassing materials, and
7. You must report any abuse or misuse of this application to NYeNet and you shall cooperate fully in any investigation into any such abuse or misuse.

I forgot my password
Enter your social security number carefully. It must match the name and number already on file for you. You may receive an error message if the spelling of the name associated with this social is different from what was on file.

If all information is correct, you will be brought to the NYS Directory Services welcome page. Select the service you wish to access (TEACH Online Services).
On the “Create Profile” screen you will enter your information as it is to appear in your record. The information entered here is what will appear on your certificates. Please fill in all required info (*) accurately and completely.
When you have entered all required information, click “Submit” to create your account profile.

This brings you to the TEACH homepage. It lists all the services and features one can access via the account. All applicant records and documents can be found under the “Account Information” link. To apply for a certificate, click the appropriate link.
You are greeted by a brief summary of the application procedure; Read carefully then click “Next” to continue.

The first step to applying for a certificate is updating your profile. If you need to change your name, address, phone number, or email, you can click “Edit Personal Info.”
If your personal information is correct, scroll down and click “Edit Education History” to enter your education background information. You can also enter all teaching experience by clicking “Edit Employment info.”

If you have completed an approved teacher education program, make sure the first bullet is selected. You must enter information in each field. Consult the TEACH information sheet for the Award Title and Program Code for your program. You must choose the proper title and code, and not simply the subject area. The degree date can also be the completion date for non-degree programs. Click “Add” to create your education record.
Each record added to your profile is stored and listed in this section. You can add additional records, edit and update information, but you cannot delete a record once entered. When finished, click “Done”.

You will now see your submitted education history. If any information is incorrect, you can click edit again to modify the information. If everything is correct, click “Next”.

On this step, you can choose the certificate(s) you wish to apply for. If you have completed an ATPP, the certificate title must be the one which your program was registered as leading to.

You must select information in each field. Each selection will bring you a different set of options for the field following, and each variation may have different requirements. Remember, titles are not synonymous. Special Education is not the same as Students with Disabilities. Pre K – 6 is not the same as 1 – 6. Permanent is not the same as Professional. Be sure you are selecting the correct certificate for your program and background. Click “Add” when done.
You will be asked to choose a pathway for evaluation. You should select the button for “Approved Teacher Preparation Program”, and then click “Add”.

If you receive the message below, you have either selected a certificate that is not registered as a part of your ATPP, or you did not select the correct ATPP for the desired certificate. You will have to use the “Back” button at the bottom of each screen to navigate back to the “Education History” section and edit your record.

Please review and correct the following errors on this page:

Your education history does not indicate that you have completed a Teacher Preparation Program that is approved by the State of New York that leads to the certificate you are applying for. Check your profile to make sure that your education history information matches the information on your Student Application Information Sheet. If you do not have a Student Application Information Sheet, please contact your college/university certification office. If you have not completed a New York State approved Teacher Preparation Program that leads to the certificate you are applying for, you must select an option other than approved program. If you continue to experience difficulties with your application, please contact the TEACHHELP Technical line at (518)486-6041.
If your information is correct, a record of the application will be added at the bottom of the screen, and you will have the option of applying for additional certificates. Review each application that is added to make sure the Title, Type, and Pathway are correct. If a record is incorrect, select the button next to it, and click “Remove” or “Edit Path.” Click “Next” when done.

You must answer each question on the affidavit. You must answer honestly. This is a binding legal document; false information could make you subject to punishment under the law. A background check will reveal inconsistent information.
Click “Sign Affidavit” to submit your electronic signature indicating your agreement to the terms given.

Review the information you have entered for each certificate. Make sure once again that you have selected the correct area, title, and type. The application fee is also listed here. If you are applying for a certificate based on the completion of an ATPP, the fee is $50 per certificate. After you have verified the information is correct, click “Sign Application”. The application cannot be retracted after it is signed. It is now an official part of your state record.
You have 2 options for payment of your certificate. You can pay online with a valid credit card, or you can mail your payment to Albany in the form of a money order. It is recommended that applicants pay online whenever possible, as the payment is immediately credited to your application and there is no risk of the payment being lost or misapplied.

If you opt to pay by credit card, you must fill in the requested information for each field, and then click “Submit”. The credit card payment is secure.
If you opt to mail in the payment, after clicking the original link, you will see the payment coupon below. It contains your application number, the total due, and the address you must submit it to. Print this screen and include a copy along with your payment. Click “Next” to continue on.

Congratulations! Your application has been submitted. The following is a transaction summary. It lists the title of the certificate you applied for, and also lists the requirements for that certificate, under the requested evaluation pathway. All requirements which have been verified as met will already be checked off. Please be aware, some requirements such as teaching experience, must be manually verified and credited by an evaluator in Albany. You may print and keep this summary for your records.