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.

Before self-registering to create a TEACH account please review the following: - Windows Internet Explorer

http://www.highered.nysed.gov/tcert/teach/selfreg.htm

Before self-registering to create a TEACH account ple...

Page

New York State Education Department
Office of Higher Education Johanna Duncan-Poitier, Deputy Commissioner

Office of Teaching Initiatives

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TEACH Online Services System

List of TEACH Services

Important Information When Accessing Your TEACH Account

TEACH Resources

Report Problems Using TEACH

TEACH online services

Before self-registering to create a TEACH account please review the following:

- **If you have already self-registered DO NOT self-register again.**

  o If you receive an error message that your **Name, or SSN, and DOB do not match** please do the following:

    ▪ Login and before clicking the TEACH Online Services button, please click the "Update My Account" button. Verify that the information is correctly entered. If not, correct it.

    ▪ If you have previously taken a New York State Teacher Certification Exam and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)

Done   Internet   100%

Before self-registering to create a TEACH account please review the following: - Windows Internet Explorer

http://www.highered.nysed.gov/tcert/teach/selfreg.htm

Before self-registering to create a TEACH account ple...

Page

Using TEACH

and have not submitted any other information to our office, please enter your name exactly as you entered it when registering for the test. (You may update your account to reflect a name change later if necessary.)

▪ If you have previously submitted a certification application or have an issued certificate, edit your name to match the name on your previous application or issued certificate. (You may update your account to reflect a name change later if necessary.)

▪ If you have entered your married name, but have not previously notified the Office of Teaching Initiatives of this change, update your last name to your maiden name, so that it will match your existing record. (You may update your account to reflect a name change later.)

▪ When you have made these changes to your account click the "TEACH Online Services" button. After entering your Social Security Number, if you get the same message, please Report the Problem to us.

Applicants or Certificate Holders

click Self-Registration to create a TEACH Account

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Last Updated 01/25/2007

Internet   100%

The dialog box illustrated below should appear. Click yes to continue (you should click yes each time this dialog box appears throughout the process)
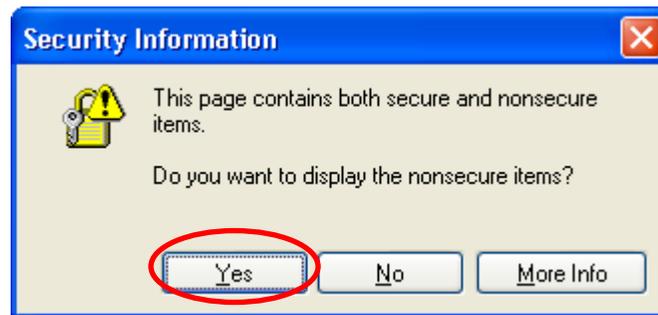
Fill in the requested information. Be sure to use the same name and spelling of the name as previously used when taking the NYSTCE Exams or on previous applications. Changes in the name or social security number can prevent the account from being verified.

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.

New York State Education Department
Office of Higher Education Johanna Duncan-Poitier, Deputy Commissioner

Office of Teaching Initiatives

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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.

Office of Higher Education | New York State Education Department | Related Links | Disclaimer & Copyright Notice

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, copy, 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 OFT and you shall cooperate fully in any investigation into any such abuse or misuse.

Please Login

Username: [ ]

Password: [ ]

[Login]

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)
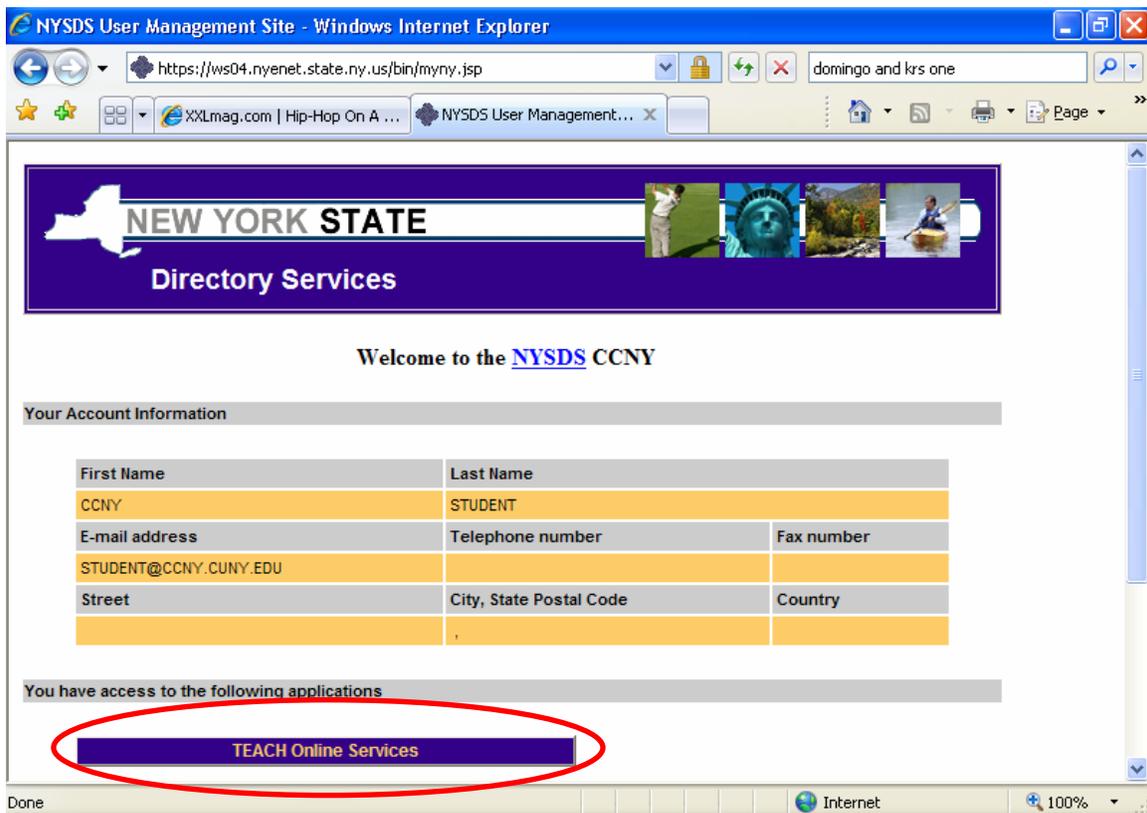
On the "Create Profile" screen you will enter your information as it is to appear in your record. The information entered here is what will appear on your certificates. Please fill in all required info (*) accurately and completely.

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.
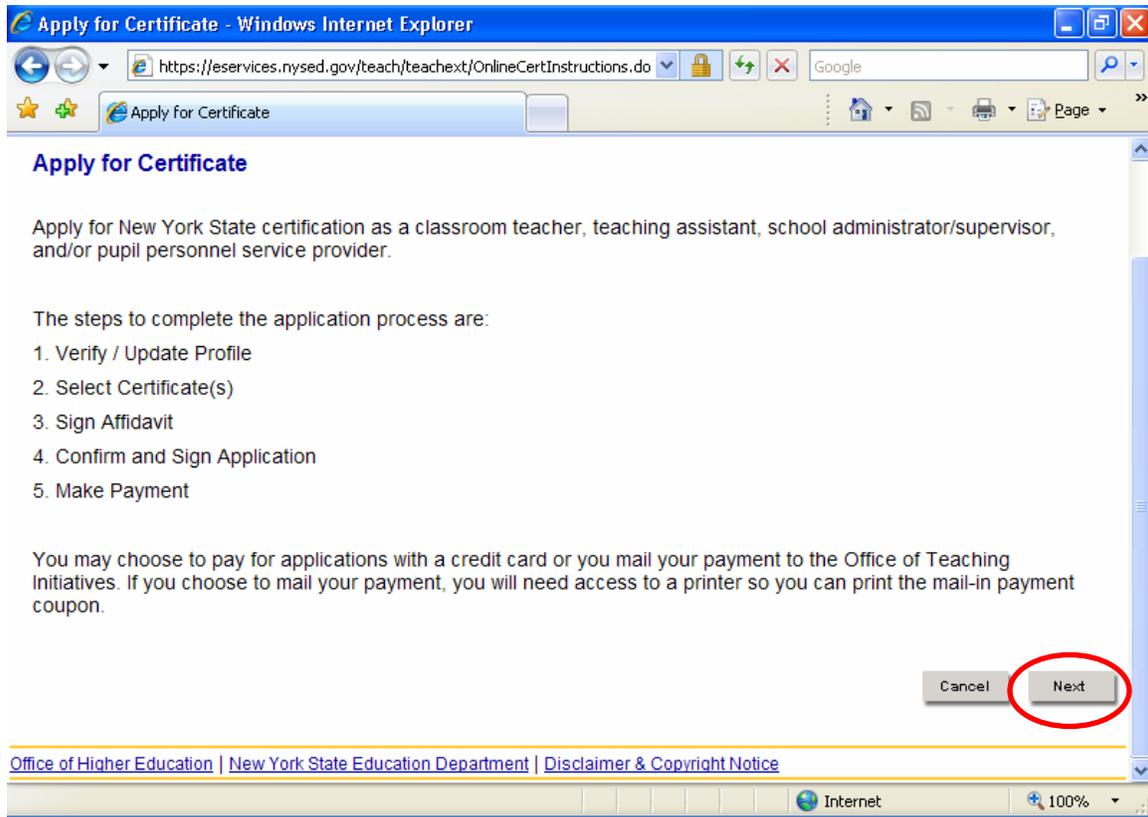
The first step to applying for a certificate is updating your profile. If you need to change your name, address, phone number, or email, you can click "Edit Personal Info."
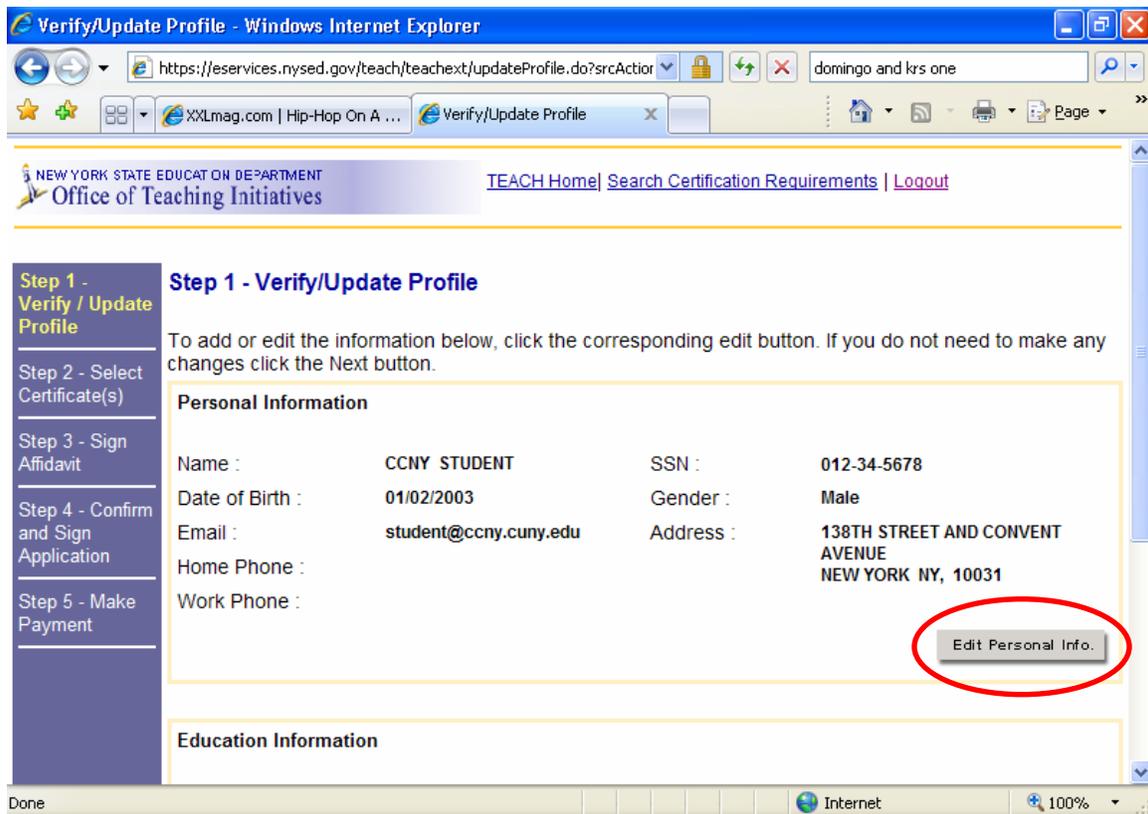
If your personal information is correct, scroll down and click "Edit Education History" to enter your education background information. You can also enter all teaching experience by clicking "Edit Employment info."
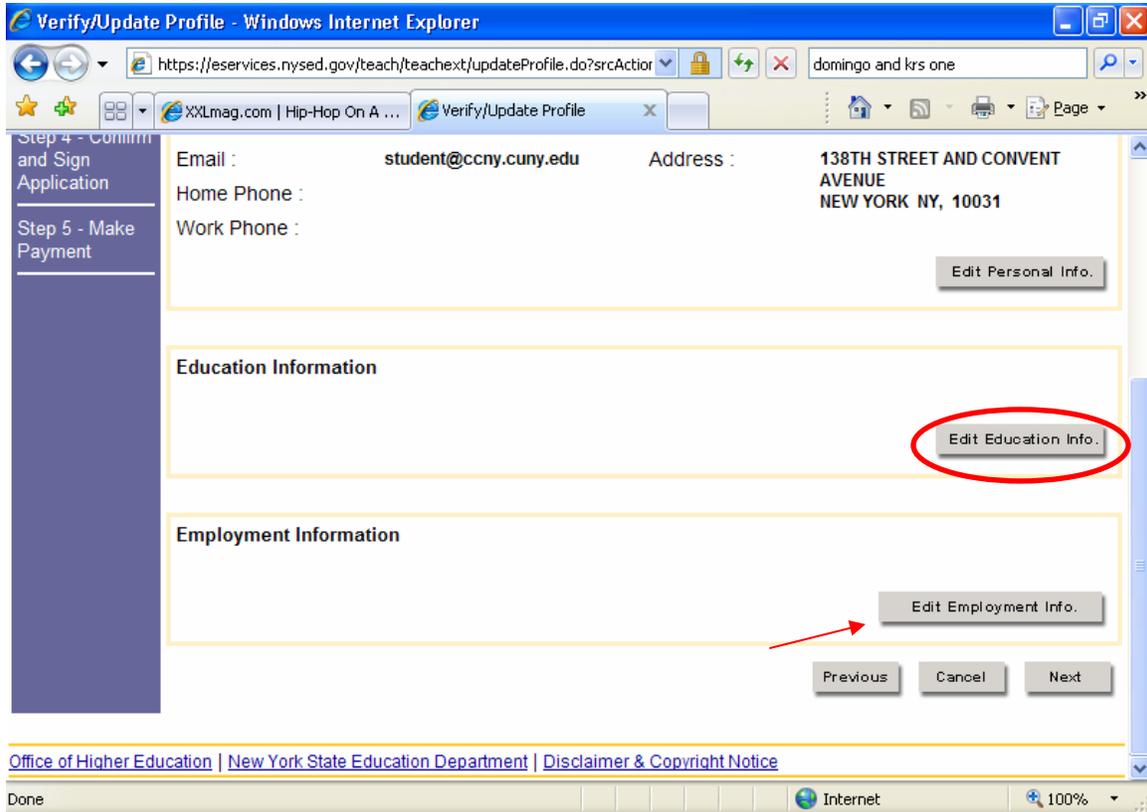
If you have completed an approved teacher education program, make sure the first bullet is selected. You must enter information in each field. Consult the TEACH information sheet for the Award Title and Program Code for your program. You must choose the proper title and code, and not simply the subject area. The degree date can also be the completion date for non-degree programs. Click "Add" to create your education record.
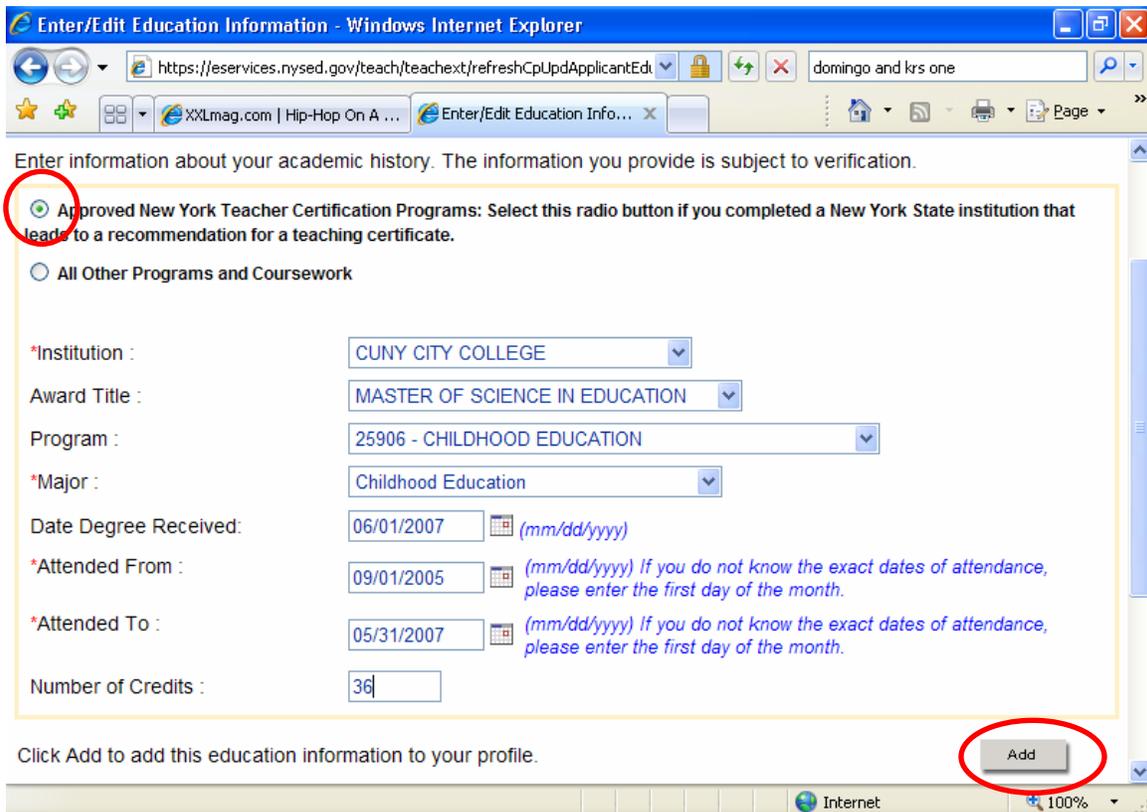
Each record added to your profile is stored and listed in this section. You can add additional records, edit and update information, but you cannot delete a record once entered. When finished, click "Done".

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.
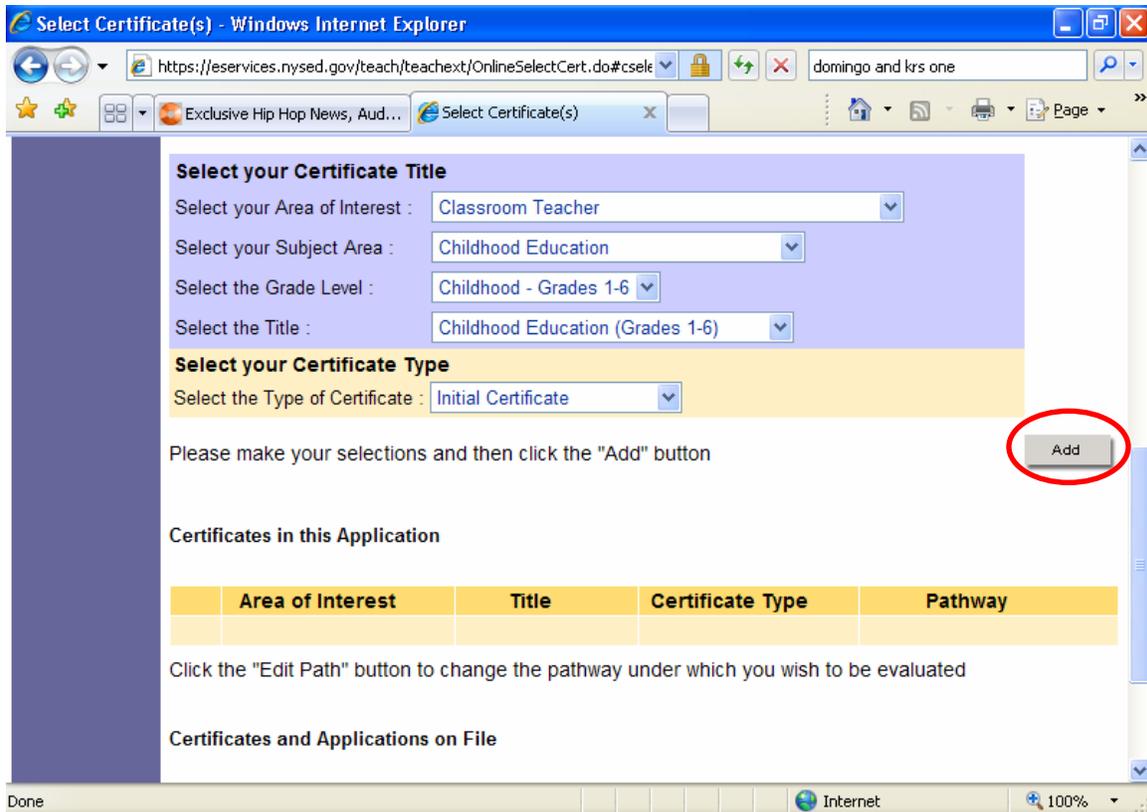
You will be asked to choose a pathway for evaluation. You should select the button for "Approved Teacher Preparation Program", and then click "Add"
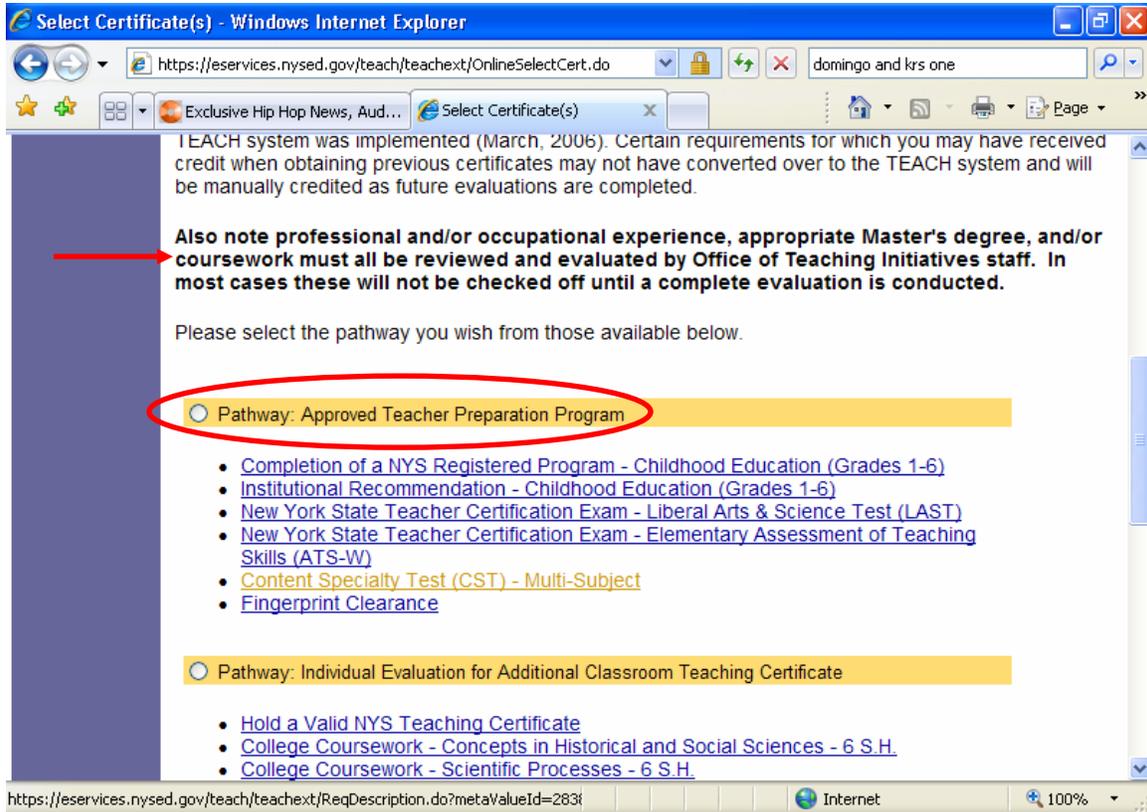
If you receive the message below, you have either selected a certificate that is not registered as a part of your ATPP, or you did not select the correct ATPP for the desired certificate. You will have to use the "Back" button at the bottom of each screen to navigate back to the "Education History" section and edit your record.
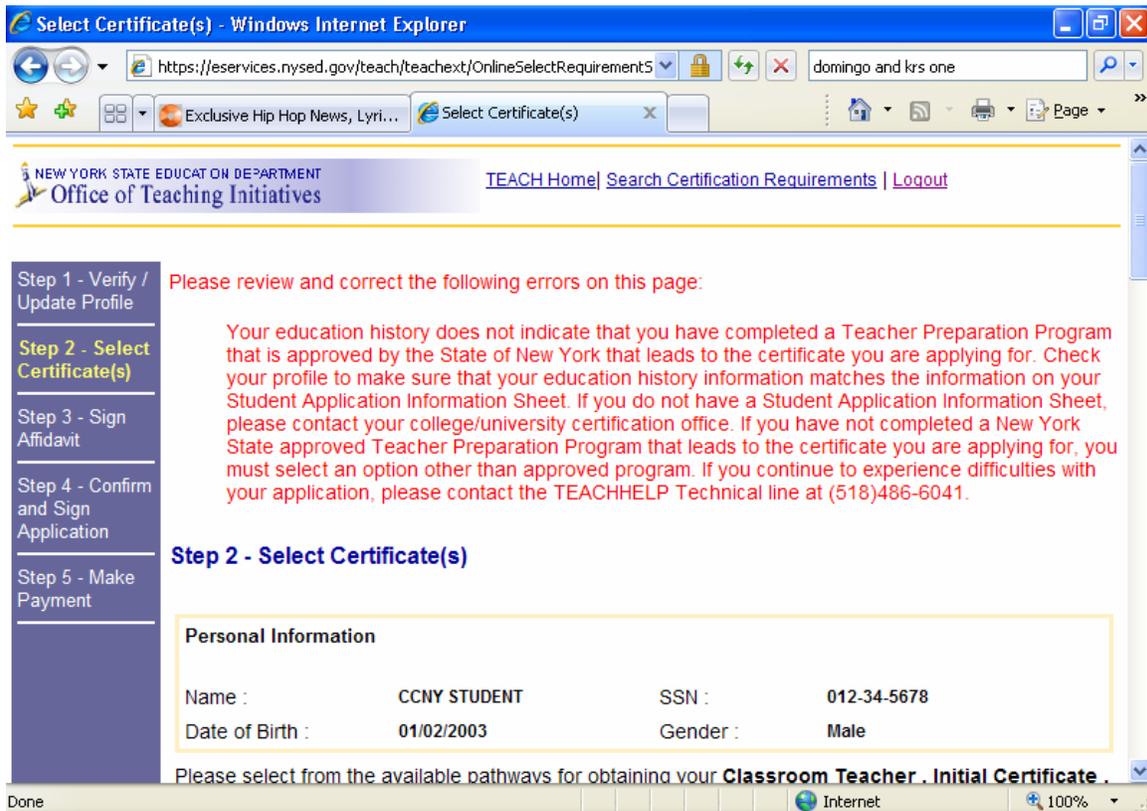
If your information is correct, a record of the application will be added at the bottom of the screen, and you will have the option of applying for additional certificates. Review each application that is added to make sure the Title, Type, and Pathway are correct. If a record is incorrect, select the button next to it, and click "Remove" or "Edit Path." Click "Next" when done.
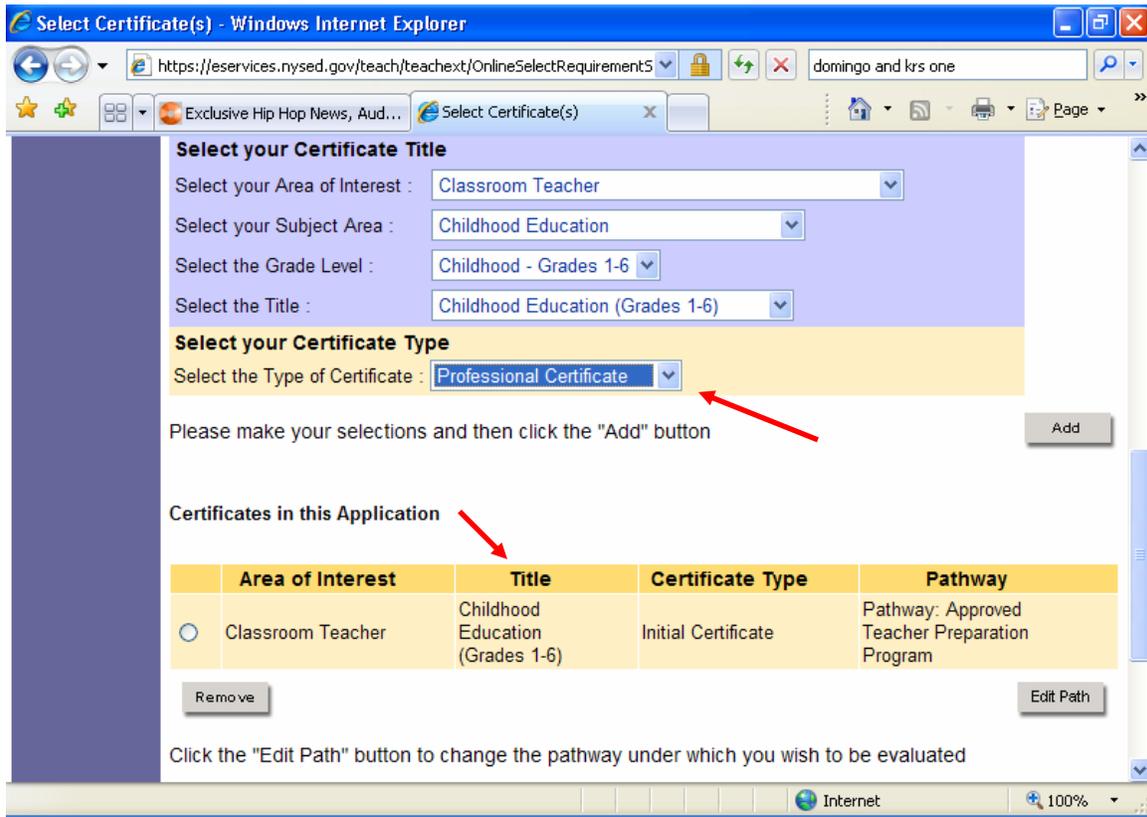
You must answer each question on the affidavit. You must answer honestly. This is a binding legal document; false information could make you subject to punishment under the law. A background check will reveal inconsistent information.
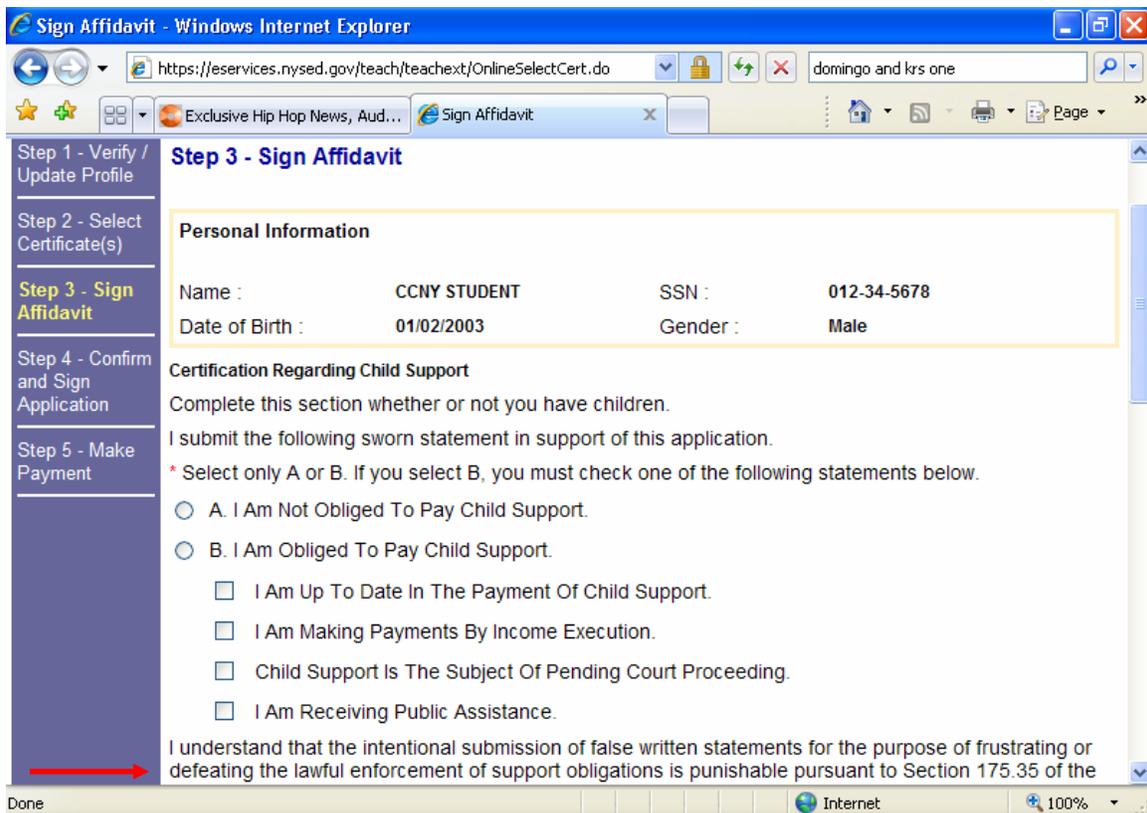
Click "Sign Affidavit" to submit your electronic signature indicating your agreement to the terms given.
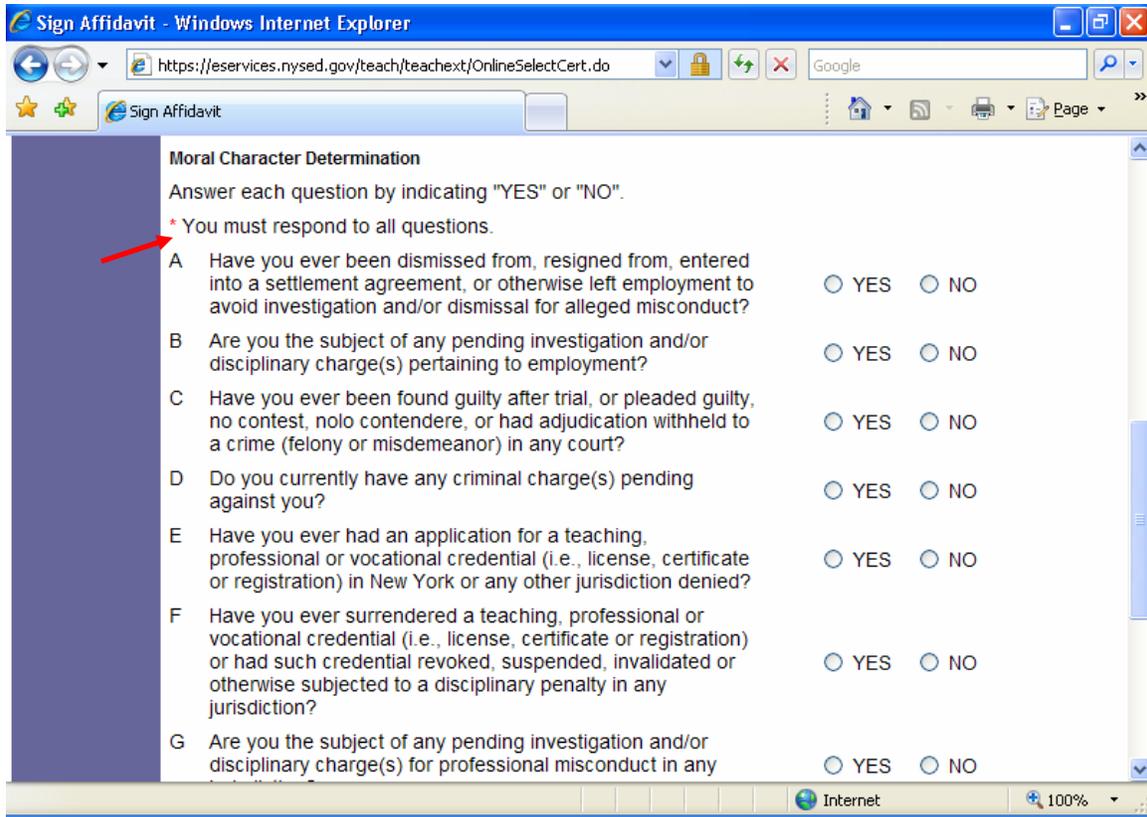
Review the information you have entered for each certificate. Make sure once again that you have selected the correct area, title, and type. The application fee is also listed here. If you are applying for a certificate based on the completion of an ATPP, the fee is $50 per certificate. After you have 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.
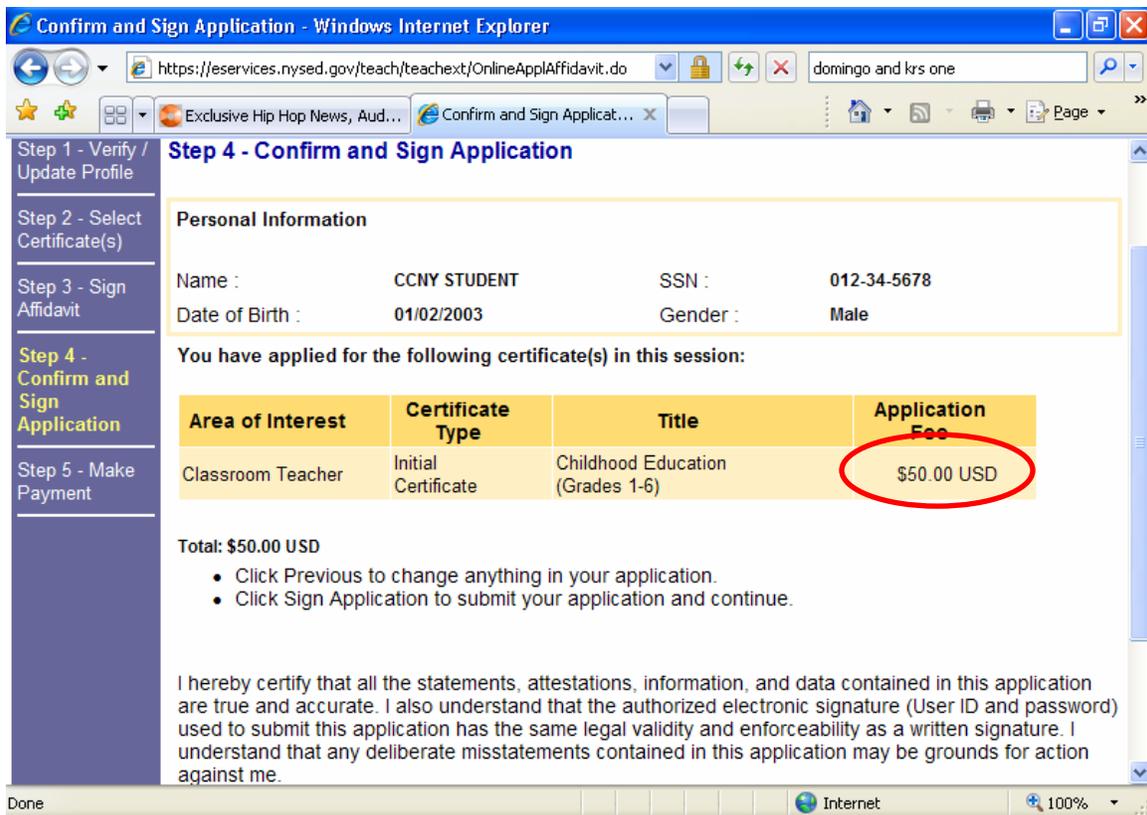
You have 2 options for payment of your certificate. You can pay online with a valid credit card, or you can mail your payment to Albany in the form of a money order. It is recommended that applicants pay online whenever possible, as the payment is immediately credited to your application and there is 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.