



## REGISTER YOURSELF ON NYSED'S TEACH

<http://www.highered.nysed.gov/tcert/teach/>

### Instructions for those new to TEACH Online Services

In order to get a head start on your teacher certification process, register on the New York State Education Department TEACH system, which will allow you to see your exam results, apply for fingerprint clearance, check on the status of your certification application and update personal & employment information.

#### 1. Create a TEACH Account (Step 1: **Self Register**):

**STEP 1: Self-Register** create a Login Account.

You must create a login account to access TEACH System system.



through 3 pages and click on



to begin. You can download the

tutorial if you feel you need more guidance.

Complete all required fields in the registration form.

Generate a **Preferred User ID**, **Password Reset Information** and a **Password** (at least 8 characters, one of which must be a number). Then [**Create Account**].

#### 2. After you log in, click on [**TEACH Online Services**] to access the Directory Page.

#### 3. DIRECTORY PAGE:

From the Directory Page, you can update your contact information [Profile Links], apply for certification [Online Application], and check on the status of your application [Inquiry Links].

▶ **Profile Links**

Update/Add Education, Employment and Personal Information

▶ **Fingerprinting Links**

Submit Application for Fingerprint Clearance

▶ **Inquiry Links**

Account Information

▶ **Online Application**

Apply for Certificate

Apply for a Duplicate Certificate

Apply for a Time Extension

▶ **Professional Development**

Maintain Your Professional Development Record

▶ **Payment Links**

Pay for Certificate or Fingerprinting Applications

**DO NOT SUBMIT AN APPLICATION FOR FINGERPRINT CLEARANCE IF YOU HAVE ALREADY BEEN FINGERPRINTED BY NYCDOE.**