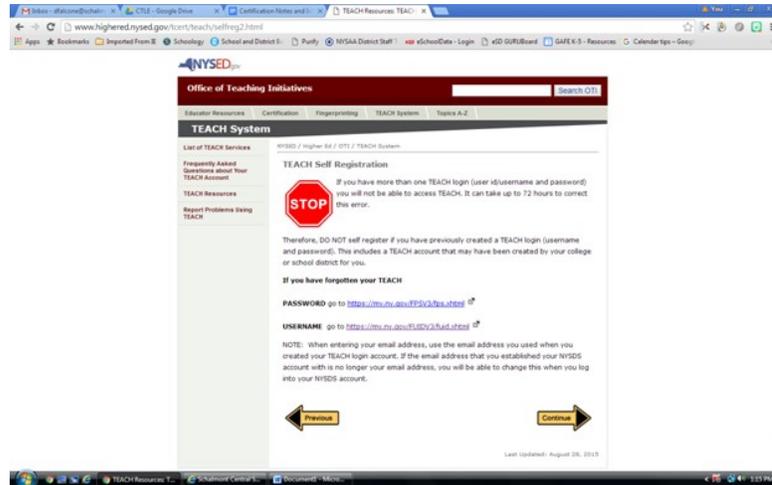


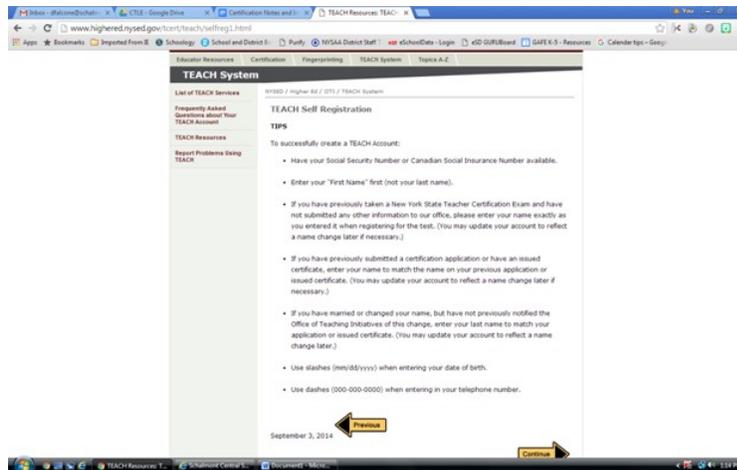
## Creating a TEACH Account

- Go to website [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)
- Look toward the middle of the page for the box that says “Self-Register” and hit enter

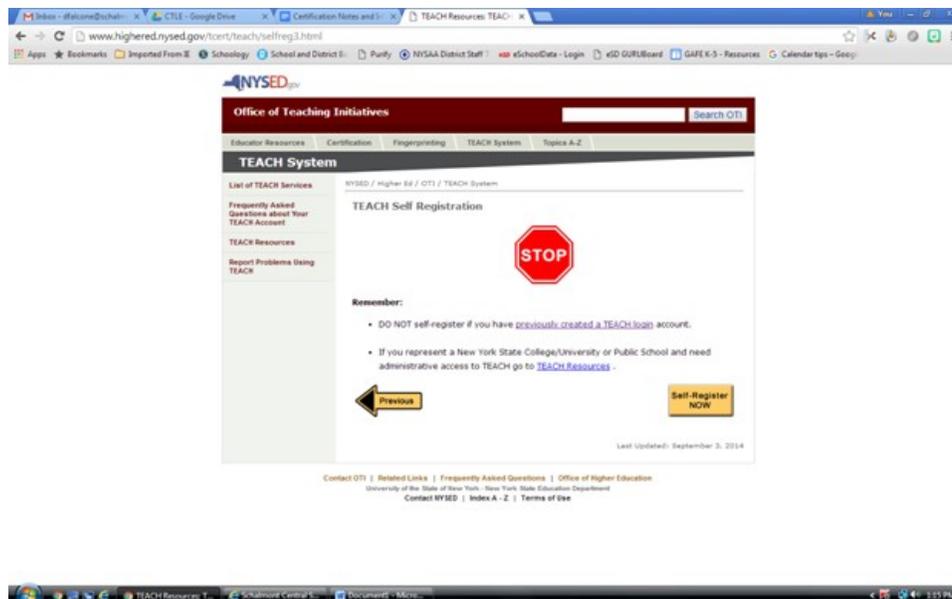


- Click ‘Continue’ located at the lower right of the page

- Read instructions/tips on this page. Click ‘Continue’ located at lower right of the page



- Read this page and click ‘Self-Register Now’ to begin the registration process



- Enter the information as requested:

Please complete the form below to create a New York State Directory Service account and register with TEACH Online Services.

**NOTE:** You will be asked to change your password during your first login. Personal information supplied in this form will not result in updated personal information in TEACH. If you currently hold teacher certification, or have previously submitted a certification or finger print application, or other documents, the spelling of your First and Last Name must be exactly as it is on your most recently printed certificate or other submitted document. This is necessary to insure that your log-on information is identical to your records currently on file with the Office of Teaching Initiatives.

**User Information**

\* Denotes required field

\* First Name  Middle Initial

\* Last Name

Gender

\* Date Of Birth (MM/DD/YYYY)

Address  Address can only contain alphabets, numbers, spaces, comma, dot, #, /, \_ +

Address Line 2  Address2 can only contain alphabets, numbers, spaces, comma, dot, #, /, \_ +

Country

City  State  Postal Code

\* Email Address  If you do not have your own e-mail address, please provide an e-mail address through which you can be reached.

Telephone Number  Extension  Eg. 515-555-5555 Extension 1234 if US or Canada, else only enter numbers

Fax Number

**Login Information**

\* Preferred User ID  User ID must be at least 4 characters, can be up to 125, and must be unique. If your selection is not available you will be prompted to select a different one.

**Password Reset Information**

\* Shared Secret Question  \* Answer  \* Confirm Answer

1.

- Remember to write down your preferred user id and password for your records!
- Once you enter the information and verify the TEACH account creation, click the link and finish the process.

https://eservices.nysed.gov/teach/teachext/LoginAction.do

NYS Department of Education  
Office of Teaching Initiatives

Home Search Topics A-Z Logout

## TEACH Registration

A social security number is required to access TEACH and to apply for a certificate or obtain fingerprint clearance. To apply for a Social Security Number, contact the Social Security Administration at <http://www.ssa.gov/>

\* SSN

Cancel

### NOTES:

- After you create your TEACH account, log into the account. If you get an error that this might be a duplicate account or other error, you will need to call the computer center in Albany to get it resolved. Their phone number is: (518) 486-6041.
- **This process is just creating your TEACH account.**
- **Re-registering does NOT start until July 1, 2016 and will be based on birth month.** (i.e. July birthdays register in July, etc.)