

# HOW TO CREATE A TEACH ACCOUNT

The image shows a web browser window with the Google homepage. The address bar displays the URL <http://www.highered.nysed.gov/tcert/teach/>. A dropdown menu is open, showing search suggestions for the same URL. The Google logo is centered on the page, with a search bar below it. Two buttons, "Google Search" and "I'm Feeling Lucky", are visible below the search bar. A blue banner at the bottom of the browser window contains the text: [Go to https://www.highered.nysed.gov/tcert/teach/](https://www.highered.nysed.gov/tcert/teach/).

# TEACH System

List of TEACH Services

Frequently Asked Questions about Your TEACH Account

TEACH Resources

Assistance Using TEACH

[NYSED](#) / [Higher Ed](#) / [OTI](#) / TEACH System

## TEACH Online Services

You can keep watch over the progress of your application by monitoring your TEACH online services account. This can be done by logging in to your TEACH account and viewing your Account Information page. From your Account Information page, you will be able to check on the status of a pending application and see when documents you have submitted have been received and entered, into your Account. You will want to take note of the application status, as noted on your Account Information page. Applications are evaluated in the order in which they enter "ready for review" [status](#).

**Login to TEACH**

TEACH is compatible with Google Chrome and Microsoft Edge.

**TEACH Log In issues?**

If you receive a message that your TEACH account is assigned to a different username, try deleting your browser history. Directions for these internet browsers can be found below:

**Chrome:** <chrome://settings/clearBrowserData>

**Microsoft Edge:** [View and delete browser history in Microsoft Edge](#)

Forgot your Username or Password? [Click Here](#)

### TEACH Help Links

<p><b>Create a NY.gov TEACH account</b></p> <p>If you do not have a NY.gov TEACH account, create one here</p>	<p><b>Add TEACH to a NY.gov account</b></p> <p>If you have a NY.gov account with another State Agency, click here</p>	<p><b>Employer, Administrator &amp; College Access</b></p> <p>Public School Districts, Private School Administrators, and New York College/University access to Ny.gov TEACH</p>
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Click Create a NY.gov TEACH account

## TEACH Self Registration



If you forgot your password or username, **DO NOT** create a new account.

**Forgot your Username or Password?** [Click Here](#)

**To create your NY.gov account and access TEACH, you must have your:**

- Name\* - You must enter your name as it is listed on your Government issued photo ID.
- Birth Date (mm/dd/yyyy) (required for TEACH access)
- Mailing address
- E-mail address
- United States Social Security Number (required for TEACH access)
  - International applicants who do not have a United States Social Security number should [click here](#) to learn how to request a nine-digit identifier to create a TEACH account.

\*If you applied, or received a certificate in the past, use the name associated with that application/certificate. You can request a name change after you have successfully created your account.

**Failure to include any of the items above will result in an error.**

**After you create your NY.gov account, you must click the link provided, log in to your NY.gov account, then click on TEACH Online Services and provide your United States Social Security Number and date of birth.**

I have not created a TEACH account in the past and understand that I must have my:

- Name\* - As it is listed on my Government issued photo ID.
- Birth Date (mm/dd/yyyy)(required for TEACH access)
- Mailing address
- E-mail address
- United States Social Security Number (required for TEACH access)

TEACH is compatible with Google Chrome and Internet Explorer 11



Check the box to confirm you have NOT previously created a TEACH account, then click Create Account



### NY.gov ID SELF REGISTRATION

[Personal Privacy Protection Law Notice](#)

First Name\*

Last Name\*

Email\*

Confirm Email\*

Preferred Username\*

Step 1 of 3

1. Enter your full first and last name. *Your name must match your legal identification and should be an exact match on all accounts and documents.*
2. Enter your Email address *Use a personal Email account that you will always have access to.*
3. Create a Username
4. Click Create Account



## NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name :  
Last Name :  
Email :  
Username :

Back Continue

Step 2 of 3

Confirm the information you just entered is correct, then click Continue



## NY.gov ID SELF REGISTRATION

An activation email has been sent to –

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

You will receive an activation email which will contain a link to complete your registration. Open the link from your email inbox to complete the account registration & activation.

Finish

Step 3 of 3

[Click here for agency assistance & contact info](#)

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### NY.gov ID Activation

Thank you for registering!

You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Follow the prompts to create 3 security questions, then click Continue

#### Secret Questions

\* indicates required field

*Question 1	Select One		*Confirm Answer	
*Answer	<input type="text"/>			<input type="text"/>
*Question 2	Select One		*Confirm Answer	
*Answer	<input type="text"/>			<input type="text"/>
*Question 3	Select One		*Confirm Answer	
*Answer	<input type="text"/>			<input type="text"/>

Continue



## NY.gov ID Activation

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Continue

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Click Continue



# Create your Password



## Password Change Request

please change your current password before continuing.

New Password\*   
Minimum 8 characters with at least 3 letters and 1 number.

Confirm New Password\*





### Password Change Information

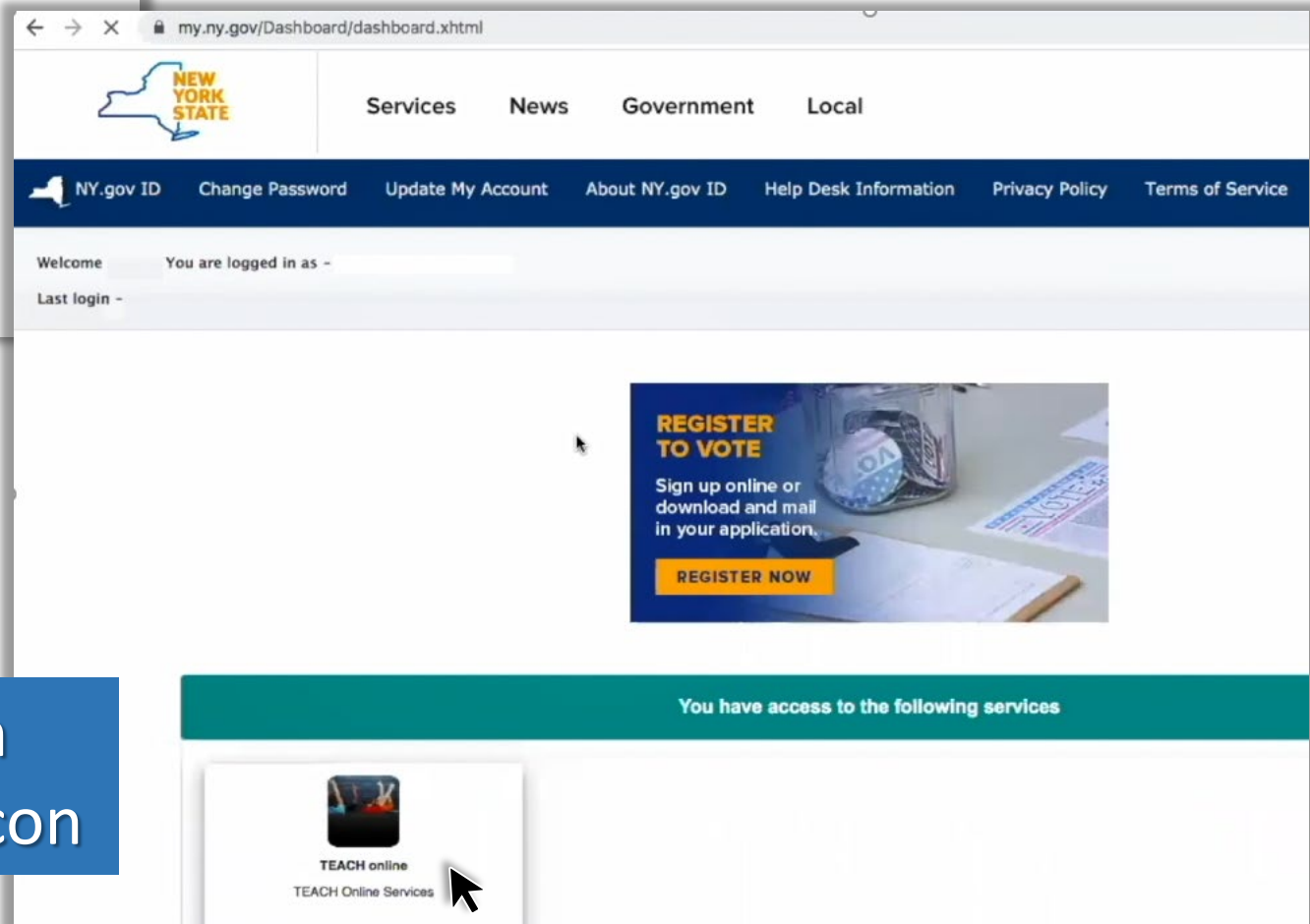
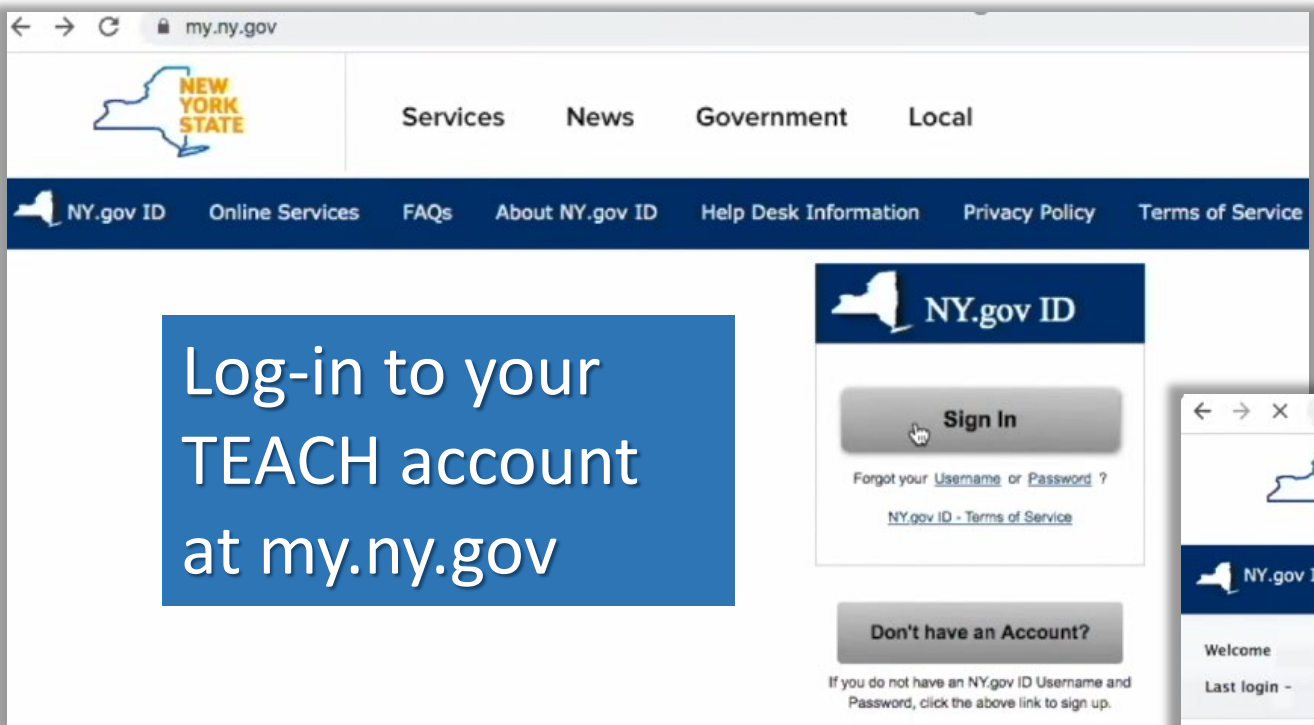
your new password has been set.

Use this new password the next time you log into your account.

[CONTINUE](#)



Your log-in has been created but you are not done yet – click Continue



**After you have logged-in click the TEACH online icon**



To complete the registration enter your Social Security Number and Date of Birth



### Enter your personal details

A social security number and date of birth 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/>

Enter your SSN	<input type="text"/>
Confirm your SSN	<input type="text"/>
Enter your Date of Birth	<input type="text"/>
Confirm your Date of Birth	<input type="text"/>

Click Submit

## Create Profile

The information on this screen is collected once and will be used to create the application profile in the Education Department's database. This basic information is needed for all applications. The name and address on this screen will be used for all correspondence, certificates, and clearances for employment.

**Personal information**

*First Name	<input type="text"/>	MI	<input type="text" value="L"/>
*Last Name	<input type="text"/>	Maiden Name	<input type="text"/>
Prefix	----Select----	Suffix	----Select----
*SSN	<input type="text"/>	*Date of Birth	<input type="text"/>
*Gender	Female		

[Next](#)

Enter your personal information

*Your name and identifying information (SSN, DOB) must be an exact match on all accounts and documents.*

Click Next



## Contact Information

### Contact Information

Resident Status

- I am a citizen or a permanent resident of the United States
- I am NOT a citizen or a permanent resident of the United States

•Country

United States

•Street Address

Apt #

•City

•State/Province

•Zip Code

Zip +4 Code

Home Phone

Work Phone

Review

Enter your resident status and contact information, then click Review

# User Review

Please verify all information is correct before submitting. All information that you provide on this screen except Social Security Number will be considered public information. Contact information may be updated once the profile has been created.

Person Information	Edit
First Name	
MI	
Last Name	
Maiden Name	
SSN	
Date of Birth	
Gender	

Contact Information	Edit
US Citizen	
Address	
Apt #	
City	
State	
Zip Code	
Country	
Home	
Work	

Confirm your information is correct, then click Create Account

Create Account

Check the box to confirm that you understand how to securely log-off, then click Acknowledge

NYS Department of Education  
Office of Teaching Initiatives

Home Search Topics A-Z Logout

To fully and securely logoff of TEACH Online, you MUST click the LOGOFF Button located at the top right hand corner of your screen. Please click the acknowledgement checkbox below to continue.

**Confirmation**

I acknowledge that to fully and securely logoff of TEACH Online I MUST click the LOGOFF Button located at the top right hand corner of the screen.

Acknowledge

Enter your email address to validate your account, click Confirm

eservices.nysed.gov/teach/teachext/PersonLogoutAckn.do

NYS Department of Education  
Office of Teaching Initiatives

Home Search Topics A-Z Logout

It appears we do not have a validated email address on file for you. Please enter your email and confirm the entry. We will send a validation email to the address with a link that you must click to complete the validation process.

**Email Confirmation**

Enter your email address:

Confirm your email address:

Cancel Confirm



# Congratulations, you have now entered the TEACH portal!

Here you can view your account information, add & edit information, and apply for certificates.

The screenshot displays the TEACH portal interface. At the top, the browser address bar shows `eservices.nysed.gov/teach/teachext/teach.jsp` and the user is logged in as `Guest`. The header includes the NYS Department of Education logo and navigation links for Home, Search, Topics A-Z, and Logout.

The main content area is titled **TEACH Home** and contains several sections of links:

- Profile Links**
  - Update/Add Education, Employment and Personal Information
- Inquiry Links**
  - Account Information
  - View Registration Status
- Online Application**
  - Apply for Certificate
  - I would like a printed certificate
  - Apply for a Time Extension
- Payment Links**
  - Pay for Certificate Application
- Retiree Links**
  - Apply for a Retirement Waiver

An **Account Information** modal window is open, titled "Select information you want to view". It contains a list of categories with a "Submit" button. A mouse cursor is pointing at the "Submit" button. The categories listed are:

- Education
- Work Experience
- Certificates
- Fingerprinting
- Test Scores
- Workshops
- Superintendent Statements
- College Recommendations
- Retirement

An informational message at the top of the modal states: "To view more than one category, press CTRL while clicking each category you want to see, then click the 'Submit' button."