**HOW TO REGISTER FOR YOUR TEACH Online Services Account**

All students who are currently enrolled in the School of Education **MUST** use the on-line service provided by the New York State Department of Education to register, update educational and personal information, and (when all State and University requirements are completed) apply for New York State certification.

**Go to the following website**: [www.highered.nysed.gov/tcert/teach](http://www.highered.nysed.gov/tcert/teach) **and follow the instructions**.

1. **SELF-REGISTRATION (in the purple box on the right hand side of screen)**:

First, you will have to create an account and register online with a username and password. You are able to apply for certification(s) online as well as check the status of any previous application. Status of both paper and online applications can be checked through the TEACH system.

The self-registration process will ask for your a) First and Last Name; b) Date of Birth; and c) Email Address

You will also have to generate a Preferred User ID, Password Reset Information and a Password (at least 8 characters, one of which must be a number).

You must complete all the required fields in the registration form in order to continue to the certification process.

Once you have registered, you will Login:

1. **FIRST LOGIN:**

When you first login, you will be asked to enter your old password (the one generated at self-registration) and then to create a new password (again, at least 8 characters with one number).

You will then be asked to enter your social security number, at which point the system matches your self-registration to the information they already have in their system with your social security number. (If you have submitted fingerprints, taken certification tests, taken workshops and/or submitted a paper application for any prior teaching certification, these will also be linked to your online account and they can be viewed by you.)

1. **DIRECTORY PAGE:**

On this page, you have four options:

* 1. Enter TEACH online service: to apply for certification
	2. Update Account Information: address, phone number, password reset
	3. Change User Password
	4. Logoff

Once you enter the TEACH online service, there are a few options to select.

* **Verify/Update Profile**
* **Submit Application for Fingerprint Clearance**
* **Account Information**
* **Apply for a Certificate/Duplicate Certificate**
* **Maintain Professional Development Record**
* **Verify/Update Profile** will ask for your Education and Employment information. Enter all the information from a baccalaureate to present. (Note: The radio button on top is where you select whether the college you are about to enter is an **Approved New York Teacher Certification Programs** or not. St. John’s University IS an approved NY Teacher Certification Program.) Complete the fields to the best of your knowledge.

Enter all relevant teaching experience (both public and private school teaching experience) with as much detail you can provide.

\*\*If you verify/update profile when registering you will not have to enter all the information when you apply for a certificate, unless you have new or different information to update/add.

* If you have not submitted your application for fingerprint clearance, you can do so online or by paper. You may also choose to complete the fingerprint application online and have the option to pay with a credit card or by money order. With the online fingerprint application, you must still use fingerprint cards and your payment coupon with a money order or credit card payment confirmation to OSPRA.