

**Setting up a New Educator SBEC Online Account.** You must have access to a computer with internet capability. Once you have accessed the worldwide web through the internet, access the SBEC website at <http://www.sbec.state.tx.us> using your **Teacher Certification email address**.

1. On the SBEC Main Web page, locate **SBEC Online for Educators**, and **click** the link.
2. This directs you to **Why should you create an account with SBEC?**
3. **Click** on the blue button entitled **New Users? Create New Account**.
4. You will be directed to the **Educator Account Search** screen:
  - **Enter** your Last Name
  - Social Security Number
  - Date of Birth
  - Educator Prep Program – emailed screen to you

**Educator Account Search**

**Why Login to SBEC Online?**

**Before creating or accessing your account we must search our system for prior records.  
Please enter in the following information so we can create or access your account.**

**If you do not have a Social Security Number or previously assigned number beginning with a "T" or "P", [Click Here](#)**

\*Last Name:

\*\*Social Security Number or previously assigned file number:

\*Date of Birth: Month:  Day:  Year:

\*Application applying for:

- . Out of State Certified Applicant (First Time Applicant)
- . Out of Country Certified Applicant (First Time Applicant)
- . Temporary Teaching Certified Applicant (First Time Applicant)
- . Educator Preparation Program Participant & Educational Aide
- . Previously Certified

\*Required Fields

Click the **Search** button. The system will search for your records. A search is done to verify that you do not already have an online account set up.

NOTE: If you already have an account set up in **the online system, you will receive a message: "A record already exists in our system with that ssn"**. If this happens, you would **click** on the **Home** button, and it will take you back to the main web page. You will need to repeat steps 1 & 2 then select Login to login as an existing user, and then use your established username and password. If you do not remember them, **click** on **Forgot Password**.

**For More Options see below:**

- ⊕ You can **pay** for Fingerprinting, Probationary, and Standard teaching certificates. Access registration with **ETS** using the link **Standards and Testing**.
- ⊕ You **must** create an account with **ETS** as well.
- ⊕ Your entity/**Route** to certification is **Austin Community College ACP**.

5. If you are not found in the search or have not set up an account, but do have data in the system, such as prior certificates or tests, you will be directed to the **Educator Profile Setup** screen.
6. You will then complete or update all required fields. Required fields are indicated by an **asterisk (\*)**. They are First & Last Name, Gender, Date of Birth, Ethnicity, Your Address, City, State, Zip, County and Email address. **Click** the **Continue** button. If you have completed all required fields, you will be directed to the **Educator NEW Account Setup** screen.
7. You will **create** your unique **User Name and Password**. The user name and password must be at least 8 characters long and can be numbers or letters. You will need to remember them as you will use them each time you login to the SBEC Online System.

Example: User Name: ftester2  
Password: ftester2

8. Once you have entered the username and password, **click** Continue. You will be directed to the **Educator Main Menu** where you will be able to apply for certification, view certification records, view examination results, and find other useful information.

**Important Note: Educators Must Update Their Mailing Addresses**

If you need further assistance, please contact the **Texas Education Agency, Division of Credentialing Services** toll free at **1-888-863-5880**, Monday - Friday, 8:00 am to 5:30 pm CST.



**Registration - TEA ID Number**  
**You need a TEA ID number to register for testing with ETS. Please login into your SBEC Online account, or if you do not have one, you may create a new account by clicking here. Your TEA ID number will be listed in your profile once you have logged in/created your account.**

**Fourth: Explore the SBEC Website: <http://www.sbec.state.tx.us>.**

- ⊕ Standards and Testing
- ⊕ Code of Ethics
- ⊕ Study Guides for **TE~~x~~ES** (Texas Examinations of Educator Standards) exams

**Study Guides and Preparation Manuals**

1. **Click** the link **Standards and Testing**.
2. In the drop down menu, **find** **Study Guides and Preparation Manuals**.
3. **Choose** **TE~~x~~ES**.

When the **ETS** website opens, you will find links to the **TOPT** and **TASC-ASL**.