

## 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>

1. On the SBEC Main web page, locate **Online Services for Educators** and click on those words with your mouse.
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

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, using your established username and password. If you do not remember these, click on **Forgot Password.**

5. If you are not found in the search, or if you 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 then as you will use them each time you login to the SBEC Online System.

Example:

Username: ftester2  
Password: ftester 2

8. Once you have entered the user name and password, click **Continue**, and 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 Address

Effective December 2, 2002, every educator, certificate holder, or applicant must maintain a current mailing address with the State Board for Educator Certification (SBEC). The address must be able to receive mail delivered by the United States Postal Service. Failure to maintain a current mailing address with SBEC may result in the following:

- Failure to receive important information or notice of a proceeding regarding an individual's certification or application status, including renewal requirements for a Standard Educator Certificate;
- Failure to receive a certificate; or
- Certificate sanction or denial.

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