

12 Steps to Teacher Registration

Directions

1. Go to <http://www.highered.nysed.gov/tcert/teach/> using Google Chrome or Internet Explorer 11.
2. Click on the box labeled “Create a NY.gov TEACH account”.

Log in to TEACH

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

OR

<p>Create a NY.gov TEACH account</p> <p>If you do not have a NY.gov TEACH account, create one here</p>	<p>Add TEACH to a NY.gov account</p> <p>If you have a NY.gov account with another State Agency, click here</p>	<p>Employer, Administrator & College Access</p> <p>Public School Districts, Private School Administrators, and new York College/University access to Ny.gov TEACH</p>
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3. Check off the box at the bottom of the screen to show you have not created a Teach account before, and click the “Create Account” button.



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*
- Birth Date (mm/dd/yyyy) (required for TEACH access)
- Mailing address
- e-mail address
- Social Security Number (required for TEACH access)

*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 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***
- **Birth Date (mm/dd/yyyy)(required for TEACH access)**
- **Mailing address**
- **e-mail address**
- **Social Security Number (required for TEACH access)**

TEACH is compatible with Google Chrome and Internet Explorer 11



4. Complete Step 1 of the Self Registration Process.

NY.gov ID SELF REGISTRATION

User Information [Personal Privacy Protection Law Notice](#)

First Name*

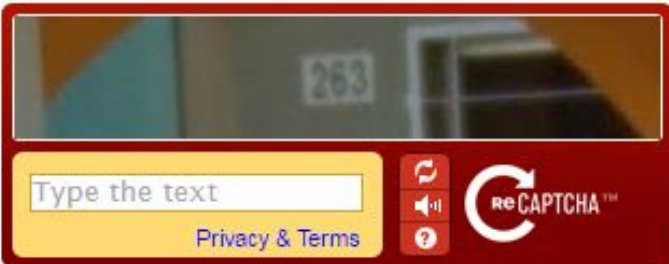
Last Name*

Email*

Confirm Email*

Login Information

Preferred Username*

Captcha* 

5. Proofread your information and click Continue. (Step 2 of the Registration Process)

6. Click Finish and check your email account to continue the Registration Process. This MUST be done in 48 hours or you will need to start again.

NY.gov ID SELF REGISTRATION

An activation email has been sent to – csd0224@gmail.com

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.

[Finish](#)

[Step 3 of 3](#)

7. Click on the link in your email message to complete the NY.gov ID Activation screen and click continue.

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.

Secret Questions

*Question 1

*Answer *Confirm Answer

*Question 2

*Answer *Confirm Answer

*Question 3

*Answer *Confirm Answer

[Continue](#)

8. Click 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.

9. Change your password and click Set Password.

Password Change Request

csd0224 , please change your current password before continuing.

New Password*

Minimum 8 characters with at least 3 letters and 1 number.

Confirm New Password*

10. You will receive the following verification message. Click Continue.

Password Change Information

csd0224 your new password has been set.

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

11. You are finished. Click Log Out.



12. In your birthday month, log into your account. You will be prompted to register. Follow the directions on screen carefully.