Setting Up A New Educator SBEC Online Account

Go to: http://www.sbec.state.tx.us

1. Once Texas Teachers has approved you for your exam, you will receive an email asking you to modify your new online account with SBEC.
2. On the SBEC Main Web page, click on **SBEC Online for Educators** at the top of the screen.
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
   - Application Applying for: Candidate Participating in an Educator Preparation Program

   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 step 1 then select the blue button **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 have not set up an account but do have data in the system, such as prior certificates, permits, or tests, and/or you have ACP test approval, 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 Code, Country and Email Address. Click the **Continue** button. If you have completed all the 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: johndoe3
   Password: johndoe3
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 retrieve your **TEA ID#**, view examination results, and find other useful information. **You are not required to apply for your Probationary Certificate until you are hired as a teacher-of-record.**
9. Check your email account for a SBEC email conformation. You will have 48 hours to confirm your account. If you do not see it, check for it in your bulk/junk mail folder.