Hudson City School District

Step-by-Step Directions to Register Certificates in TEACH

Information for teachers and administrators who hold a Professional or Permanent certificate, and for Level III Teacher Assistants.

Step #1: Either create a TEACH account or log in to TEACH. This screen is located at http://www.highered.nysed.gov/tcert/teach/.

NYSED.gov

Office of Teaching Initiatives

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TEACH System

List of TEACH Services

Frequently Asked Questions about Your TEACH Account

TEACH Resources

Report Problems Using TEACH

NYSED / Higher Ed / OTI / TEACH System

TEACH Online Services

Log in to TEACH

If you already have a TEACH account, then just click on this button.

Forgot your Username or Password? Click Here

OR

Create a NY.gov TEACH account

If you do not have a NY.gov TEACH account, create one here

If you have never logged into TEACH you will need to first create an account.

Add TEACH to a NY.gov account

If you have a NY.gov account with another State Agency, click here

Employer, Administrator & College Access

Public School Districts, Private School Adminstrators, and new York College/University access to Ny.gov TEACH

TEACH Help

Step #2: Once you have created your account, you will use those credentials to log in on this screen. If you have an account, but have forgotten your username and/or password, click on the appropriate link to retrieve that information.


Step #3: Once you log in you will see the services to which you have access. Click on the TEACH online button.
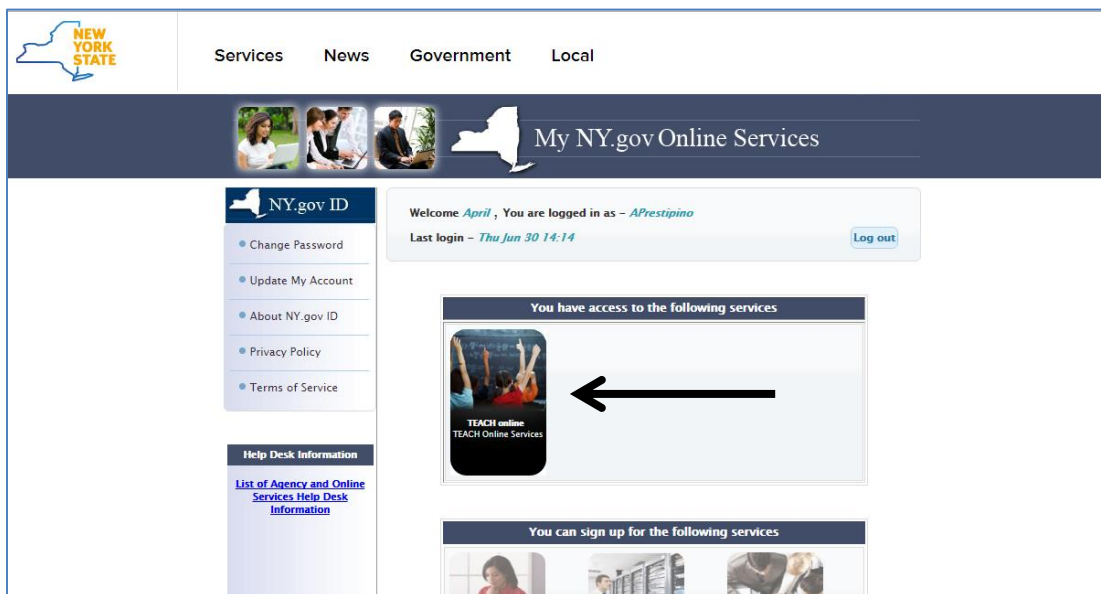
Step #4: If you have never logged into TEACH, you should first update your personal information, including current name, mailing address, and email address. NYSED will use this information to contact you if necessary.
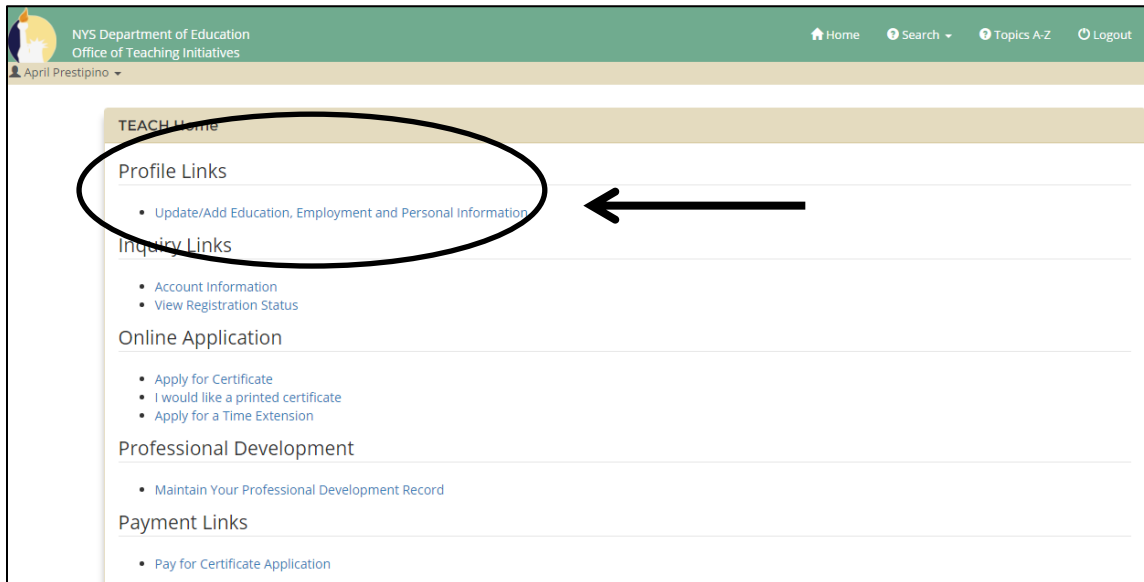
If your name or SS# has changed since being issued your certificate, you need to update this information in TEACH.
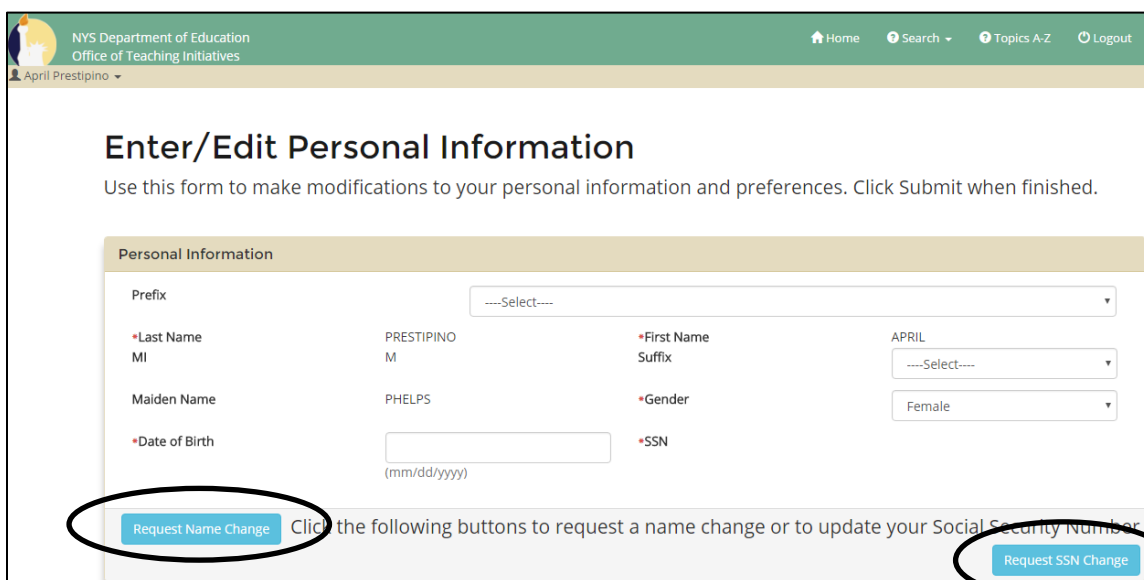
Step #5: After updating your personal information, go back to the landing page and click on the link to View Registration Status. This is where you will register your certificate.
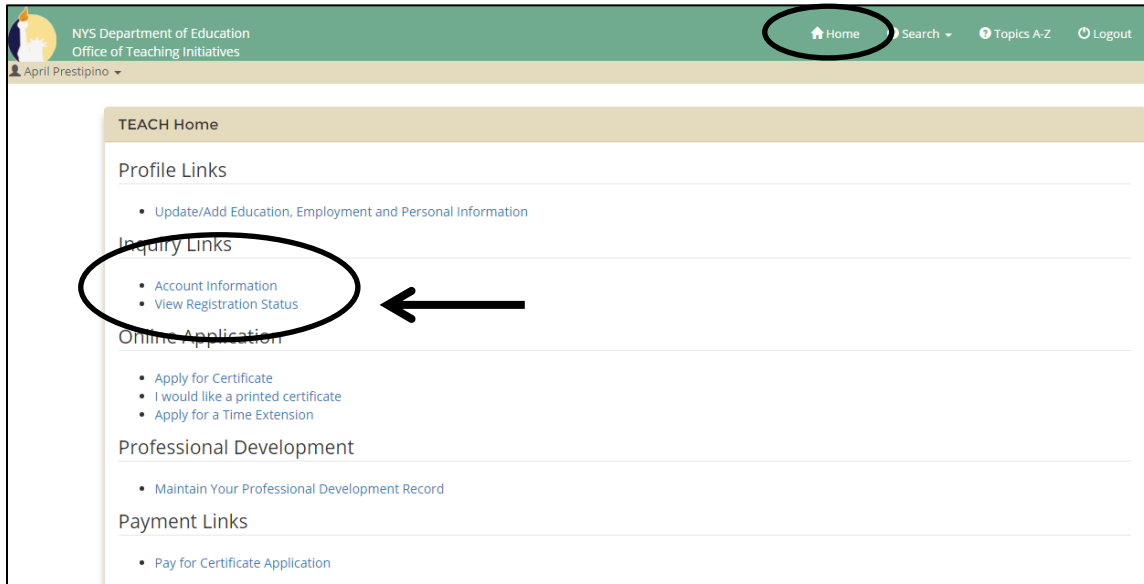
Step #6: Follow the directions to register your certificate. You will need to answer a series of questions.

Once you have completed the registration process you will see this screen, with the certificate(s) that have been registered and the date when your registration expires.

You can continue to review and update your professional information by clicking on the other links on the landing page, however, updating your personal information, your contact information, and registering your certificate(s) are the most important tasks.