

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/>.

The screenshot shows the NYSED.gov TEACH System login page. At the top is the NYSED.gov logo and the text "Office of Teaching Initiatives" with a search bar labeled "Search OTI". Below this is a navigation menu with links for "Educator Resources", "Certification", "Fingerprinting", "TEACH System", "Topics A-Z", and "Certificate Holder Lookup". The main heading is "TEACH System". On the left is a sidebar with links: "List of TEACH Services", "Frequently Asked Questions about Your TEACH Account", "TEACH Resources", and "Report Problems Using TEACH". The main content area is titled "TEACH Online Services" and features a prominent red button labeled "Log in to TEACH". Below this is a blue button labeled "Forgot your Username or Password? Click Here". The word "OR" is centered below the buttons. Underneath are three blue buttons: "Create a NY.gov TEACH account", "Add TEACH to a NY.gov account", and "Employer, Administrator & College Access". Below each button is a brief description of the service. At the bottom is a link for "TEACH Help".

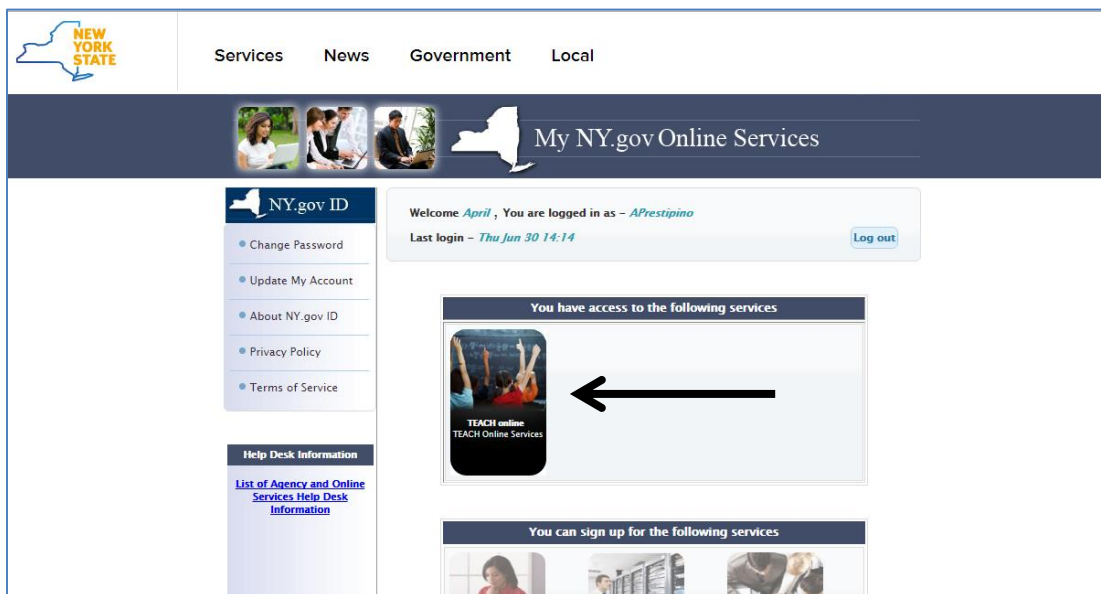
Callout Box 1 (Left): If you have never logged into TEACH you will need to first create an account.

Callout Box 2 (Right): If you already have a TEACH account, then just click on this button.

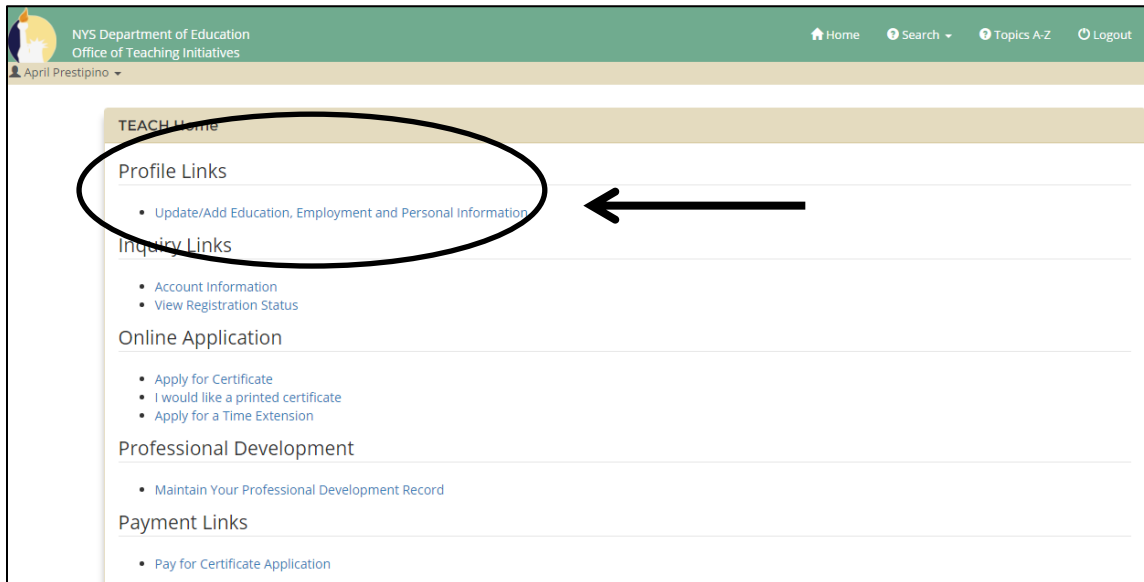
Step #2: Once you have created your account, you will use those credentials to log in on this screen. If you have an account, but have forgotten your username and/or password, click on the appropriate link to retrieve that information.



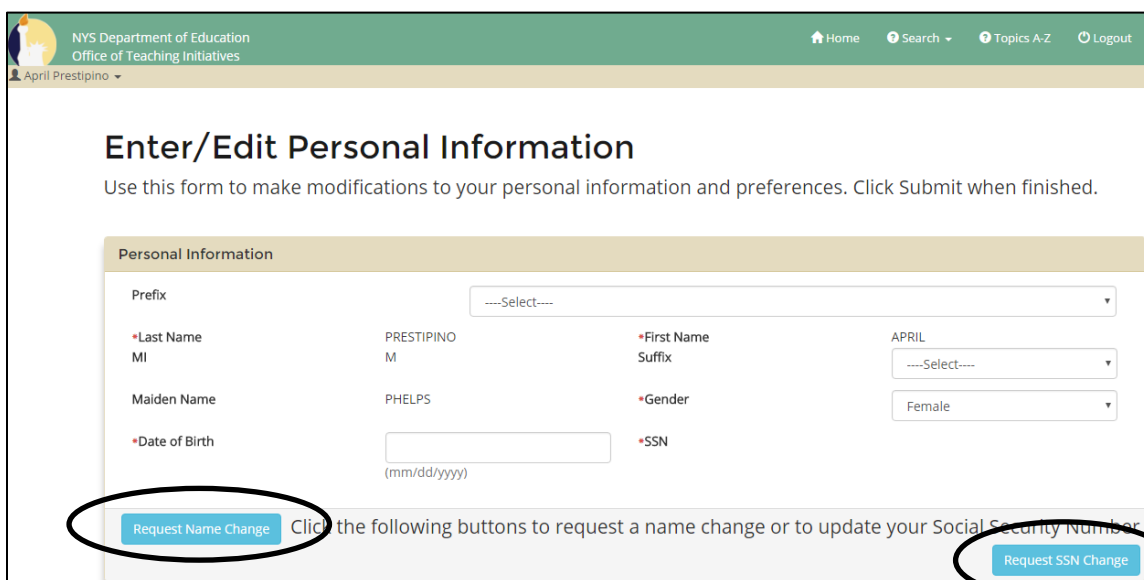
Step #3: Once you log in you will see the services to which you have access. Click on the TEACH online button.



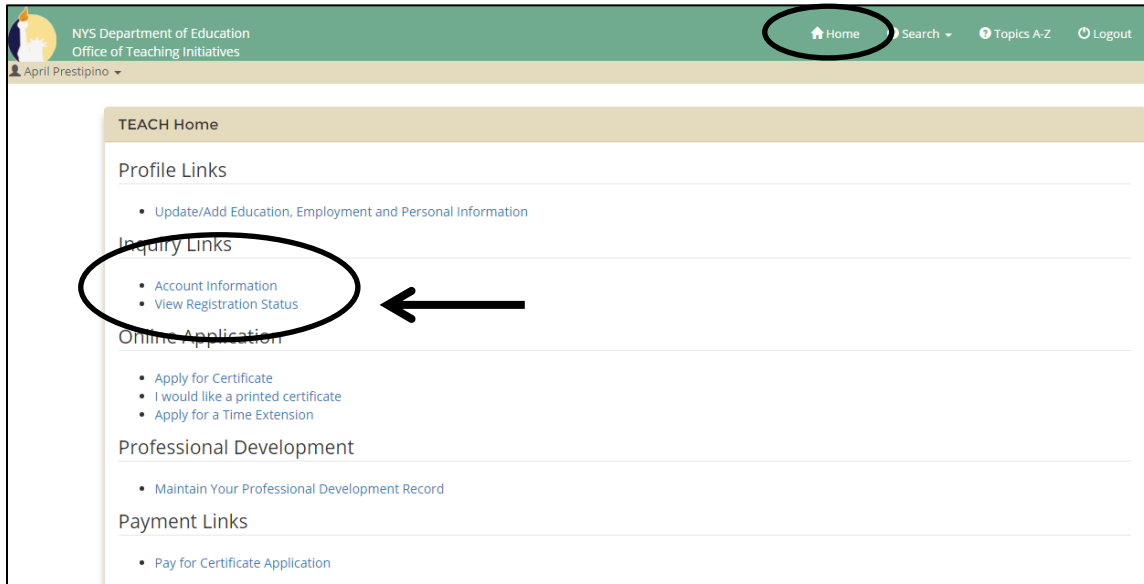
Step #4: If you have never logged into TEACH, you should first update your personal information, including current name, mailing address, and email address. NYSED will use this information to contact you if necessary.



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.

The screenshot shows the 'Registration Status' page for a user named April Prestipino. At the top, there is a navigation bar with 'Home', 'Search', 'Topics A-Z', and 'Logout'. Below the navigation bar, the user's name 'April Prestipino' is displayed. The main heading is 'Registration Status'. A blue box indicates the current registration status: 'Your Current Registration Status is: REGISTERED - Your Current Registration Period is: 06/30/2016 - 09/30/2021'. Below this, there is a link to change the registration status. The main content is a 'Certificate Information' section with a search bar and a table of certificates.

Certificate Title	Type	Status	Effective Date	Expiration Date	Registration Expired Date	Registration Status	5 Months Notification Sent	3 Months Notification Sent	1 Month Notification Sent
School District Leader	Professional Certificate	Issued	09/01/2013		09/30/2021	Registered			
Pre Kindergarten, Kindergarten And Grades	Permanent Certificate	Issued	02/01/2001		09/30/2021	Registered			

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.