

SBEC Certified Educator Profile Update Instructions

IMPORTANT: Please READ ALL INSTRUCTIONS BEFORE LOGGING INTO THE SBEC WEBSITE

SBEC Educator Profile update instructions: THE State Board of Education is requires that all certified educators holding Administrative, Professional, Teaching and Paraprofessional certificates update their individual profile on the SBEC (State Board for Educator Certification) website in preparation for the certified employee fingerprinting process legislated by Senate Bill 9, 2007 Legislature.

The deadline for completion of your SBEC personal profile update is Friday, October 11, 2009.

To access your SBEC profile, please follow the instructions below:

You can access the SBEC website at www.sbec.state.tx.us . When you reach the SBEC home page, look on the right side of the screen for an area called **“Educator Login”**. And follow the instructions we have provided below that best suit your situation. We have provided instructions for each of the four scenarios:

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SCENARIO 1: I am not sure if I am a current SBEC user or not !

Use this scenario only if you do not know your login and are unsure if you have ever accessed the SBEC website

Click : “forgot user name and password” and read and follow instructions in next column.

If you have not accessed the site before, no data will be found and you should proceed back to the home page and select the “New User” option above the login box and follow the instructions for New Users provided on the second page of the document.

Once you have accessed the site, your information will be supplied and you will be able to proceed to the **Educator Profile** page.

Once you have reach the Educator Profile page, you are required to update your personal information using the following guidelines;

1. Confirm and fill in all fields with a red asterisk as appropriate. Please note all fields can be updated on the site with the exception of your name. See item #2 below if you need to submit a name change.
2. Your first and last name should match the first and last name as listed on your driver’s license. If you need to change your name, follow the instructions and link provided on the educator profile page for submitting an email to SBEC. You can locate these instructions just below your name.
3. Your ZIP code does not require the ZIP plus four last four numbers only the postal code, ie., 76201. Make sure the postal code is blank.
4. Be sure to fill in the country box by selecting United States.
5. Billing information – Updating this area is optional at this time.
6. E-Mail TEA strongly recommends that you **use your DISD email address** if you have one. If you do not, use a valid email where you normally receive email and check regularly.
7. Once your profile information has been updated, click to continue. This will advance you to the State Board of Educator Certification screen that will provide your name, social security number, and TEA identification number. This completes the update.
8. Log Out. This will take you back to the SBEC home page where you can login again and verify the changes or EXIT from the SBEC site.

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Scenario 2: NEW USER

Use this scenario if you have never logged into the State Board for Educator certification before and do not have a user name or password.

If you have never accessed / logged in to SBEC before use the **“New User”** option located above the login box. This will take you to a screen that will allow you to create a new account. Select the **“New User, Create a New Account”** option. Follow the instructions on this screen. The last entry required asks, “application applying for?”. **Current certified teachers** should select the circle that says **“Previously Certified”**.

Once you have reached this page, you are required to update your personal information using the following guidelines:

1. Confirm and fill in all fields with a red asterisk as appropriate. Please note all fields can be updated on the site with the exception of your name. See item #2 below if you need to submit a name change.
2. Your first and last name should match the first and last name as listed on your driver's license. If you need to change your name, follow the instructions and link provided on the educator profile page for submitting an email to SBEC. You can locate these instructions just below your name.
3. Your ZIP code does not require the ZIP plus four last four numbers only the postal code, ie., 76201. Make sure the postal code is blank.
4. Be sure to fill in the country box by selecting United States.
5. E-Mail - TEA strongly recommends that you **use your DISD email address** if you have one. If you do not, use a valid email where you normally receive email and check regularly.
6. Billing information – Updating this area is optional at this time.
7. Once the information is updated click to continue. This will advance you to the next page where you will be asked to **select a username and login** and finalize your account set-up. Once the account information is established click to continue and this will return you to the SBEC screen that will provide your name, social security number and TEA identification number. Your update is complete and you may log out of your information using the logout option located in the top right corner.

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Scenario 3: You know your SBEC Login and Password

Click on login; enter username and password to begin immediately

When you log in, this will bring you to the **Educator Profile Setup** page.

Once you have reached this page, you are required to update your personal information using the following guidelines:

1. Confirm and fill in all fields with a red asterisk as appropriate. Please note all fields can be updated on the site with the exception of your name. See item #2 below if you need to submit a name change.
2. Your first and last name should match the first and last name as listed on your driver's license. If you need to change your name, follow the instructions and link provided on the educator profile page for submitting an email to SBEC. You can locate these instructions just below your name.
3. Your ZIP code does not require the ZIP plus four last four numbers only the postal code, ie., 76201. Make sure the postal code is blank.
4. Be sure to fill in the country box by selecting United States.
5. Billing information – Updating this area is optional at this time.
6. E-Mail TEA strongly recommends that you **use your DISD email address** if you have one. If you do not, use a valid email where you normally receive email and check regularly.
7. Once your profile information has been updated, click to continue. This will advance you to the State Board of Educator Certification screen that will provide your name, social security number, and TEA identification number. This completes the update.
8. Log Out. This will take you back to the SBEC home page where you can login again and verify the changes or EXIT from the SBEC site.

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Scenario 4: Forgot Your LOGIN and / or PASSWORD?

Use this scenario if you don't know your login, but have previously accessed the SBEC website.

Click on **Forgot Username and / or Password**

Use the "forgot username and password" option found below the login box and this will take you to a help page. Enter the required information and click search. If you have a username and password, they will be provided immediately. If you do not get your information, consider trying another name that you may have used previously, such as your maiden name, or a previous married name. If you have accessed the site before, it will immediately give you your login information and allow you to proceed to the **Educator Profile** page.

Once you have reached this page, you are required to update your personal information using the following guidelines:

1. Confirm and fill in all fields with a red asterisk as appropriate. Please note all fields can be updated on the site with the exception of your name. See item #2 below if you need to submit a name change.
2. Your first and last name should match the first and last name as listed on your driver's license. If you need to change your name, follow the instructions and link provided on the educator profile page for submitting an email to SBEC. You can locate these instructions just below your name.
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