

SBEC Profile Access Instructions

The State Board of Education is requesting that all certified educators (administrative, professional, teacher and paraprofessional certificates) update their individual profile on the SBEC (State Board of Educator Certification) website in preparation to meet Senate Bill 9 requirements. **The deadline to complete this update is Monday, September 6, 2010.**

To update your SBEC profile, please follow the instructions provided below.

Access the SBEC website at www.sbec.state.tx.us. Click on the “**Educator Login/Account Setup**” button located on the left-hand side of the SBEC home page and follow the instructions provided below after choosing the “Scenario” that best fits your present status.

IMPORTANT: Please read the following SBEC Educator Profile Access instructions prior to logging into the SBEC website.

Scenario 1

NOT SURE IF I'M A CURRENT SBEC USER OR NOT

If you don't know your login and are unsure if you have ever accessed the SBEC website, click on “forgot user name and password” and read the following instructions. Use the “forgot user name 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 accessed the site before, your information will be supplied and you will be able to proceed to the Educator Profile page. 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 located above the login box and follow instructions for New Users on the second page of this document.

Once you reach the Educator Profile Page, please update the page 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 should you need to submit a name change.
- 2.** Your first and last name must match the name listed on your driver's license. If you need to change your name, follow instructions and link provided on educator profile page for submitting an email to SBEC. You can locate these instructions just below your name.
- 3.** Zip code does not require the last four numbers. Make sure postal code is blank unless you are using an international address.

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. TEA strongly recommends using your district email if you have one.
7. Once the information is updated, click on continue. This will advance you to the State Board of Educator Certification screen that will provide your name, social security number, and TEA ID#. This completes the update. Logout, using the logoff option located in the top right corner. This will take you back to the SBEC homepage where you can login again to verify changes or exit the SBEC site.

<h2>Scenario 2</h2>

NEW USER

If you have never logged into the SBEC website and don't have a login, 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 instructions on this screen. The last entry required requests which "application applying for". Currently certified educators should select the circle that says "previously certified". Click to continue and this will take you to the Educator profile page.

Please update the page 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 should you need to submit a name change.
2. Your first and last name must match the name listed on your driver's license. If you need to change your name, follow instructions and link provided on Educator Profile page for submitting an email to SBEC. You can locate these instructions just below your name.
3. Zip code does not require the last four numbers. Make sure postal code is blank unless you are using an international address.
4. Be sure to fill in the country box by selecting United States.
5. TEA strongly recommends using your district email if you have one.
6. 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 finalized your account set up. Once the account information is established, click to continue and this will return you to the State Board of Educator Certification screen that will provide your name, social security number, and TEA ID#. Your update is complete and you may log out of your information using the logoff option located in the top right corner.

Scenario 3

YOU KNOW YOUR LOGIN AND PASSWORD

Click on Login: Enter username and password to login immediately. When you login, this will take you into the Educator Profile Setup page.

Please update the page 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 should you need to submit a name change.
2. Your name must match the name listed on your driver's license. If you need to change your name, follow instructions and link provided on User Profile page for submitting an email to SBEC.
3. Zip code does not require the last four numbers. Make sure postal code is blank unless you are using an international address.
4. Be sure to fill in the country box by selecting United States.
5. We recommend using your district email if you have one.
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 State Board of Education Certification screen that will provide your name, social security number, and TEA ID#. Your update is complete and you may log out of your information using the logoff option located in the top right corner.

Scenario 4

FORGOT YOUR LOGIN AND/OR PASSWORD

If you don't know your login, but you have accessed the SBEC website before, click on Forgot Username and/or Password. Use the "Forgot User Name 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 user name and password it will be provided immediately. If you do not get your information, consider trying another name, such as your maiden name or a previous married name or names. 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.

Please update the page using the following information:

- 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 should you need to submit a name change.
- 2.** Your name must match the one listed on your driver's license. If you need to change your name, follow instructions and link provided on User Profile page for submitting an email to SBEC.
- 3.** Zip code does not require the last four numbers. Make sure postal code is blank unless you are using an international address.
- 4.** Be sure to fill in the country box by selecting United States.
- 5.** We recommend using your district email if you have one.
- 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 State Board of Educator Certification screen that will provide your name, social security number, and TEA ID#. Your update is complete and you may log out of your information using the logoff option located in the top right corner.