

## **SETTING UP AN ACCOUNT IN SBEC ONLINE FOR CERTIFIED EDUCATORS**

Instructions on establishing an account with SBEC Online

1. Click on the following link: <http://www.sbec.state.tx.us/SBECOnline/default.asp>
2. Look for EDUCATOR LOG IN on the right side of the page.
  - If you have already had a username and password because you have previously logged in to SBEC Online and your information is up to date (i.e. current e-mail) then there is no need for you to set up another account. Log off.
  - If you already have a username and password, but cannot remember it (or if you are not sure if you have a username or password), click on 'Forgot username and/or password' and fill in the requested information. Click 'Continue'. If the system displays a username and password, write it down and keep it for future reference and click 'continue', view and update your educator profile. If you receive a message indicating 'user data not found', this means you have never set up an account and you must click on 'home' in the upper right hand corner of the screen to return to the home page to set up an account by following the directions in the next bullet.
  - If you do not have a username and password or 'user data not found' was displayed you will need to click on 'new user'. Fill out the information asked of you and select 'previously certified', then search. Your educator profile will come up. You will need to fill out all the information and at the bottom select continue. The next page is where you will create a 'username and password'. Please note that your username/password must be at least 8 characters long. Once you have set up your username and password, you continue and then 'log out'.