

**Region 4 Teacher Certification
TEExES Registration Instructions**

Part One

1. Go to www.sbec.state.tx.us
2. Click on “SBEC Online for Educators” at top of screen
3. Click on blue button that states “New User? Create New Account”
4. Type in full last name
5. Type in social security number
6. Type in Date of Birth
7. Select “Candidate participating in an Educator Preparation Program” button
8. Click “Search”
9. Complete all required information on the screen
10. Create User Name and Password
11. ***Write down the TEA ID number that is found at the top of the screen.
NO PAYMENT SHOULD BE MADE AT THIS WEBSITE.***
12. ***Exit from this website. NO FURTHER ACTION IS REQUIRED AT THIS WEBSITE.***

Part Two

13. Go to www.texas.ets.org
14. Click on “Your Account” at the top of screen
15. Click on “Go to Login”
16. Click on “New User?”
17. Fill in TEA Number (which you received from the previous website)
18. Fill in First Name and Last Name
19. Fill in Date of Birth
20. Fill in Email Address (must be the same one that was on the previous website)
21. Select “Alternative Certification Program” as the Route
22. Click “Next”
23. At bottom of the screen, answer questions #1 and #2
24. Create User Name and Password
25. Click “Create”
26. Click “Register for a test”
27. Click “Register” at the bottom the screen
28. Read and agree to the 2 statements
29. Click “Next”
30. Choose the test and click “Select”
(PBT stands for paper based and CAT stands for computerized)
31. Choose the location at which you wish to test and click “Select”
31. Choose the testing center at which you wish to test and click “Select”
32. Choose the test date on which you wish to test and click “Select”
33. Choose which session you would like (morning/afternoon) and click “Select”
If your first choice is not available, try different location and date combinations.
34. Click “Add test”
35. Verify the information and then click “Next”
36. Click “Please notify me via e-mail when my scores are available” and then click “Next”
37. Fill in the information for payment and click “Next”
38. You will then submit your registration by clicking the appropriate button
39. On the left hand side of the screen, click “Admission Ticket.” This is your entrance/
admission to the exam. Take your admission ticket with you to the testing location.
Be sure to check the ETS website 24 hours before the exam for any updates regarding
your registration. If there are changes, print out a new admission ticket. *Be sure to check
the ETS website for ID requirements and all details regarding your test day.*