

IMPORTANT: PLEASE READ DIRECTIONS COMPLETELY BEFORE LOGGING INTO THE SBEC WEBSITE

SBEC Educator Profile Update Instructions: The State Board of Education is requesting that all certified educators update their individual profile on the SBEC (State Board of Educator Certification) website in preparation to meet Senate Bill 9 requirements. **Please update your information as soon as possible.**

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

Access the SBEC website at www.sbec.state.tx.us. When you reach the SBEC home page, you will see **“Educator Login”** located on the right side of the screen. Follow the instructions we have provided below that best suit your situation. We have provided instructions for four possible scenarios.

Scenario 1

Not Sure if I’m a Current SBEC User?

(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 instructions in the next column.



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” provided under Scenario 2 on page 2 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 should 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 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 #. 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.

Scenario 2

New User

(You have never logged in to the SBEC website before and don't have a login.)



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 instructions on this screen. Currently certified teachers and Paraprofessionals 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:

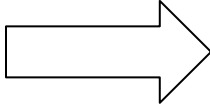
- 1.** Confirm and fill in all fields with a red asterisk as appropriate. Please note all fields can be updated on the site with the exception of your name. See item # 2 below should you need to submit a name change.
- 2.** Your first and last name should match the name listed on your driver's license. 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 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 log in and password

Click on Login

(Enter username and password to login immediately.)



When you log in you will be directed to the Educator Profile Setup page.

Please update the page using the following guidelines:

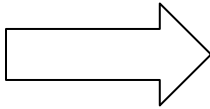
1. Confirm and fill in all fields with a red asterisk as appropriate. Please note all fields may be updated on the site with the exception of your name. See item # 2 below should you need to submit a name change.
2. Your name should match the name listed on your driver's license. If you need to change 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 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.

Scenario 4

Forgot your login and or password

Click on “Forgot Username and/or password”

(If you don't know your login, but know you have accessed the SBEC website before.)



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 guidelines:

- 1.** Confirm and fill in all fields with a red asterisk as appropriate. Please note all fields may 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 should 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 – there is no fee to complete this update so updating this area is optional.
- 7.** Once 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.