

Monroe Woodbury Central School District

How to Update or Register for a TEACH account

1. Log in to your TEACH account using the link below:

<https://my.ny.gov/sreg/Login>

or

If you do not have an account create one using the following steps:

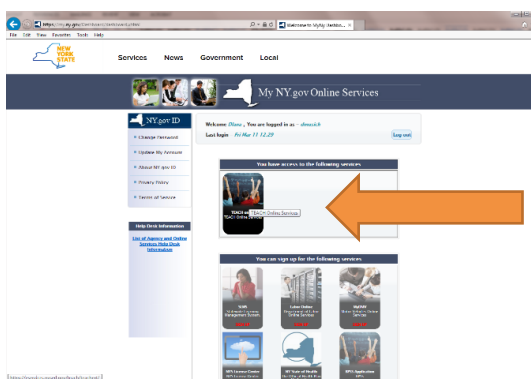
<http://www.highered.nysed.gov/tcert/teach/selfreg.html>

Please note that when you set up your account you must

- **use the name that matches your certification**
- **use a personal email account** (*do not use the district email*).

You will receive an email with a link that you have to click on to verify your account.

2. Click on TEACH Online Services



You may be required to type in your social security number once you click on the TEACH online services box (shown left) so that the TEACH account you created merges with your existing records at NYSED. If you are prompted to put the # in, click on continue/close tab (small box) to move to the next screen.

3. Under Profile Links, click on

- Update/Add Education, Employment and Personal Information

4. Click on the blue ***“Edit Personal Information”*** box to be able to

- Change your address
- Request a name change by clicking on the blue “Request Name Change” box.
- Put your personal email address in so that NYSED can communicate with you via email.
- Make sure you click on “SUBMIT” if you make any changes.

If you request a name change, there will be a status that says the change is pending. Please submit proof of name change to the Human Resources office so that it can be faxed to NYSED.

You do not need to fill in your education and employment history at this time. NYSED has that information on record already with your certification and BEDS information.

MAKE SURE YOU LOG OUT COMPLETELY AND CLOSE YOUR INTERNET BROWSER!