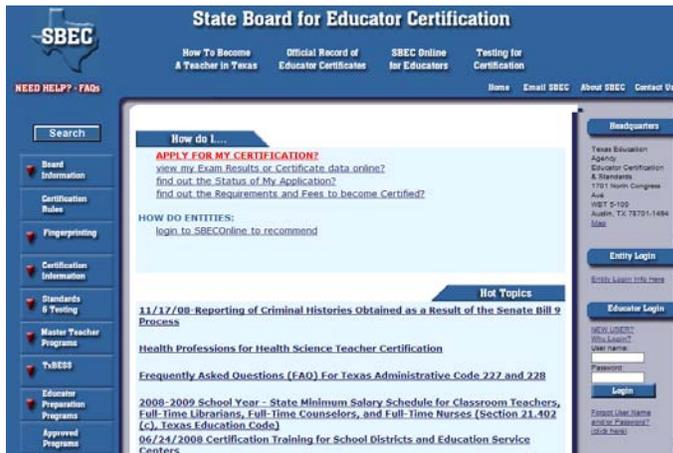


## Logging in to SBEC website:

### Section I – Logging in

1. Go to the SBEC address at <http://sbec.state.tx.us>
2. On the right side of the screen look for the Educator Login area



Click on instructions for your access:

- 1) [New User \(never logged in to this system before\)](#)
- 2) [Have logged in before but don't remember password](#)
- 3) [Know your login and password already](#)

**New User – if you have never logged in before to this system.**

- 1) Click on New User under Educator Login
- 2) Fill out the information asked of you and select “Previously Certified” and then search. Your educator profile will come up. You will need to fill out all the information and at the bottom of screen click on Continue.
- 3) The next page is where you create your own Username and Password. Please note that your username/password must be at least 8 characters long.
- 4) Once you have setup your username and password, you continue and then Log Out.
- 5) [Continue to Section II.](#)

The screenshot shows the 'Educator Login' form. It includes a 'NEW USER?' link, a 'Why Login?' link, a 'User name:' field, a 'Password:' field, a 'Login' button, and a 'Forgot User Name and/or Password?' link with a '(click here)' instruction.

### Have Logged In Before but Don't Remember Password

- 1) Click on "Forgot Username and/or Password (click here)"
- 2) Enter in the information requested: Your Last Name (use the last name you were certified with); Social Security Number (no dashes or spaces); and Date of Birth.
- 3) The result is instantaneous and your username with password will show on the screen.
- 4) [Continue to Section II](#)



The screenshot shows the 'Educator Login' page. At the top, there is a blue header with the text 'Educator Login'. Below the header, there are several links: 'NEW USER?', 'Why Login?', and 'Forgot User Name and/or Password? (click here)'. Underneath these links, there are two input fields: 'User name:' and 'Password:'. A blue 'Login' button is positioned below the input fields. A red arrow points from the 'Forgot User Name and/or Password? (click here)' link to the right side of the page.

**\*Remember to use the Last Name you used when you were certified.**

**\*\*If the system cannot find you or you get a "User Data not Found error", it may mean you have never setup an account and you need to do so. Click on the HOME Button on the top right of the screen and then click here to access instructions for New User Access.**

### If you have logged in before and you remember your username:

- 1) Enter your username and password information and Login.
- 2) [Continue to Section II](#)



The screenshot shows the 'Educator Login' page. At the top, there is a blue header with the text 'Educator Login'. Below the header, there are several links: 'NEW USER?', 'Why Login?', and 'Forgot User Name and/or Password? (click here)'. Underneath these links, there are two input fields: 'User name:' and 'Password:'. A blue 'Login' button is positioned below the input fields. A red arrow points from the 'User name' input field to the right side of the page.

## Section II – Update Your Account Information

- 1) Once you login to the site you will want to make sure to update your contact information and all the “red starred” areas that are on the screen. **The most important area to update is the EMAIL ADDRESS** at the bottom of the screen. **Be sure to post your district email address in this blank.**

This is **important** to make sure everyone is receiving the information from SBEC about the process. Using non-district email could restrict your access to the files sent that you need to access because of different filters and restrictions in each type of account. You can change your contact email address after you are fingerprinted if you wish.

**The FIRST and LAST NAME on the certification MUST MATCH the name on your CURRENT DRIVER’S LICENSE or STATE ISSUED ID CARD!!!**

If you change your name in this system and you want a reprint of your certificate to show your name change, you will need to complete the form in the system. Information about this is also posted on the [Santa Fe ISD website](#). There is a fee for a certificate reprint through SBEC.

The screenshot shows the 'Educator Profile Setup' form. At the top, it says 'Welcome, Joel Adams (110840319888)' and 'TEA ID Number: 5518'. The form includes fields for Social Security Number, TEA ID, Gender, State, First Name, Middle Name, Last Name, Maiden Name, Suffix, Date of Birth, Phone Number, Ethnicity, Driver License #, and DL State. Below these are instructions for name changes and a 'Mailing' section with radio buttons for 'United States and other US Territories' and 'Foreign Address'. The mailing address is pre-filled with '805 Loop 534 Unit 118, Kermit, Texas 79028'. At the bottom, there is a 'Get Free Email' button and a 'Continue' button. A large red arrow points from the text above to the email field at the bottom of the form.

**The Next Step:**

Thank you for connecting with SBEC and updating your information. This will make the process for Fingerprinting go much faster. By completing this information, your FAST Pass will be emailed to you.

The FAST Pass is a one-page PDF that **YOU MUST HAVE WITH YOU** when you are fingerprinted. The only way to get it is to have it emailed to you. By completing your account changes to the SBEC site, you have done what is needed to get the FAST Pass to you in a timely manner.

**Remember, once you get the FAST Pass email, it is important that you print it at least 24 hours before your campus scheduled time to be fingerprinted.** Consider this like your Boarding Pass at the airport. You must have it to get not only to the plane but also to the gate for your plane. Without it, you can't get in the airport!