

## Quick Start Guide for New User Account Creation

### Step 1 – Go to [www.texas.ets.org](http://www.texas.ets.org)

Go to [www.texas.ets.org](http://www.texas.ets.org).



Click the *Your Account* link found in the top navigation menu.

### Step 2 – Go to Login

On the *Your ETS Account* screen, click on the *New User* button.



**New Users** – You must create a personal account before you can access the online registration system.

### Step 3 – Click *New User?* link

Click the *New User?* link to begin the New User account creation process.



## Step 4 – Fill out the TEA ID form

Enter your TEA ID number and other required information so your account information in SBEC can be accessed by the system. All required fields are marked with an asterisk (\*). When the form is complete, click *Next*.

### TEA ID

Please enter the following information so that we can access your TEA personal information. If you do not have a TEA ID# click below.

**TEA ID \***  **no TEA ID >>**

**First Name \***

**Middle Initial**

**Last Name \***

**Previous Last Name**

**Date Of Birth \***  , 19

**E-mail \***

**Note:** If you are a **Charter School** candidate/educator, click **no TEA ID** and click **charter schools**. Then skip to Step 7.

## Step 5 – Verify Personal Information

After submitting your form, complete the open fields in the Personal Information form and click *Next*.

### Personal Information

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First Name ^	<input type="text" value="Jane"/>
Middle Initial	<input type="text"/>
Last Name ^	<input type="text" value="Doe"/>
Previous Last Name	<input type="text"/>
TEA ID ^	
SSN	150-98-1736
Charter School ^	Saill Charter School
Date Of Birth ^	1/1/1970
Street 1 ^	<input type="text"/>
Street 2	<input type="text"/>
Street 3	<input type="text"/>
City ^	<input type="text"/>
State/Province ^	..... United States of America ..... <input type="button" value="v"/>
Postal/Zip ^	<input type="text"/>
Country ^	United States of America <input type="button" value="v"/>
Daytime Phone # ^	<input type="text"/>
Evening Phone #	<input type="text"/>
Gender	<input type="button" value="v"/>
Ethnicity	None <input type="button" value="v"/>

## Step 6 – Create Your Account Login

Once your personal information is verified, create your username and password.

After entering your username and password information, click *Create* and your user account will be created. You will then be logged into the system and taken to your account page.

Username *	<input type="text" value="kkerney"/>
Password *	<input type="password" value="*****"/>
Retype Password *	<input type="password" value="*****"/>
Password Reminder	<input type="text" value="saraandshoe2"/>

## Step 7 – Create Charter School Account

Charter School candidates and educators must select their Charter School and provide some additional information when creating an account. In the form shown below, click the down arrow next to **Charter School** and select the name of your school. Then complete the open fields and click *Next*.

### Choose A Charter School

Charter School *	<input type="text" value="None"/>
First Name *	<input type="text"/>
MI	<input type="text"/>
Last Name *	<input type="text"/>
Previous Last Name	<input type="text"/>
Date Of Birth *	January <input type="text"/> , 19 <input type="text"/>
Social Security # *	<input type="text"/>
E-mail Address *	<input type="text"/>

\*REQUIRED

## Step 8 – Provide Personal Information

Complete the open fields in the Personal Information form and click *Next*.

### Personal Information

First Name *	<input type="text" value="Rosemary"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Kincaid"/>
Previous Last Name	<input type="text"/>
TEA ID *	
SSN	507-34-2241
Charter School *	Austin Can! Academy Charter School
Date Of Birth *	9/4/1939
Street 1 *	<input type="text"/>
Street 2	<input type="text"/>
Street 3	<input type="text"/>
City *	<input type="text"/>
State/Province *	----- United States of America ----- ▼
Postal/zip *	<input type="text"/>
Country *	United States of America ▼
Daytime Phone # *	<input type="text"/>
Evening Phone #	<input type="text"/>
Gender	▼
Ethnicity	None ▼

The following questions are optional and only used for the purpose of evaluating test questions. They are not maintained as part of your educator certification records.

#### 1. What Is Your Best Language Of Communication?

- English
- Another Language

#### 2. Which Language(s) Did You First Learn As A Child?

- English Only
- English And Another Language
- Another Language Only

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## Step 9 – Create Your Charter School Account Login

Once your personal information is verified, create your username and password.

After entering your username and password information, click *Create* and your user account will be created. You will then be logged into the system and taken to your account page.

<b>Username ^</b>	<input type="text" value="rkincaid"/>
<b>Password ^</b>	<input type="password" value="xxxxxxxx"/>
<b>Retype Password ^</b>	<input type="password" value="xxxxxxxx"/>
<b>Password Reminder</b>	<input type="text" value="maryrose44"/>