Quick Start Guide for New User Account Creation

**Step 1 – Go to www.texas.ets.org**

Go to 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.

**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.
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.

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 *
None

First Name *

MI

Last Name *

Previous Last Name

Date Of Birth *
January , 19

Social Security # *

E-mail Address *

*REQUIRED
Step 8 – Provide Personal Information

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

Personal Information

First Name: Rosemary
Middle Initial:
Last Name: Kincaid
Previous Last Name:
TEA ID:
SSN: 597-34-2241
Charter School: Austin Carl Academy Charter School
Date Of Birth: 9/4/1939
Street 1:
Street 2:
Street 3:
City:
State/Province: United States of America
Postal/Zip:
Country: United States of America
Daytime Phone #:
Evening Phone #:
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
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.

Username: rkincaid
Password: ********
Retype Password: ********
Password Reminder: maryrose44

create