

NAME CHANGE REQUESTS

To update your name in our SBEC Online System (Educator Certification Online) and have the change reflected on the 'Official Record of Educator Certificates' online, you must submit a written request via email. You may email your request from the TEA website www.tea.state.tx.us From the home page select 'Fingerprinting' in the left margin and then select 'Contact Fingerprinting' in large blue letters near the center of the page. Then select 'Name Changes' under the 'Email Fingerprinting' headline. You will then be prompted to enter information required to process your name change. Click on 'Send Email' to submit your name change request.

Please note, ONLY the FIRST and LAST names in our SBEC Online system need to match your state issued driver's license or state issued ID card in order to be fingerprinted.

There is no charge to request a name change, but if you wish to receive a duplicate of your certificate reflecting the name change, an online application and \$47.00 is required.

SETTING UP AN ACCOUNT IN SBEC ONLINE (Educator Certification Online)

ONLY CERTIFIED EDUCATORS SHOULD BE ADVISED TO SET UP ACCOUNTS IN SBEC/TEA ONLINE.

Instructions on establishing an account with SBEC Online (Educator Certification Online)

1. Access the TEA website at <http://www.tea.state.tx.us>
2. Click on 'Educator Certification' in the menu on the left side of the page.
3. Click on 'Educator LOGIN/ACCOUNT SET UP' in the menu on the left side of the page.
 - If you already have a username and password because you have previously logged in to SBEC Online, and your information is up to date (i.e. current email) then there is no need for you to set up another account. Log off.
 - If you already have a username and password but cannot remember it (or, if you are not sure if you have a username or password), click on 'Forgot username and/or password' and fill in the requested information. Click 'Continue'. If the system displays a username and password, write it down and keep it for future reference and click continue, view and update your educator profile. If you receive a message indicating 'User data not found', this means you have never set up an account and you must return to the TEA home page at www.tea.state.tx.us to set up an account by following the directions in the next bullet.
 - If you do not have a username and password or 'User data not found' was displayed you will need to click on 'New User? Create New Account'. Fill out the information asked of you and select 'Previously' certified' then search. Your educator profile will come up. You will need to fill out all the information and at the bottom select continue. The next page is where you will create a 'username and password.' Please note that your username/password must be at least 8 characters long. Once you have set up your username and password, you continue and then 'Log out'.