TEACH Accounts and Digital Fingerprinting for Teacher Certification Students

Although not mandated by the New York State Education Department (NYSED), many school districts in New York are asking that pre-service teachers, practicum students and student teachers complete the fingerprinting process before placement. SUNY Cortland recommends that all students enrolled in a teacher certification program complete the fingerprinting process at least one semester before their first anticipated field experience. Students who do not secure fingerprinting clearance at least one semester before their first anticipated field experience may not have access to some area schools with fingerprinting policies in place (e.g. Cortland City School District). To process fingerprints, you will need to establish a TEACH account and apply online (paper applications are no longer accepted). Your TEACH account will also be used to apply for your certificates and maintain other critical certification information.

Create a TEACH Account:

1. Create one and only one TEACH account. TEACH accounts are tied to your social security number – do NOT create duplicate accounts. If you have previously created a TEACH account, please proceed to Step 5.
2. Allow roughly 20 minutes to set up your TEACH account. Access the TEACH online services at http://www.highered.nysed.gov/tcert/teach/login.html (sample page on reverse) to begin.
3. Create a TEACH Login Account... follow step-by-step directions at the above website carefully. If you need assistance, undergrads should contact Career Services (ext. 4715) or the Registrar’s Office (ext. 2955); graduate students should contact Graduate Studies (ext. 4800).
4. Email your username and password for TEACH to yourself and retain for future use. You will need this very important information when you apply for your teaching certificate. Accurate documentation of your username and password for TEACH will save you hours of stress in the future.

*** EXTREMELY IMPORTANT!! ***

Record your username and password for your TEACH account. Your username and password are linked to your social security number – you MUST have your correct username and password to apply for your teaching certificate as you near graduation. Do not create duplicate accounts. Again, record your username and password and keep in a safe place.

TEACH Username: ______________________________________

TEACH Password: ______________________________________

Process Fingerprinting Application:

5. You should be connected to a printer and have your credit card information available. Computer work stations are available at Career Services if you do not have access to a printer or if you need assistance.
6. Once your TEACH account is set up, log into TEACH and select “Fingerprinting Links.” Be sure to have credit card information available to pay the fee ($91.50 as of 3/12).
7. Follow directions, enter information and print off receipt after payment is made. If you have problems printing, please contact Career Services.

Get Fingerprinted:

8. Contact Career Services at (607) 753-4715 to set up a fingerprinting appointment. Please bring a photo ID, TEACH payment receipt (step 7) and an additional $10 processing fee (cash or check payable to “SUNY Cortland”) to your appointment. Allow roughly 30 minutes to process digital fingerprints.
* Digital fingerprinting services may also be available near your home address... please contact your local BOCES or area school district to inquire about additional fingerprinting locations.

Questions? Career Services, Van Hoesen Hall, Room B-5, (607) 753-4715
To verify that your fingerprints have cleared:
1. Log into you TEACH account
2. On the TEACH Home page, click on “Inquiry Links Account Information”
3. Select “Fingerprinting” from the menu at the right hand side of the screen
4. Your screen should now look like this
5. Look for this wording: “Your DCJS and FBI results have been received” here
6. Print page for paper record

Click here to set up a new TEACH account; simply log-in if you have already created an account