TO REGISTER:

- Log onto www.highered.nysed.gov/tcert
- Click on “TEACH Online Services” box (in blue side bar, right hand side of screen)
- Click on “self registration” link (in blue side bar, right hand side of screen)
- **NOTE: If you are already registered please click login link
- Click yellow “continue” arrow (bottom right hand of screen) to next page
- Click on yellow “continue” arrow through this page
- Click “self-register now” button
- Fill out user information page. Write down the username and password you have just created. You will need it again!
- Confirmation of Information page will appear. If all information is correct, click “continue”
- A security pop-up window will appear. Click ok if you have entered accurate information.
- The next page will have this message - Click on “click here” link

Welcome to NYS Directory Services! You have now created an account in the Enterprise Directory.

Click here to continue the login process for TEACH Online Services.

- A New York State - NYSDS Login screen appears with a login area at bottom of page. Use the login and password that you just set up.
- Enter your social security number, click submit
- Click on link under fingerprinting subhead
APPLYING FOR FINGERPRINTING PROCESS

Verify/Update Profile:
If all information is accurate click “next”

Fingerprinting application window
fill in required (*) information, click “submit”

Fingerprinting consent window
check bottom box

Make Payment window
choose payment option

PAYING VIA CREDIT CARD:

• Follow directions to pay via credit card.
• Print out 2 receipts/payment coupon. One copy for your records, one copy for O-U BOCES.
• Call Claudia Defrancesco at 845-291-0159 to schedule your fingerprinting appointment.
• Write “LIVESCAN” on the top of the BOCES receipt/payment coupon. Take this receipt/payment coupon to Claudia Defrancesco on the date of your appointment.
• You will be notified when your fingerprints have been cleared, usually 2-3 days
• You will than be given a start date.

**YOU MUST REMEMBER TO BRING YOUR RECEIPT OR YOU WILL NOT BE FINGERPRINTED.

PAYING VIA MONEY ORDER:

• Follow directions to pay via money order.
• Print out 2 copies of fingerprinting receipt/payment coupon.
• Get a money order for $94.25 made out to the NYSED.
• Write “LIVESCAN” on receipt/payment coupon.
• Mail your LIVESCAN receipt/payment coupon along with your money order to OSPRA at the following address:

    Fingerprint Processing
    NYS Education Department
    PO Box 7352
    Albany, NY 12224
• Check the website (www.highered.nysed.gov/tcert) to see if your money order has cleared, usually 7-10 days. Once your money order cleared call Claudia Defrancesco at 845-291-0159 to schedule your fingerprinting appointment.
• You will be called when your fingerprints have cleared, usually 2-3 days.
• You will then be given a start date.