

## **Instructional Aides, Homegrown and ISS Monitors SBEC Online Educational Aid III Certification Procedures**

The *State Board for Educator Certification* has a certification process referred to as “SBEC-Online”. This is the method you will use to create a user account and complete your application for your Educational Aid III Teaching Certificate.

### **Questions or Problems with the Process? Please call SBEC at 1-512-463-9374**

This is what you will need:

- ✓ Access to the internet
- ✓ An e-mail account (if you do not have one, you can sign up for one in this process)
- ✓ Access to a printer

---

**Instructions:** Once HRS enters your data from your “Educational Aide Certificate Information” form you are then able to follow the steps below.

Step 1: Access the SBEC website: <https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>

Step 2: Select “Request New User” if you are new (or login if you have already created an account)

Step 3: Enter all required information; select search

*Pay careful attention to information you enter on this page, as it is stored exactly as it is typed, and some parts of it are difficult to change once entered.*

Step 4: TEA will email you your username and temporary password

Step 5: Enter a User Name, Password, Reminder Question and Answer; Select Continue

Step 6: Select Educator (in blue letters)

Step 7: Select - Educational Aid Certification

Step 8: Select - Apply for Certification

Step 9: Answer the questions regarding your background  
Select the name of our District (Galena Park ISD)  
Type your certification area; Select Apply

Step 10: You will need to pay the \$32.00 application fee by major credit card or by electronic check

Step 11: Select “View Printable Remittance Form” **Print** the form  
Make a note of your Fee Remittance ID Number  
Select “Continue and Close” Select Continue

Step 12: You will now be on the “Application Status” page and you should proceed to apply for your certification and pay for fingerprinting.