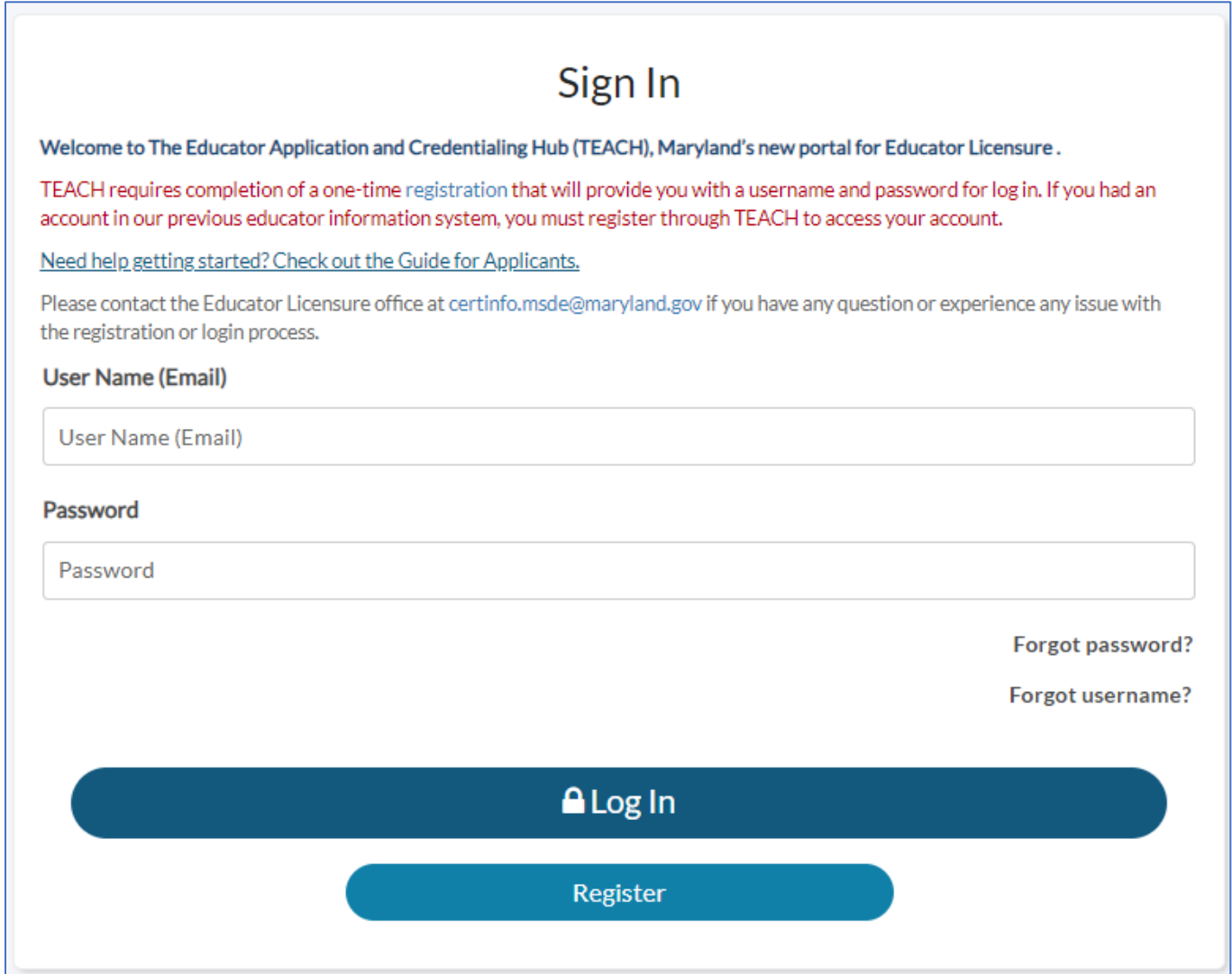


The Educator Application and Credentialing Hub (TEACH) Maryland's Educator Registration Guide

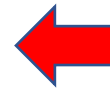
Please follow these steps to register and create your TEACH portal account.

1. Visit <https://certificationhub.msde.maryland.gov> and you should see the page shown below:



The screenshot shows the 'Sign In' page of the TEACH portal. At the top, it says 'Sign In'. Below that is a welcome message: 'Welcome to The Educator Application and Credentialing Hub (TEACH), Maryland's new portal for Educator Licensure.' It then explains that TEACH requires a one-time registration to provide a username and password. A link is provided for help: 'Need help getting started? Check out the Guide for Applicants.' Below this is contact information for the Educator Licensure office. The form has two input fields: 'User Name (Email)' and 'Password'. To the right of the password field are links for 'Forgot password?' and 'Forgot username?'. At the bottom of the form are two buttons: a dark blue 'Log In' button with a lock icon and a lighter blue 'Register' button.

2. Click on



The Educator Application and Credentialing Hub (TEACH) Maryland's Educator Registration Guide

3. Complete all required fields on the Registration page, then select 'Submit Registration'.

IMPORTANT: If you have held, or hold, a Maryland Educator Credential and do not remember your username in the former MSDE Educator Information System (EIS), **please reach out to certinfo@mcpsmd.org to request your TEACH demographic information** otherwise, you risk creating another account which does not connect to your actual MSDE records.

- Since you can update information as needed, we recommend that your primary email address be your **MCPS Outlook or Gmail email address**.
- You will be able to add a secondary email address, which we recommend would be a personal email address that you check regularly.

Registration

Legal First Name (required)

Middle Name (required)

I do not have a middle name

Legal Last Name (required)

Date of Birth (required)

SSN (required)

I do not have a Social Security Number

Email Address (required)

Confirm Email Address (required)

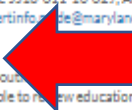
Cell Phone (required)

If you do not wish to receive SMS text message, please check this box. By completing this form and not checking the box you give consent to receiving text messages according to the Maryland Department of Education Terms and Conditions and Privacy Policy. Standard message and data rates may apply. For help, email certinfo.msde@maryland.gov. To opt out, reply STOP.

The principle purpose served by gathering the requested information is to provide necessary data and background records for the Superintendent of Schools as required by state law and regulation. The consequence of refusal to provide the requested information is non-issuance of a Maryland Certificate.

You have the statutory right to inspect, amend, or correct the requested information under State Government Article 5910-611-10-629, Annotated Code of Maryland. You may request an amendment and/or correction through your TEACH Dashboard or by contacting certinfo@maryland.gov. The requested information is not generally available for public inspection, unless specifically authorized by law.

The requested information may be shared with the Maryland Child Support Administration. The information is not released to other governmental agencies; however, by accepting this notice of privacy, I understand that local school systems will be able to review education records pertaining to my certification.

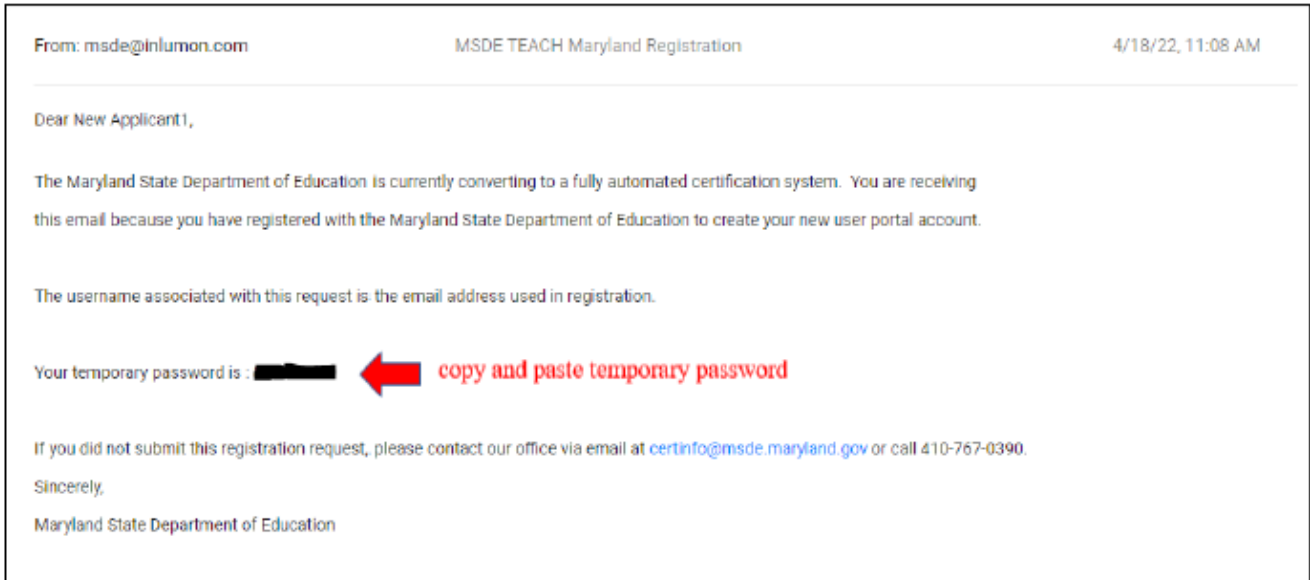


[Submit Registration](#)

[Return to Log In](#)

The Educator Application and Credentialing Hub (TEACH) Maryland's Educator Registration Guide

- Once submitted, you will receive an email providing a temporary password to the primary email address you provided during registration. Retrieve the temporary password (you might want to copy and paste it) sent to your primary email.



- Enter the primary email you provided during registration and the temporary password provided to your email and select “Log In”

Sign In

Welcome to The Educator Application and Credentialing Hub (TEACH), Maryland's new portal for Educator Licensure.

TEACH requires completion of a one-time registration that will provide you with a username and password for log in. If you had an account in our previous educator information system, you must register through TEACH to access your account.

[Need help getting started? Check out the Guide for Applicants.](#)

Please contact the Educator Licensure office at certinfo.msde@maryland.gov if you have any question or experience any issue with the registration or login process.

User Name (Email)

Password

[Forgot password?](#)

[Forgot username?](#)

Log In

Register

The Educator Application and Credentialing Hub (TEACH) Maryland's Educator Registration Guide

You will be prompted to change your password:

Change Password

Old Password

New Password

Confirm New Password

[Click here to see New Password rules](#)

Reset Password

paste the temporary password you were given here

6. Once you finish resetting your password, you will be logged into your applicant dashboard.

IMPORTANT NOTES:

- **Do not** click on any online services, especially Transcript Analysis, unless directed to do so by the **MCPS Certification Unit**. If you accidentally start an application in error, you will need to delete it in order to be able to complete any applications we direct you to complete.
- When necessary, MCPS will provide explicit instructions on the TEACH application required for us to process your Maryland credential issuance, renewal, reinstatement, and changes.
- You may have education information, employment information, and official documents in your TEACH account. Only documents added to your MSDE records **after May 2022** will be viewable to you. There are also new fields in TEACH which will only be updated when necessary (i.e., currently employed check box). As a reminder, MCPS adds all items necessary to ensure your Maryland credential remains in good standing.