

CERTIFIED

Professional and Para Substitute Fingerprint Instructions (MUST BE DIGITAL PRINTS)

PLEASE FOLLOW THESE DIRECTIONS CAREFULLY:

1. Click on the following link: <http://www.sbec.state.tx.us/SBECOnline/default.asp>
 - You may also locate the SBEC homepage by typing in www.sbec.state.tx.us into your internet browser.

2. Look for EDUCATOR LOG-IN on the right side of the page.
 - If you already have a username and password because you have previously logged into SBEC Online, simply log in with your username and password.
(GO TO STEP 3 BELOW AND COMPLETE THE REST OF THE STEPS.)

 - 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.”
(GO TO STEP 3 BELOW AND COMPLETE THE REST OF THE STEPS.)

 - If you do not have a username and password because you have never logged into SBEC Online, click on “New User”. Please note that your username must be at least 8 characters.
 - Once you have set up your username and password, you will need to click “Log Out” in the upper right hand corner.
 - Click on <http://www.sbec.state.tx.us/SBECOnline/default.asp> and choose “Forgot Username and/or password” to enter SBEC Online.
(GO TO STEP 3 BELOW AND COMPLETE THE REST OF THE STEPS.)

Steps to follow once you reach **the EDUCATION PROFILE SETUP** page:

3. Review your Educator Profile information, especially your email address, and add and make changes as needed. Click “Continue” at the bottom of the page.
4. Review the information displayed on the Fingerprint Service Request page. Then click the “Fingerprint Request” button at the bottom of the page.
5. If you are required to submit payment for your fingerprinting, a payment screen will appear where you will enter payment information. If you are not required to submit payment, you will not see the payment screen.
6. The new page may take a few minutes to generate. A confirmation screen will indicate that a FAST Fingerprint Pass has been sent to your email address listed on your educator profile page.
7. You have now completed the required steps in SBEC Online to receive your FAST Fingerprint Pass. Log off and check the email address that was indicated on your educator profile page. Look for an email from SBEC. Your FAST Pass is an attachment inside this email. You must print the FAST Fingerprint Pass.

You **MUST** take the “FAST Fingerprint Pass Form” to your appointment in order to be fingerprinted. You **cannot** be fingerprinted without a FAST Fingerprint Pass form.