



# How to log into **TEACH-AK** (The Educator Application and Certification Hub)

# 1. VISIT <u>https://teachak.alaska.gov</u>

#### 2. Are you already registered with TEACH-AK?

If you are not sure, click on "Forgot Password?" or "Forgot User Name?"

Log In	
User Name (Email) *	
joe@mail.com User Name (Email) is required. Password *	Password Recovery ×
Password is required.	UserName/Email *
→]     Log In       央 Click here to Register	
A Forgot Password? Q Forgot User Name?	Forgot Password Cancel

3. If you clicked on "Forgot Password?" link, enter in your email address\* and click on the green Forgot Password button. Check your email inbox and spam folder for a password reset message from <u>license@alaska.gov</u>.

\*If you have more than one email address, you will need to do this multiple times or use the "Forgot User Name?" link instead.

## TEACH-AK • https://teachak.alaska.gov

	Forgot the User Name ×
	Legal First Name *
Log In User Name (Email) *	Legal Last Name *
joe@mail.com User Name (Email) is required. Password *	Date Of Birth *
Password is required.	Last 4 SSN/ITIN *
→]     Log In       .     Click here to Register	Cell Phone *
A Forgot Password? Q Forgot User Name?	Submit Cancel

4. If you clicked on "Forgot User Name" link, enter your name\*, date of birth, last four digits of your social security number, a *personal email address\*\**, and your cell phone number. Click on the green Submit button. Check your email inbox and spam folder for a message from <u>license@alaska.gov</u>.

\*If you hold or have held an Alaska certificate, use the name that appears on your most recent certificate so that your teacher certification record will link to your new login account.

\*\*As school email addresses may change over a five-year or ten-year certificate cycle, it is important to have a **personal email address** to communicate with you.

 If you have completed steps one through four and have not been able to locate a TEACH-AK login account\*, select, "Click here to Register".

\*For additional verification that you don't have an TEACH-AK log-in account, contact the Teacher Certification office at <u>tcwebmail@alaska.gov</u>.

 Enter your name\*, date of birth, last four digits of your social security number, a personal email address\*\*, and your cell phone number.

\*If you hold or have held an Alaska certificate, use the name that appears on your most recent certificate so that your teacher certification record will link to your new log-in account.

\*\*As school email addresses may change over a five-year or ten-year certificate cycle, it is important to have a **personal email address** to communicate with you.

- Once all information is complete, click the "Submit Registration" button. A temporary password will be sent to your personal email address. Check your email inbox and spam folder for a message from <u>license@alaska.gov</u>
- 8. If you have registered successfully, you will see this message on your screen.

	2	
First Name: *		
Middle Name		
Last Name: *		
Suffix:		
Date of Birth:		
I do not ha	ive a SSN	
Last 4 of SSN:	•	
Email: *		
	•	
Confirm Emai		
Confirm Emai		
Confirm Emai		
Confirm Emai Cell Phone *		
Confirm Emai		
Confirm Emai	receiving text message no	stification. Messaging
Confirm Emai	receiving text message no ly	otification. Messaging
Confirm Email	receiving text message no ly Submit Resistrati	stification. Messaging
Confirm Email	receiving text message no ly Submit Registrati	on

R	egistration
Pleas Door press	se check your email a temporary password has i sent to you. You need to login using that word
	Log In

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 Click the "Log In" button on your screen. Use your personal email address and the temporary password sent to your personal email address as your login credentials. Click the "Log In" button again.

Log In					
User Name (Email) *					
User Name (Email) is required Password *					
→)	Log In				
^	Click here to Register				
C Forgot Password	? Q Forgot User Name?				

 The system will prompt you to change your password. This screen will only appear the first time you register.
 NOTE: You only need to register one time.

Type in or paste your temporary password in the "Old **Password**" field. Choose a new password and enter it into the next two fields. Click on, "**Reset Password**" when all the fields are completed.

Change Password	
Od Barrand	
Date for course -	
Carlott, Beacharameth	
Chier Sweet in card from Passaurer Salest	
Reset Prompt	

11. You will be redirected to the login screen where you will use your personal email address and your new password. Once both have been entered, click "Log In." You will be taken to your personal dashboard.

	Log In	
User Name (Email	)*	
User Name (Email) is r Password *	equired.	
Password is required.		
Password is required.	Log in	
Password is required.	Log In Click here to Register	

12. Your TEACH-AK dashboard should contain your personal educator information including certificates and status of any current application(s). Your dashboard will be the location of all future applications, provide access to an electronic version of your active certificate, and allow you to renew, reinstate, or extend eligible certificates.

			)	Alaska Depart	ment of Educa	ation			Connect Suppo
Welcome   Profile   Sign Out									
Licenses							Links & Resources		
License Type	License#	Issuance Date	Effective Date	Expiration Date	License Status	Actions	Name		
Professional Teacher Certificate	4104439	03/28/2019	04/20/2019	04/20/2024	Active	یے Renew/Reinstate			
Professional Teacher Certificate	4060525	07/24/2013	08/27/2013	04/20/2019	Expired				
Professional Teacher Certificate	4036819	11/08/2008	08/27/2008	08/27/2013	Expired				
Type A Regular	4011322	06/05/2003	08/27/2003	08/27/2008	Expired				
		Showing 1 to 4 of	4 entries $\ll$ $<$ 1 $>$	» 10 Y					
Applications							Notifications		
						New Application			Q Search Keyword
Application Type	License Type	Application#	Submitted Date	Busines	s Name	Status Action	Subject	Date Sent	
No applications found.							No records found.		
	Showing 0 to 0 of 0 entries << > >> 10 >>							« < > »	

Note: If you are a new applicant, your dashboard may not show any items.

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