

## Creating a TEACH account

To create a teach account, you will need to log into -  
<http://www.highered.nysed.gov/tcert/ospra>

Once on this screen, click the link found in the center of the page for TEACH online services located in a yellow box:



On the next screen, select **Step 1** to self register;

**STEP 1:** [Self-Register](#) create a Login Account.

You must create a login account to access the TEACH System.

**OR**

Select **Step 2** to **LOG IN**;

**STEP 2:** [LOG IN to TEACH](#) to access your information and the TEACH System.

[Forgot your TEACH username or password?](#)

If selecting the self-registration link, you can do 1 of 2 things;

1. Select the tutorial at the bottom of the page to familiarize yourself with the process ;



**OR**



2. Select  and proceed following the directions as you go along.

Once you have created your TEACH account, you will need to apply and pay for your fingerprints. NYSED accepts Visa or MasterCard. You can also send a certified check or money order. Directions are found on the screen.

If you pay by credit card, you can make an appointment immediately. If you pay by certified check or money order, you must wait 2 weeks before making an appointment to be printed.

This allows for payment to be cleared by NYSED.

*You must print out a Receipt of Payment to bring with you to the appointment.*

To make an appointment for fingerprinting at Questar III BOCES,  
please call (518) 479-6901.

A copy of your Receipt of Payment, the attached Fingerprinting Intake Form and a current photo ID is required at time of appointment.  
There is a \$28.00 processing fee payable to Questar III.  
Certified check, money order or cash is accepted.



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# FINGERPRINTING INTAKE FORM

This form must be completed by the candidate for employment in order to complete fingerprinting. **IMPORTANT - Candidate information required for electronic fingerprinting will not be accessible until fees paid to NYSED have been cleared. Please ensure payment has been accepted in TEACH prior to scheduling an appointment.**

This form certifies \_\_\_\_\_ is  
(Print Candidate Name)  
requesting to be fingerprinted in accordance with New York State SAVE Legislation.

Please call **(518) 479-6901** to schedule an appointment for fingerprinting at the location below:

<p><b>Questar III Administrative Offices</b>  <b>10 Empire State Blvd.</b>  <b>Castleton, NY 12033</b></p>
<p><b>Wednesdays ONLY</b></p> <p><b>Hours of Operation</b>  <b>8:30 am – 3:30 pm</b></p>

Please visit [https://www.questar.org/facilities/central\\_office.htm](https://www.questar.org/facilities/central_office.htm) for directions.

**Scheduled Appointment Date:** \_\_\_/\_\_\_/\_\_\_ **Time:** \_\_\_:\_\_\_

**At the time of appointment, candidate must bring valid Photo ID and processing fee of \$28. Certified checks and money orders must be payable to: Questar III BOCES**

**Photo ID**

\_\_\_ Drivers License  
\_\_\_ Military  
\_\_\_ Other

**Payment**

Cash \_\_\_  
Certified Check # \_\_\_  
Money Order # \_\_\_

<p>Date Fingerprinted ___/___/___</p> <p>Candidate Signature _____</p> <p>Questar Fingerprint Specialist Signature _____</p>
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