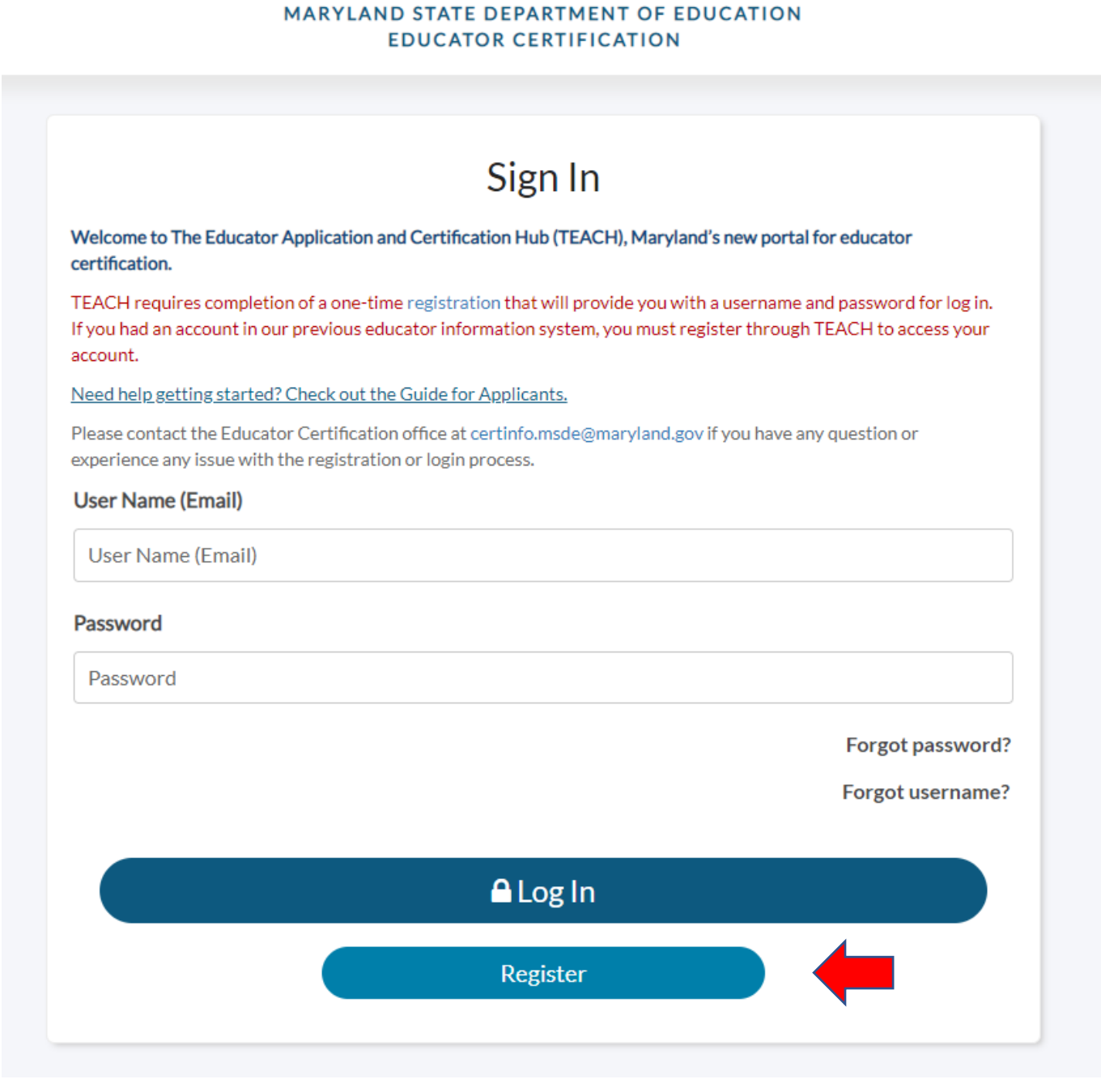
The Educator Application and Certification Hub (TEACH)
Maryland's new portal for educator registration guide

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:



2. **Click on**

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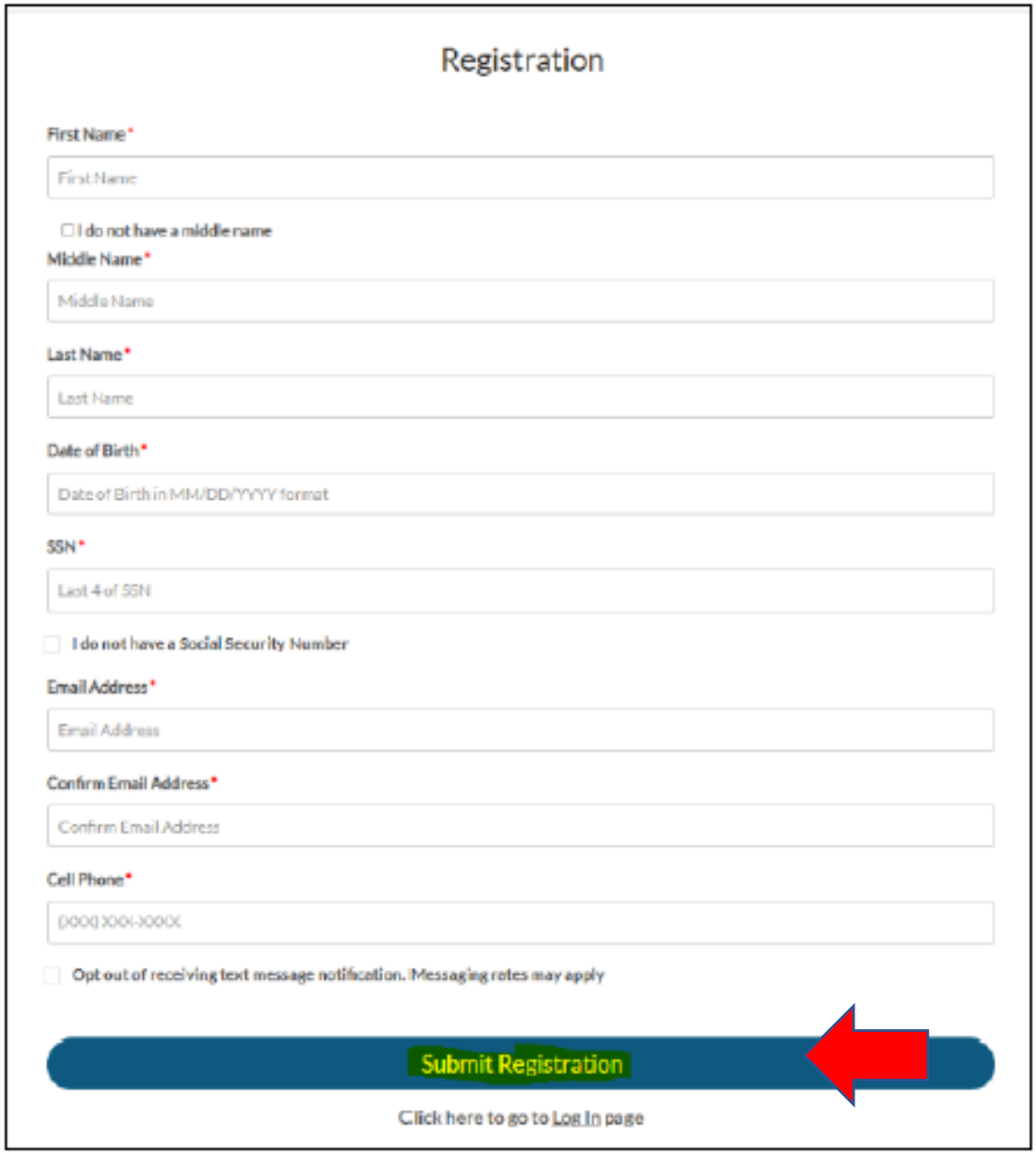
3. **Complete all required fields on the Registration page, then select '<u>Submit Registration</u>'.**

<u>IMPORTANT:</u> If you have held, or hold, a Maryland Educator Certificate and do not remember your username in the former MSDE Educator Information System (EIS), **<u>please reach out to certification@mcpsmd.org to request your TEACH demographic information</u>**. Utilizing your established educator information will avoid creating a duplicate account, which does not connect you 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.



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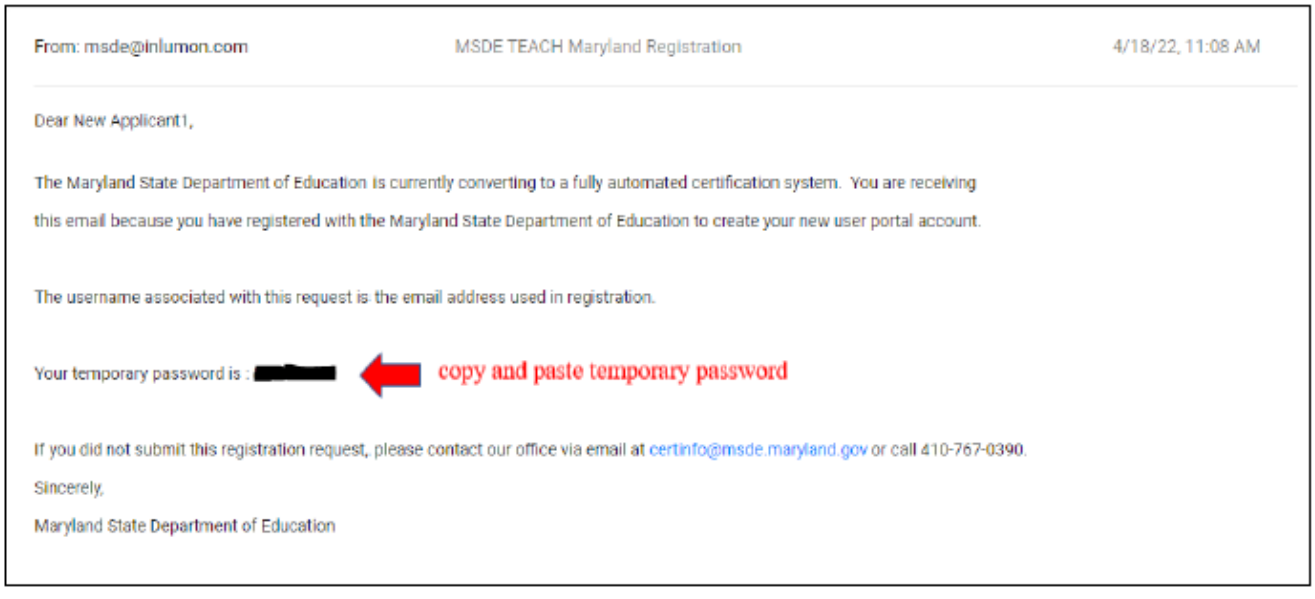
4. **Once submitted, you will receive an email providing a temporary password to the email address you provided during registration. Retrieve the temporary password (you might want to copy and paste it) sent to your primary email.**



From: msde@inlumon.com MSDE TEACH Maryland Registration 4/18/22, 11:08 AM

Dear New Applicant1,

The Maryland State Department of Education is currently converting to a fully automated certification system. You are receiving this email because you have registered with the Maryland State Department of Education to create your new user portal account.

The username associated with this request is the email address used in registration.

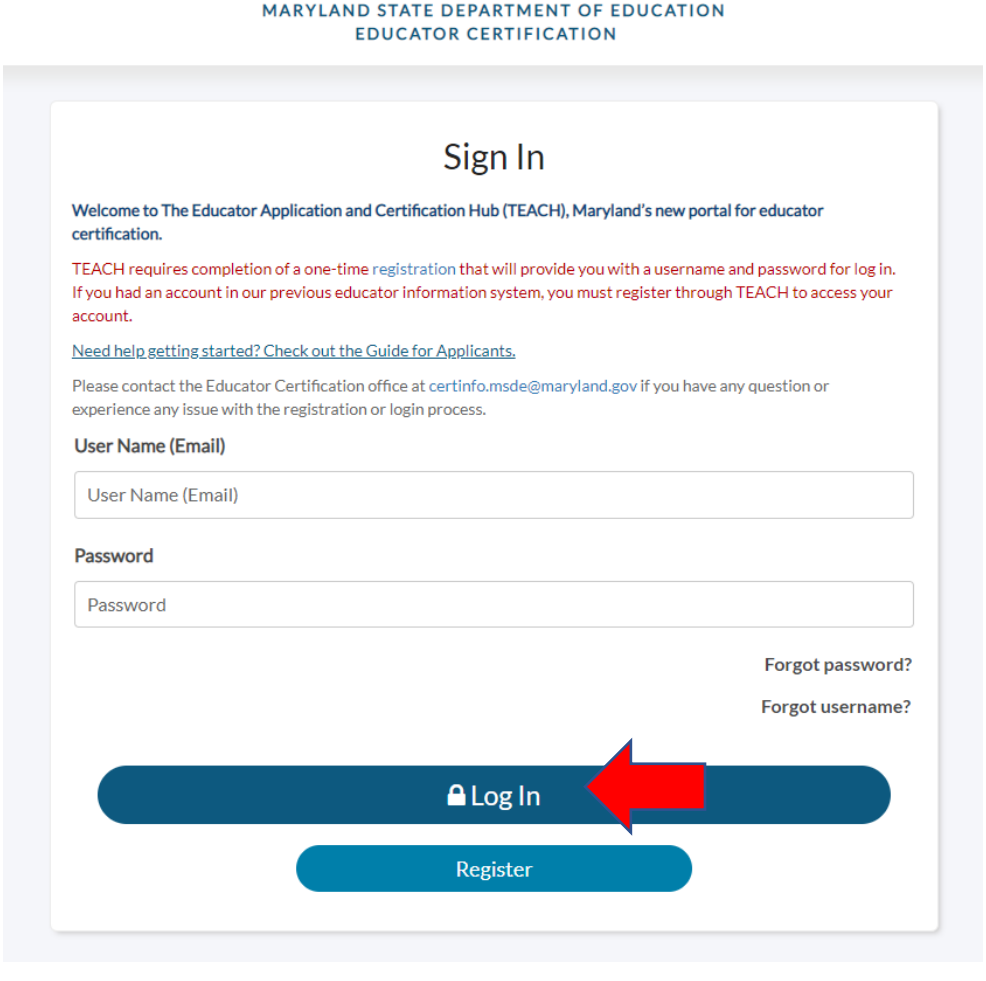
Your temporary password is : [redacted] copy and paste temporary password

If you did not submit this registration request, please contact our office via email at certinfo@msde.maryland.gov or call 410-767-0390.

Sincerely,

Maryland State Department of Education

5. **Enter the primary email you provided during registration and the temporary password provided to your email and select "Log In"**



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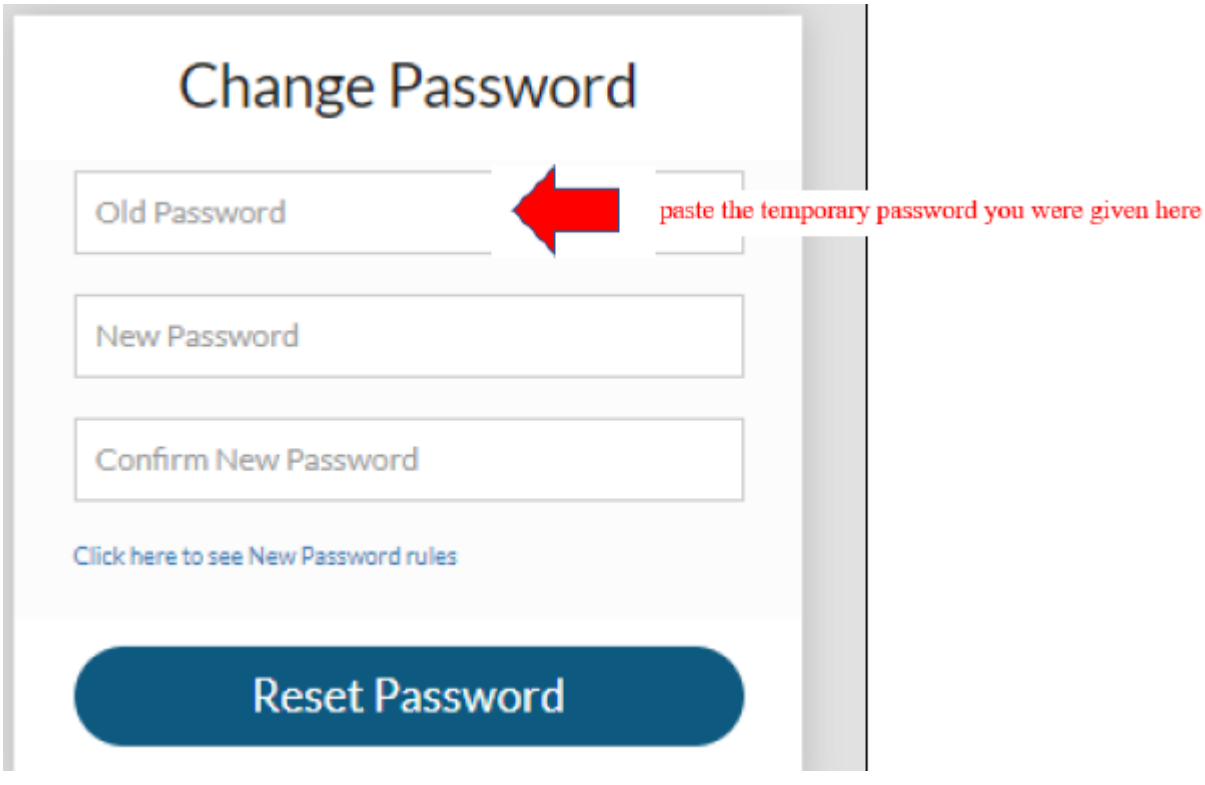
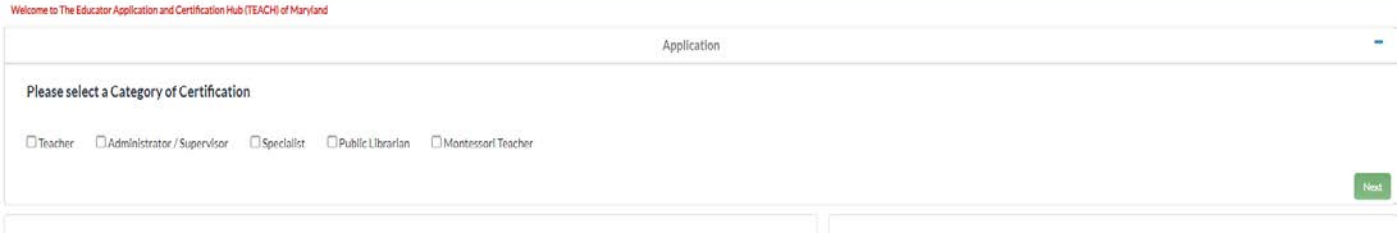
You will be prompted to change your password:



6. **Once you finish resetting your password, you will be logged into your applicant dashboard (pictured below) where you will have access to various online services**



IMPORTANT NOTES:

- **Please do not complete applications in TEACH, unless you have been directed to do so by a MCPS Certification Unit staff member.**

- When necessary, MCPS will provide explicit instructions on the TEACH application required for us to process your Maryland certificate issuance, renewal, reinstatement, and changes.

- You will 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. As a reminder, MCPS adds all items necessary to ensure your Maryland certificate remains in good standing.