

# 63<sup>RD</sup> ARSON SEMINAR

Certificate available for printing beginning: **MONDAY, APRIL 9, 2018**

## How do I get my TEEEX Certificates?

You will have access to print your TEEEX Certificates online at the **MYTEEX STUDENT PORTAL**.

**NOTE:** TEEEX certificates will not be printed onsite.

**1** If you do not have a TEEEX Portal Account, you may create one now by visiting: **[my.teex.org/teexportal](http://my.teex.org/teexportal)**

- Click on the **Create Account** button. Use the email you currently have on file with TEEEX. Once you have filled out the required information click on **Create Account** at the bottom of the page.
- You will be sent an email with a **verification code embedded in the link**. Click on the **link**, and you will then get a message that you have created your portal account.

MYTEEX  
STUDENT PORTAL

Welcome to myTEEX, the new Student Training Portal for the Texas A&M Engineering Extension Service. Thank you for choosing TEEEX as your training provider!

If you are new to the MyTEEX Student Portal, you will need to create an account in order to register for a course. Once you complete your profile, you will have easier access to a wide range of training programs we offer. You will be able to see a list of classes you are currently enrolled in and view or print your TEEEX training history of previous classes attended.

User Login

Email Address:

Password:  [Forgot Password](#)

New User

[Register for a myTEEX account](#)

**2** Log into your portal account to print certificate by clicking on this link: **<https://my.teex.org/TeexPortal/Default.aspx>**

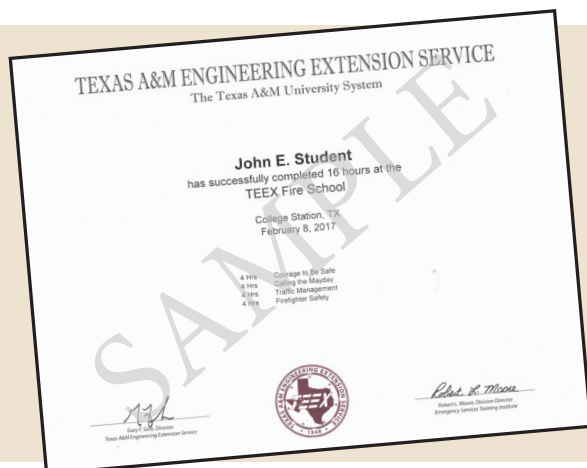
- Enter your **email address** (same email you used to create the portal account) and **password** (the one you created). Click on **Sign In**
- You will be asked a question, 'Have you previously taken classes at TEEEX?' Answer 'Yes' if you have or 'No' if this is your first class with TEEEX.
- The next screen should show your TEEEX **Course History** where you can click on the **Print Certificate** link next to each course listed.

**Certificates will be available beginning 10 business days after the class is completed. It could be longer during TEEEX holidays.**

START DATE	END DATE	HOURS	COMPLETION	
01/09/2017	01/11/2017	14.5	Passed	<a href="#">Print Certificate</a>
01/11/2016	01/13/2016	11	Passed	<a href="#">Print Certificate</a>
01/12/2015	01/14/2015	8	Passed	<a href="#">Print Certificate</a>
01/06/2014	01/08/2014	6.25	Passed	<a href="#">Print Certificate</a>

Filter:

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### Problems or Questions?

**Email:** [studentrecords@teex.tamu.edu](mailto:studentrecords@teex.tamu.edu)

**Phone:** 979-458-6833

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EXTENSION SERVICE