

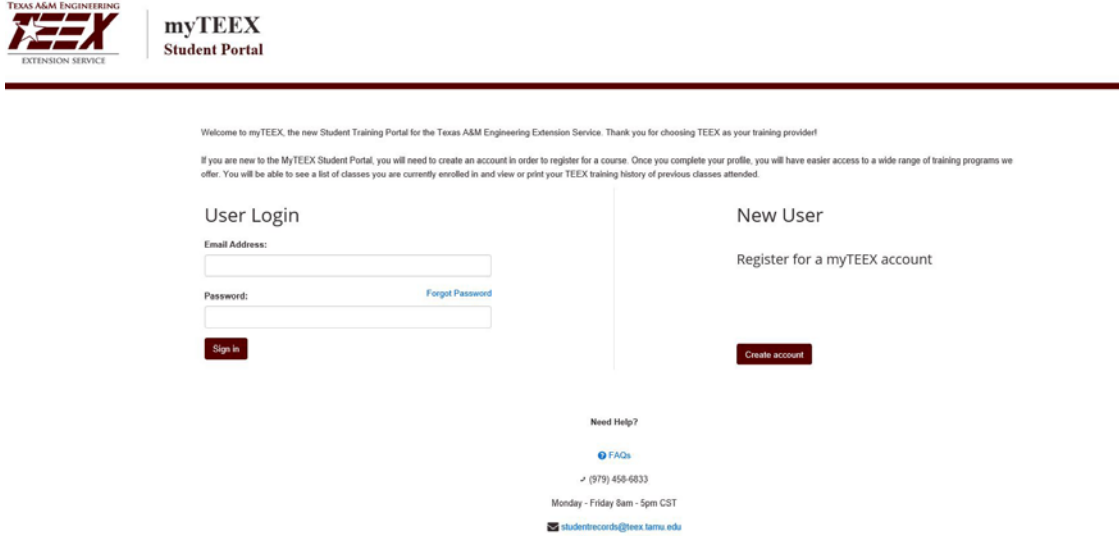
Creating a TEEEX Student Portal Instructions

If you already have a myTEEX Student Portal account, go to my.teex.org/teexportal and log in.

If you do not have a myTEEX Student Portal account, follow the steps below to create one.

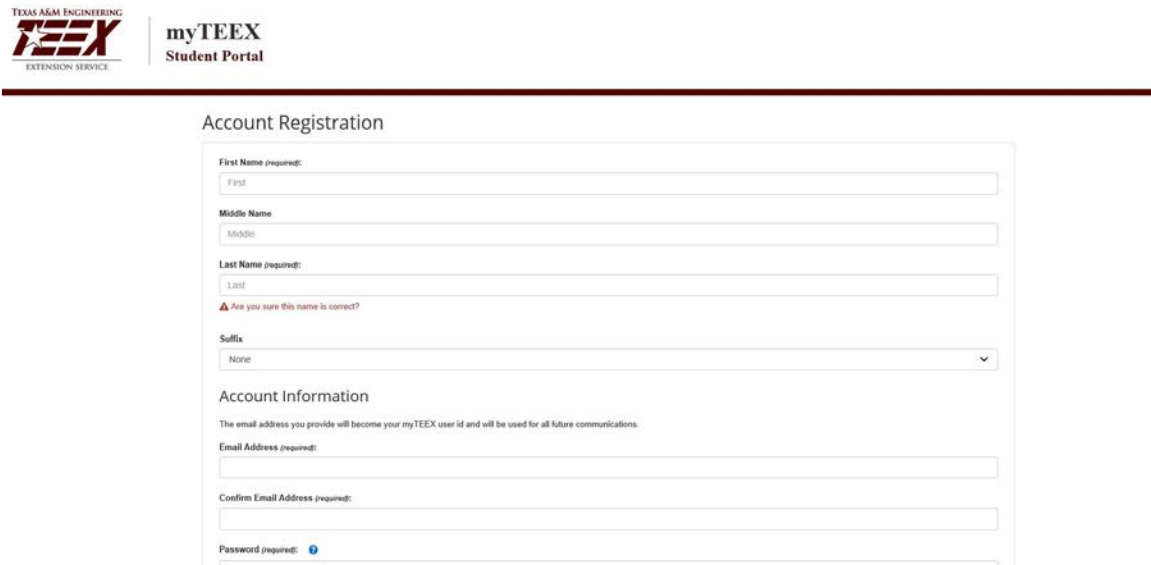
Step 1

Go to my.teex.org/teexportal and you should be taken to the page pictured below.



Step 2

Under the 'New User' section on the right, select the 'Create account' button. You should be taken to the Account Registration page in the picture below.



Step 3

Complete the Account Registration page using your email address and create a password. Your password must be at least 10 characters and must contain at least: 1 capital letter, 1 lower case letter, and 1 number. You can also use a special character (*such as: !, %, #, etc.*). After filling out all of the information, click the 'Create Account' button at the bottom of the page.

Step 4

You will be taken the page, below, requesting a verification code.



myTEEX
Student Portal

Account Registration

Excellent! Your myTEEX Student Portal account has been created. Please check your email for the verification code to confirm your account. Once your account has been verified, you will be able to register for courses.

Be sure to check your spam box just in case.

Email Address: [REDACTED]

Verification Code:

Do not close this page. In a new browser, check the email you used to register. You should receive an email similar to the following example.

myTEEX Account Verification



myTeex Student Portal <eLearning@teex.tamu.edu>
to me ▾

Dear [REDACTED] You recently created a Student Portal account with the Texas A&M Engineering Extension Service (TEEX) using myTEEX. To complete the registration process, please confirm your account by either clicking on or pasting the link below in your browser.

[https://my.teex.org/TeexPortal/?MO=mRegister&S=ACT&V=268715712&E=\[REDACTED\]](https://my.teex.org/TeexPortal/?MO=mRegister&S=ACT&V=268715712&E=[REDACTED])

Verification Code: [REDACTED]

If you did not create a myTEEX account and feel you have received this email in error, please notify us at studentrecords@teex.tamu.edu Thank you, TEEX Customer Care

Step 5

Copy the verification code and paste it into the Account Registration page shown in the previous step. Select the 'Verify Now' and you will be taken to the page pictured below.



myTEEX
Student Portal

Account Registration

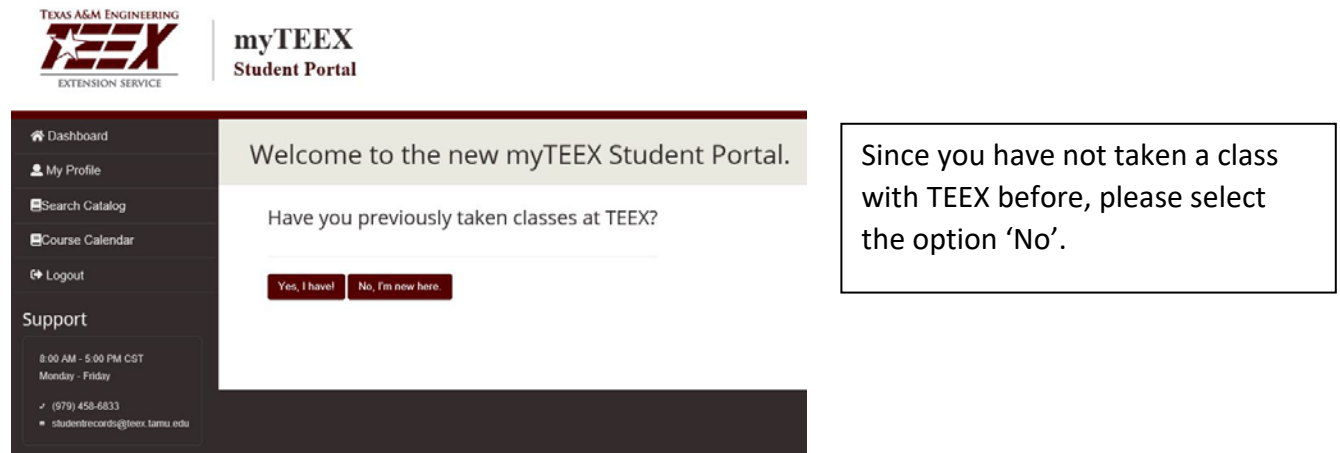
Excellent! Your account is now verified. Please login

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Version 2.2018.12.02.99.03

Step 6

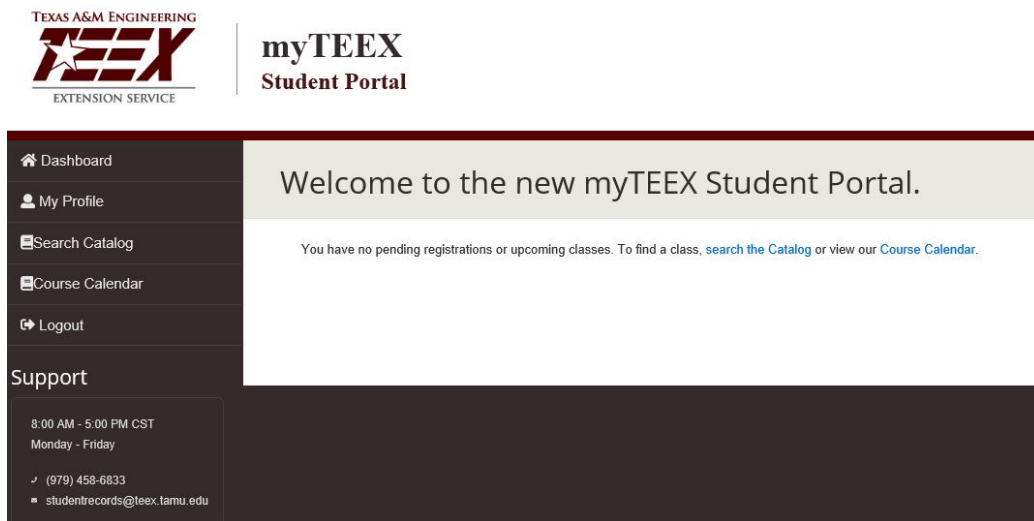
Click the words 'Please login' and you will be taken back to the initial myTEEX Student Portal login screen. Type in the email address you used to register and your password, then select 'Sign in'. You will be taken to the following page.



Since you have not taken a class with TEEX before, please select the option 'No'.

Step 7

After clicking 'No', you will see the screen below.



You have successfully created a myTEEX Student Portal account and are ready to sign up for a course. Once you sign up for your first course, you will be assigned a TEEX Student ID.