How Do I Register/Get My TEEX Certificate?

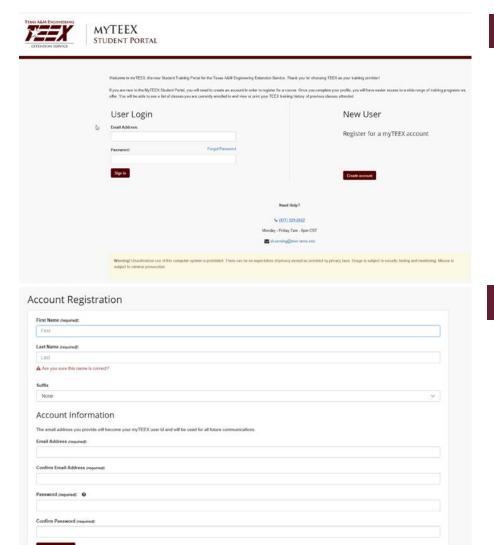
TEEX is making it easier for you to get your certificate! You are now able to view, download, and/or print your certificate from the MYTEEX Student Portal. Certificates are available on the student portal 14 business days after a class has ended.

If you already have a MYTEEX Student Portal account, go to my.teex.org/teexportal and log in. You should see the course you took and the print certificate option.

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

Step 1

Type <u>my.teex.org/teexportal</u> into your browser's address bar and press the "Enter" key on your keyboard. You should be taken to the page pictured below.



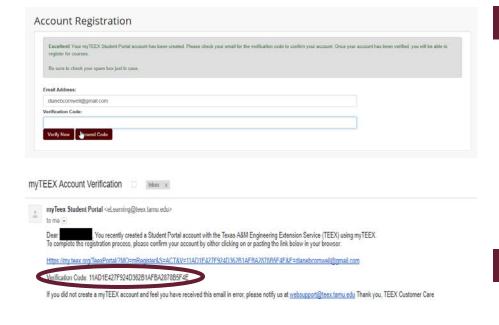
Step 2

Select the "Create Account" button. You should be taken to the Account Registration page.

Step 3

Step 3: Complete the Account Registration page. Password requirements include the following:

- 10 character minimum and must contain 3 of the following
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Non-alphabetic characters (Examples: !, ?, =, #)





Step 4

You will be taken to a page requesting a verification code.

Do not close this page.

In a new browser tab, check the email you used to register. You should receive an email similar to the following example.

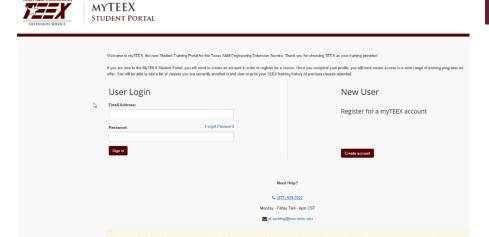
Step 5

Copy the verification code and paste it into the Account Registration page shown in Step 4. Select "Verify Now". You should be taken to the page below.

Step 6

Select "Please login".

You will be taken back to the initial screen.



Step 7

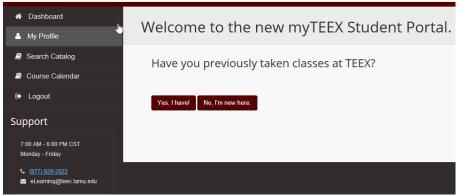
Type in the email address you used to register and the password you created during the registration process.

Select "Sign In".

You will be taken to the Welcome page.



MYTEEX STUDENT PORTAL



Step 8

Since you took a class with TEEX, you will be in our system so select the "Yes, I have!" button.

You will be taken to the Returning TEEX Participant page.

Returning TEEX Participant Assist us in matching you to your previous records. To help us match any previous training records to your new account, please fill out as many of the following fields as possible. TEEX Student RD: O FEMA SID: FEDO: O International IID: O Cancel Returning TEEX Participant Returning TEEX Participant

Step 9

Type the requested information in at least one of the fields. (Your TEEX ID will give the best chance of finding your existing records.)

Select "Find Me!"

If the system finds you, you will see the message "Excellent! We found you." If the system cannot find you, call 979-458-6833 or email studentrecords@teex.tamu.edu.

Step 10

Select Continue. Your portal account will be merged with your TEEX account and you will be taken to your portal homepage.

Step 11

In your student portal, you can view, download and print your certificates, view TEEX courses you are enrolled in as well as your TEEX course history. Select "Print Certificate". Your certificate will open in your browser for you to download or print.

