## How do I get my TEEX Certificates?

You will have access to print your TEEX Certificates online at the **MYTEEX STUDENT PORTAL**. **NOTE**: TEEX certificates will not be printed onsite.

> If you do not have a TEEX Portal Account, you may create one now by visiting: my.teex.org/teexportal

MYTEEX Student Portal						
Welcome to myTEEX, the new Student Training Portal for the Texas A&M Engineering Extension Service. Thank you for choosing TEEX 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 accourse to a work 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 accourse to a work the MyTEEX Student Portal, you will be able to see a list of classes you are currently enrolled in and view or print your TEEX training history of previous classes attended.						
User Login	New User					
Email Address:	Register for a myTEEX account					
Password: Forgot Password						
Sign in	Create account					

Click on the Create Account button.
Use the email you currently have on file with TEEX.
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.

## 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 TEEX?' Answer 'Yes' if you have or 'No' if this is your first class with TEEX.
- The next screen should show your TEEX Course History where you can click on the Print Certificate link next to each course listed.

				Filter:			
🔶 START DATE	<b>THE END DATE</b>	♦ HOURS		<b>*</b>	с. С		
01/09/2017	01/11/2017	14.5	Passed	• F	rint Certificate		
01/11/2016	01/13/2016	11	Passed	• F	rint Certificate		
01/12/2015	01/14/2015	8	Passed	• F	rint Certificate		
01/06/2014	01/08/2014	6.25	Passed		rint Certificate		
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Certificates will be available beginning 14 business days after the class is completed. It could be longer during TEEX holidays.



Problems or Questions? Email: studentrecords@teex.tamu.edu Phone: 979-458-6833

