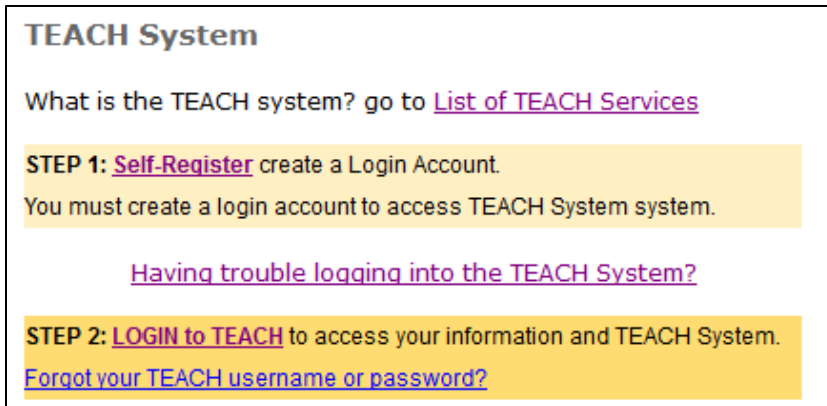


TEACH System: Name Changes

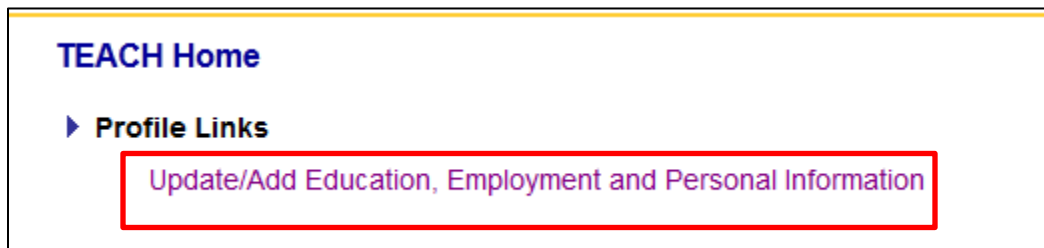
1. Go to the TEACH System Site - <http://www.highered.nysed.gov/tcert/teach/login.html>
2. Click the **Login to TEACH** button, or click other buttons if you need assistance.



3. Log in to TEACH. Utilize the *Having Trouble logging into the TEACH System?* or *Forgot your TEACH username or password* links if necessary.
4. After you are logged in, click the **TEACH online** button:



5. Click the **Update/Add Education, Employment and Personal Information** button:



6. Under **Verify/Update Profile**, click the **Edit Personal Info** button on the far right.
7. Under **Personal Information**, click the **Request Name Change** button on the far right.
8. Fill out the **Name Change** form, and click **Submit**.

Note: Directions for sending in supporting documentation are located at the top of the page.