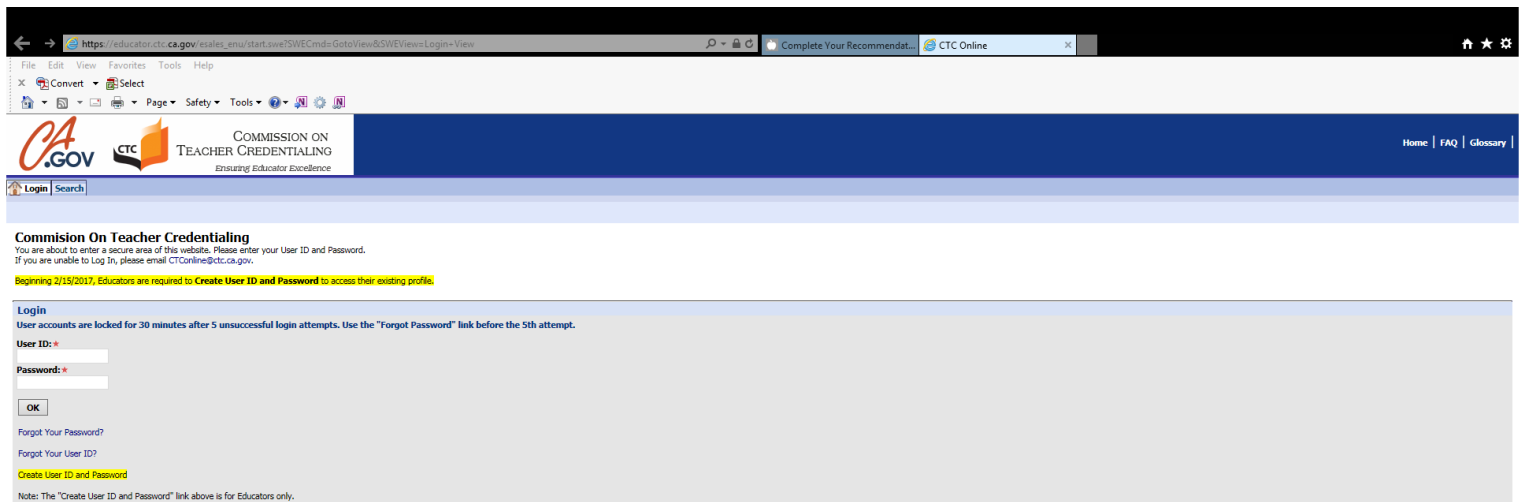


## Update on CTC Online logon procedures for Educators

The Commission has changed the logon procedures after you have been recommended for a credential.

On the Commission's website you will need to go to [Complete Your Programs Recommendation](#).

A change in log on procedures for educators using CTC online went live on Thursday, February 16, 2017. Educators logging on to CTC online will be required to create a user name and password. They will use that new log on instead of the SSN and DOB from that point on. This should be an easy process for educators to follow as it is set up to be as automated as possible.



The screenshot shows a web browser window with the URL <https://educator.ctc.ca.gov/secure/portal/secure/2015/Content/ContentView.aspx?LoginView>. The page header includes the CA.GOV logo, the CTC logo, and the text "COMMISSION ON TEACHER CREDENTIALING Ensuring Educator Excellence". There are links for "Home", "FAQ", and "Glossary". A "Login" button and a search bar are visible. The main content area is titled "Commission On Teacher Credentialing" and contains the following text: "You are about to enter a secure area of the website. Please enter your User ID and Password. If you are unable to Log In, please email [CTCOnline@ctc.ca.gov](mailto:CTCOnline@ctc.ca.gov)." Below this is a yellow highlighted notice: "Beginning 2/15/2017, Educators are required to [Create User ID and Password](#) to access their existing profile." The login form includes fields for "User ID:" and "Password:", an "OK" button, and links for "Forgot Your Password?", "Forgot Your User ID?", and "Create User ID and Password". A note at the bottom states: "Note: The 'Create User ID and Password' link above is for Educators only."

The process to request the recommendation remains the same. The complete Request to Recommend form along with any supporting documentation. Details on the recommendation process are covered in the Portfolio class for the Reading, CLAD Through CTEL, and Clear program.