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## *How to Sign-Up on CTTEAM.org: Beginning Teachers, Mentors, School Administrators and Other Educators*

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Note to DFs: Based on your 'official' appointment, please do not change your *primary role*, please request a change or addition from [mmahony@eastconn.org](mailto:mmahony@eastconn.org)

To create a *USER* account on [ctteam.org](http://ctteam.org) you will need the following before you start:

- ✓ A valid email address – this is the address that *ctteam* will use for communications with you;
- ✓ Your Educator Identification Number. This is the **10- digit** number issued by the Connecticut State Department of Education, Bureau of Educator Standards and Certification. There are several places you can find this number:
  - It is printed on your teaching certificate (if issued since March 2009)
  - Your Human Resources Office should have it on file
  - You may log into the [Connecticut Educator Certification System \(C.E.C.S.\)](#)

Visit click on *Log In* or <http://modules.ctteam.org> . Follow the prompts.

Click the “New User” link. This will open the Sign-up form.

- Enter your name.
- Enter your email (please double check for errors).
- Select your employing district (some teachers are “out-placed” by their employing district; please do not select your assigned district).
- Select your school from the list (out-placed teachers should select “Other”).
- Enter your Educator Identification Number (EIN).
- Enter a password that you will remember. A password may contain only letters and numbers.
- Confirm your password. We suggest you write it down and keep it in a safe place.
- Select a *Subscription* to TEAM Connections, the monthly newsletter with general information. There are editions tailored for *Beginning Teachers, Mentors, School Administrators and Other Educators*.
- Click Save.
- You will get a confirmation on your computer screen (we suggest that you print this page) and in email. If the email does not arrive, follow the problem solving hints on the printed screen confirmation.

Our system will check to see that information your district has provided agrees with the information you provided regarding your role, your district and school. If any part is not correct, your use of the *ctteam.org Workspace* will be limited. Please contact your District Facilitator, or the *ctteam Help Desk*, regarding errors.

When you log in, a customized Dashboard will open with access to those features you will need.