
How to Sign-Up on CTTEAM.org:

Beginning Teachers, Mentors, School Administrators and Other Educators

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

To create a *USER* account on 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 www.ctteam.org, 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).
- Select your Primary Role in TEAM
 - If you are a beginning teacher (participating in TEAM) select *Beginning Teacher*
 - If you have already completed BEST or TEAM training as a Mentor or Cooperating Teacher, select *Mentor*
 - *School Administrators* may be requested to Sign-off Beginning Teacher PGAPs
 - *District Administrators* will be able to monitor many aspects of the TEAM Program within the District
- 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.
- 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 your EIN is not on file with *ctteam.org* yet, you will not be permitted to register. If any other part is not correct, such as your status as a Beginning Teacher or as a currently trained (BEST or TEAM) Mentor , 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.