

REGISTRATION DEADLINE OCTOBER 2

How Do I Register for the ESL Supplemental 154 Exam?

1. Create or access your SBEC account.

- Go to www.sbec.state.tx.us

A blue rectangular button with the text "SBEC Online for Educators" in white and red.

- Click

- Choose  or  and follow prompts

- VERIFY YOUR NAME IS LISTED AS IT APPEARS ON YOUR PHOTO ID. If it does not, please contact SBEC PRIOR TO REGISTERING FOR THE TEST! Contact information for name changes is located here:

http://www.sbec.state.tx.us/SBECOnline/ht_mailadd.asp?width=1152&height=864

- You may also call SBEC regarding name changes at 888-863-5880
- Print your SBEC Educator Profile **or** make note of your TEA ID number if all your information is correct

2. Create or access your ETS account.

- Go to www.texas.ets.org
- Select "Your Account" at the top and follow the guidelines for creating an account.
- If you already have an account, go to the login screen.
- Refer to page 17 of Registration Bulletin

3. Register for the test

- Click on "register for a test" at the top
- Click on the link as seen below and enter your log on information from #2.

[Online Registration System Existing Users](#) You will need to log on to your account.

- When you log on, you will see your name and this option:

[Register for a test >>](#) Click on this.

- Read the information and click

A blue button with the text "register" in white, flanked by two small circles.

- Click the boxes stating that you comply with the information and press

A blue button with the text "next" in white, followed by two right-pointing chevrons.

- You will see a screen "Schedule A Test" with five drop down menus

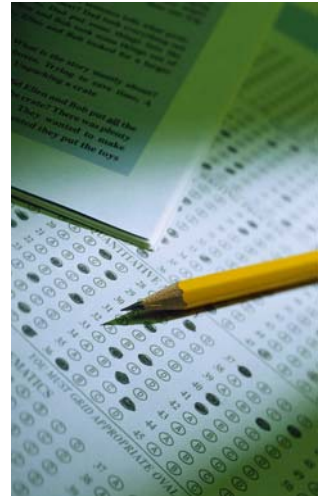
TO REGISTER FOR A COMPUTER TEST:

Current Step (1): The following Pull-down menu offers the Test(s) you are Approved to schedule.

- Press select

Current Step (2): The following Pull-down menu offers the Locations(s) for the Test you have selected.


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- Press select

Current Step (3): The following Pull-down menu offers the Test Center(s) for the Location you have selected.

Stephen Austin State University (STN10854A), 1936 North Street 

- Press select
- In the fourth drop-down menu, select your date.


Current Step (4): The following Pull-down menu offers Date(s) for the selections you have made.

Monday September 29, 2008 




YOU MAY CHOOSE ANY DATE AVAILABLE BETWEEN OCTOBER 27, 2009 AND NOVEMBER 13, 2009. IF THERE ARE NO DATES AVAILABLE, CALL DR. NIÑO AT 936-468-6466.

- Press select
- In the fifth drop-down menu, select your time. Options for SFA's testing dates (step 4) and times (step 5) will appear in the menu when you make a selection. You can view selections for both testing room A and testing room B by changing the room in Step 3.

Current Step (5): Select options for the selections you have made.

first morning session available 

YOU MAY CHOOSE EITHER MORNING OR AFTERNOON SESSION.

- Press select
- Press 
- Review the testing information. If you need to make changes, press 
- Check this box:
 - Please notify me via e-mail when my scores are available.
- Click 
- Enter your payment information.
- Print out a copy of your admission ticket and return to Mary Catherine Niño or Cynnamon Hines.

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TO REGISTER FOR THE PAPER-BASED TEST:

Current Step (1): The following Pull-down menu offers the Test(s) you are Approved to schedule.

ESL/SUPPLEMENTAL (PBT) 

- Press select

Current Step (2): The following Pull-down menu offers the Locations(s) for the Test you have selected.

TX, NACOGDOCHES 


- Press select

Current Step (3): The following Pull-down menu offers the Test Center(s) for the Location you have selected.

STEPHEN F AUSTIN STATE UNIV 

- Press select

Current Step (4): The following Pull-down menu offers Date(s) for the selections you have made.

Monday September 29, 2008 

CHOOSE SATURDAY OCTOBER 31, 2009

- Press select

Current Step (5): Select options for the selections you have made.

morning session - 8:00 am 

YOU MAY CHOOSE EITHER MORNING SESSION 8:00 AM OR AFTERNOON SESSION 2:00 PM.

- Press select
- Press
- Review the testing information. If you need to make changes, press
- Check this box:
 Please notify me via e-mail when my scores are available.
- Click
- Enter your payment information.

Print out a copy of your admission ticket and return to Mary Catherine Niño or Cynnamon Hines.

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