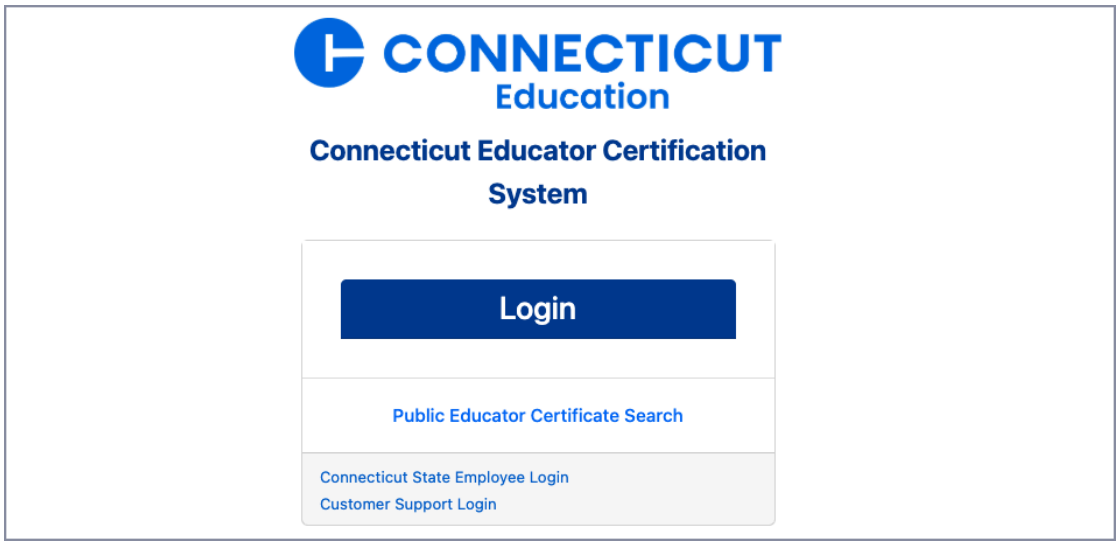
CONNECTICUT EDUCATOR CERTIFICATION SYSTEM

Getting into CECS for the first time

This guide contains instructions for creating a CT.gov account, connecting it to your CECS certification record, and completing your profile.

https://cecs.ct.gov



LevelData

WHO THIS IS FOR

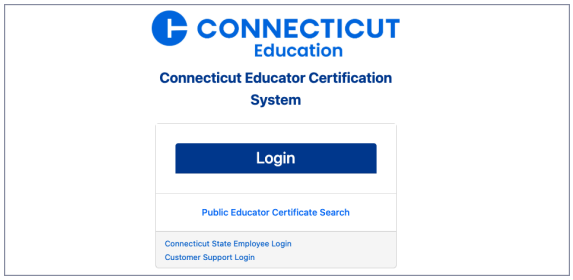
Educators signing in to CECS. A CT.gov account is required. CECS does not maintain a separate password.

Before you begin

Sign-in begins at **https://cecs.ct.gov**. Educators use the blue **Login** button.

Connecticut State Employee Login is for CSDE staff.

Access requires two stages. The first is a **CT.gov account**. The second is connecting that account to a **CECS certification record**. A certification record may already exist for an educator who has never signed in.



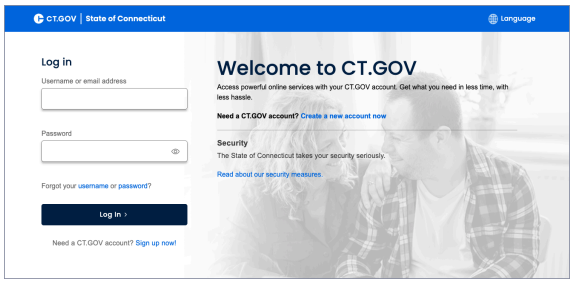
The cecs.ct.gov sign-in page.

What a CT.gov account is

A CT.gov account is a single sign-in used across Connecticut state online services. One account works for more than one service.

If you created an account to renew your driver's license at the DMV online, for example, you may already have a CT.gov account. The same sign-in is used here.

We recommend using a personal email address if creating a new CT.gov account.



The CT.gov sign-in screen, reached from cecs.ct.gov.

A CT.GOV ACCOUNT IS NOT YOUR PREVIOUS CECS ACCOUNT

Holding an account in the earlier certification system does not give you a CT.gov account. The two are separate. The earlier system used its own login, and that login does not work here.

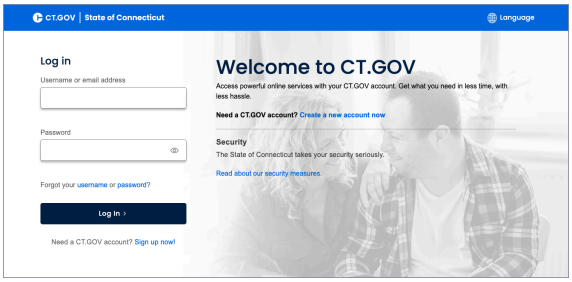
If you have never used another Connecticut state online service, you will need to create a CT.gov account, even if you have held a CECS account for years.

Your certification record is not affected. It is held in CECS, and Part 2 of this guide connects your CT.gov sign-in to it.

STEP 1

Open the CT.gov sign-in

From **cecs.ct.gov**, click **Login**. The **Welcome to CT.GOV** screen opens.



The CT.gov sign-in screen.

STEP 2

Sign in or create an account

- If you have a CT.gov account, sign in.
- If you do not have a CT.gov account, sign up and follow the prompts.

WHAT YOU'LL SEE

Once you complete your CT.gov sign in or sign up, you will be redirected to CECS.

IF YOU SEE THIS

Oops! We couldn't sign you in indicates that CT.gov did not recognize the details entered. This message does not confirm the absence of an account; a typographical error produces the same message. The **Forgot your username or password?** link is below the password field.

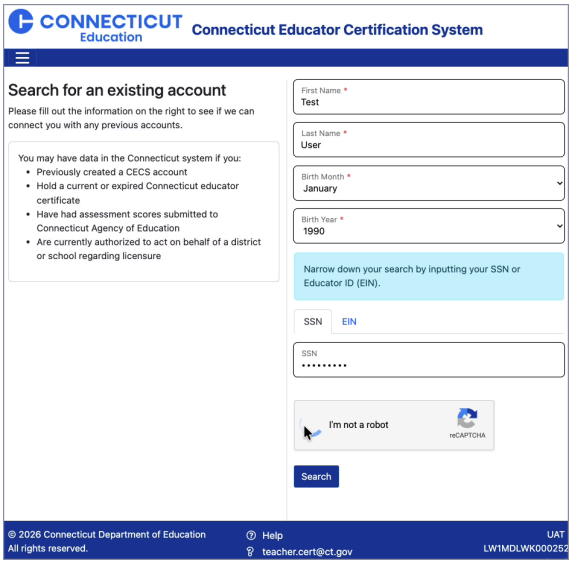
STEP 3

Search for an existing CECS record

1. Enter your first name, last name, birth month, and birth year.
2. The **SSN** and **EIN** tabs are optional. CECS uses either value to narrow the search.
3. Select **I'm not a robot**, then **Search**.

PURPOSE OF THIS STEP

CECS may already hold a record for an educator who has held a Connecticut certificate, had assessment scores submitted, or acted on behalf of a district regarding licensure. This step connects the new sign-in to that existing record.



The Search for an existing account screen. The SSN and EIN tabs appear below the blue note.

If the search finds a record	Select **This is me!** to link the CT.gov sign-in to that record. Certificates, assessments, and history already on file are retained. The remaining steps are unchanged: complete account setup, then complete your profile.
If the search finds no record	You will create a new CECS account. If Connecticut holds certification history under details the search did not match, that history remains on the existing record and the new account becomes a duplicate.

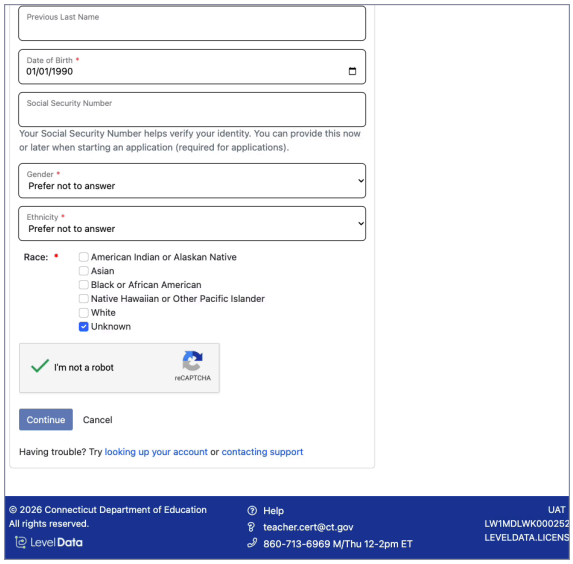
STEP 4

Set up your CECS account

THIS STEP APPLIES ONLY TO NEW ACCOUNTS

If the search found your record, your CECS account already exists. Continue at **Step 5**.

1. Confirm the **Primary Email**. System notifications are sent to this address.
2. Add an **Account Recovery Email**. This second address is used to regain access if the primary address becomes unavailable.
3. Complete your name, date of birth, gender, ethnicity, and race. Fields marked with an asterisk are required.
4. Select **I'm not a robot**, then **Continue**.



The lower portion of the Setup new account screen.

THE SSN FIELD

This screen states that a Social Security Number may be entered now or later. If the field is left blank, the profile displays SSN as a required field. An SSN is required before an application can be submitted.

> Links to **looking up your account** and **contacting support** appear at the bottom of this screen.

STEP 5

Clear the gray bar

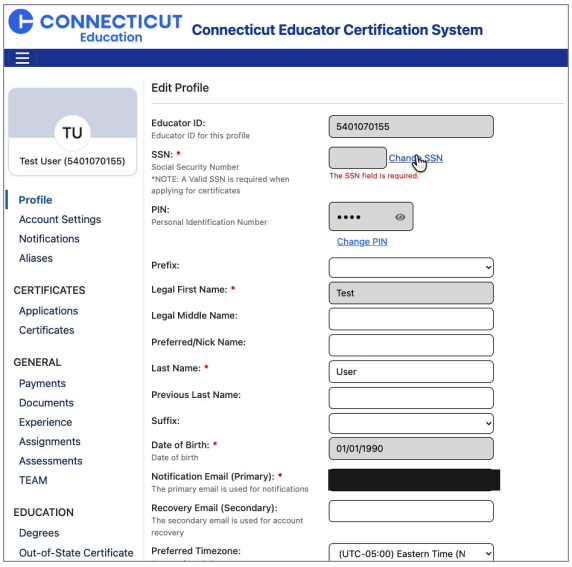


The gray bar appears at the bottom of the dashboard and lists the information missing from your record.

1. The CECS dashboard displays a gray bar listing the information missing from your record. The bar names the specific fields required.
2. Click **Edit My Profile**.
3. Complete each required field named in the bar. Required fields display a red message until completed.

WHAT YOU'LL SEE

The profile screen, with the **Educator ID** at the top and the **PIN** below it.



The Edit Profile screen. The SSN field displays a red required message until completed.

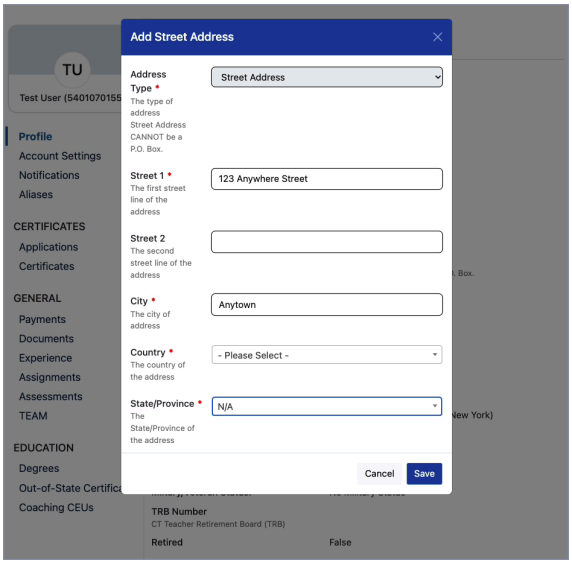
STEP 6

Add your address

1. In the Addresses section, add a **Street Address**.
2. Complete the street, city, country, state, and ZIP fields, then click **Save**. **A P.O. Box is not accepted** as a street address.

COMPLETION

The gray bar no longer appears on the dashboard. Applications can now be submitted, and the status of existing applications can be checked.



The Add Street Address screen, partially completed.

Common issues

"OOPS! WE COULDN'T SIGN YOU IN"

This is a CT.gov message, not a CECS message. A username and an email address may differ. The **Forgot your username or password?** link recovers either.

THE VERIFICATION CODE NEVER ARRIVES

Verification codes are sometimes delivered to a spam folder. **Resend verification code** sends a replacement. If a second code does not arrive, the address entered on the form may contain an error.

THE SEARCH CAN'T FIND YOUR RECORD

The birth month and year entered must match the values Connecticut holds. Adding an SSN or EIN narrows the search. The certification office can confirm whether a record exists.

THE GRAY BAR WON'T GO AWAY

One of the fields named in the bar is still blank or was rejected. Review the full profile for red messages. The bar lists the missing information but does not identify which field failed validation.

TWO RECORDS EXIST FOR THE SAME EDUCATOR

The certification office handles duplicates. Applications filed on one record do not appear on the other.

Support contacts

CERTIFICATION OFFICE	**teacher.cert@ct.gov · 860-713-6969**, Monday and Thursday 12–2pm ET. Questions about a certificate, a record, an application, or a duplicate record.
CT.GOV	Issues that prevent sign-in: username, password, verification code, and two-factor authentication. Use the assistance links on the CT.gov sign-in screen. Recovering a username and resetting a password are separate links.