

ALL APPLICANTS RECOMMENDED FOR HIRE AS A SUBSTITUTE MUST SUBMIT FINGERPRINTS AND BE CLEARED BY THE STATE BEFORE LIFE SCHOOL CAN ACTIVATE YOU IN THE SYSTEM AND ALLOW YOU TO ACCEPT SUBSTITUTE ASSIGNMENTS.

If you have been fingerprinted in another Texas Public School District, let us know!!!.

Non-Certified Educators or those certified in another state: Life School will order the FAST PASS document for you, and will notify you once it has arrived. The FAST PASS can be emailed to you or available for pick up if necessary. This is the document required for scheduling an appointment for fingerprint submission.

You are required to take your FAST PASS with you to your fingerprinting appointment along with a picture ID. Substitutes must schedule an appointment as instructed on the FAST PASS. **Substitutes must pay the fee** for their fingerprinting processing.

After completion of fingerprint submission, the facility will give you a receipt confirming submission. You must bring the receipt to the Human Resources office.

Texas Certified Educators, please follow the directions below. You will find information regarding Fingerprinting of Texas Certified Substitutes.

1. Click on the following link: <http://www.sbec.state.tx.us/SBECOnline/default.asp>

You may also locate the SBEC homepage by typing in www.sbec.state.tx.us into your internet browser.

2. Look for EDUCATOR LOG IN on the right side of the page.
 - If you already have a username and password because you have previously logged in to SBEC Online, simply log in with your username and password.
(GO TO STEP 3 below and complete the rest of the steps)
 - If you already have a username and password but cannot remember it (or, if you are not sure if you have a username or password), click on "Forgot username and/or password" and fill in the requested information.
(GO TO STEP 3 below and complete the rest of the steps)
 - If you do not have a username and password because you have never logged in to SBEC Online, click on "New User".
Once you have set up your username and password, you will need to click "Log Out" in the upper right hand corner. Click on <http://www.sbec.state.tx.us/SBECOnline/default.asp> and choose "Forgot Username and/or password" to enter SBEC Online.
(GO TO STEP 3 below and complete the rest of the steps)

Steps to follow once you reach the EDUCATOR PROFILE SETUP page:

3. Review your Educator Profile information, especially your email address and make changes as needed. Click "Continue" at the bottom of the page.
4. Review the information displayed on the Fingerprint Service Request page. Then click the "Fingerprint Service Request" button at the bottom of the page.

5. If you are required to submit payment for your fingerprinting, a payment screen will appear where you will enter your payment information. If you are not required to submit payment, you will not see the payment screen.

6. The new page may take a few seconds to generate. A confirmation screen will indicate that a Fast Fingerprint Pass has been sent to your email address listed on your educator profile page.

7. You have now completed the required steps in SBEC Online to receive your Fast Fingerprint Pass. Log off and check the email address that was indicated on your educator profile page. Look for an email from SBEC. Your fast pass is an attachment inside this email. You must print the Fast Fingerprint Pass.

You must take the "FAST Fingerprint Pass Form" to your appointment in order to be fingerprinted. You cannot be fingerprinted without a Fast Fingerprint Pass form. Substitutes must schedule an appointment as instructed on the FAST PASS. **Substitutes must pay the fee** for their fingerprinting processing.

After completion of fingerprint submission, the facility will give you a receipt confirming submission. You must bring the receipt to the Human Resources office.