



The Teaching Council has introduced an enhanced online registration database giving you access to carry out many of your registration requirements via your online MyRegistration account.

These services include *renewal of registration, vetting, changing personal details and easy access to your Certificate of Registration.

To access these services, you must activate your new MyRegistration portal account.

* Renewal is now an online service, via your online MyRegistration account, you no longer require a PIN to renew. As this is a declaratory process phone payments are also no longer facilitated.

Registered Teacher – accessing your MyRegistration account for the first time

If you are a registered teacher, you will have previously been issued a unique *link by email to activate your account.

Step 1: Click link in email

Step 2: Your username will be prepopulated (your username is your email address as held on your Teaching Council record)

Step 3: Create your password

Passwords must be at least 8 characters long. It must contain at least one uppercase letter, a number and a special character (e.g. * ! \$).

* If you cannot find the link, please email myreghelp@teachingcouncil.ie to request a new link.

Logging in as a Returning/Existing User

If you have already created a My Registration account, thereafter you can go to the My Registration login page on the Teaching Council website, link **here**, and

Step 1: Login using your username (*email address) and password.

Note:* Your User Name is the initial email address you used to access your account. If you changed your email since initial activation you must email myreghelp@teachingcouncil.ie to update your email address and we will reset your portal account.

Forgotten/Reset your password

Step 1: On the Login page, click the  button

Step 2: Enter your email address in the “Forgotten Password – User Name” box>Select

Step 3: Select “Send Password Reminder”

Assuming a match is found, you will receive an email. Select the link and this will allow you to change your password Log in using your email and new password.

Note: Passwords must be at least 8 characters long. It must contain at least one uppercase letter, a number and a special character (e.g. * ! \$).