

## **Fingerprinting Process For Certified Substitutes**

- Certified substitutes must log on to SBEC and review their respective profiles to ensure that the name on their certificate matches the name on their identification
- To review your certificate and profile log on to SBEC Online at <http://secure.sbec.state.tx.us/SBECOnline/login.asp>
- If you do not have an account, you will need to create an account by selecting “Create New Account”
- After logging in, verify the information in your profile
- If you need to change your name, follow the instructions located right below the name block
- To change your address or any other profile information, you will be able to change that information on this screen
- Fingerprinting appointments must be scheduled at <http://www.ibtfingerprint.com> or call 1-888-467-2080. The certified substitute must submit payment in the amount of \$42.25 online with a credit/debit card in order to obtain the FAST pass document. An additional \$9.95 is due to L1-Identity Solutions (7500 Viscount Suite C-79) at the time of the scheduled fingerprinting appointment.
- Certified substitutes will be reimbursed by the District after they have worked ten days (does not have to be consecutive). Please keep your receipt from L-1 Identity Solutions to verify you have been fingerprinted and to expedite the reimbursement process in Human Resources