LB | MyCED

Information for Initial Teaching Credential Program Students
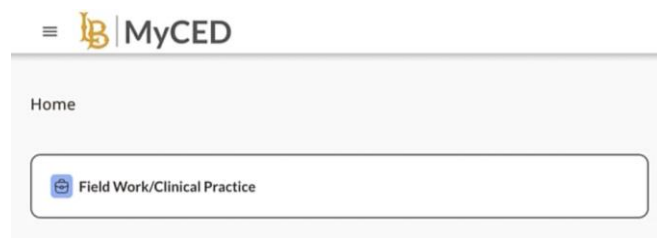
Logging In

Access the system at https://csulb.edu/myced

Login with your CSULB SSO and authenticate as normal.

The first time you log in, click accept to grant permission for the system. This is a one-time acceptance.

Directions for Prerequisite Document Uploads

Click on the tile for field work and clinical practice.

Click on one of the courses to view the required documents, which include a TB test and CTC clearance.

As you may know, both documents are required in order to meet the prerequisites for field work. You only need to upload each document once. It will apply to each course that requires it.

Click on the upload button for and select your file from the file browser. Please note that only PDF documents are allowed.

Adjust the expiration date. For TB skin/blood/risk assessment test, expiration date is four (4) years from test date. For x-ray, expiration date is eight (8) years from test date. For the CTC Clearance, the expiration date is indicated on the document.

Repeat the process for the second document or return at a later session to upload the next document.

Please click submit, and our team will be notified to review your documents.

Notifications

You will receive an email notification when your documents have been approved. When both documents are approved, you will receive the official letter to take to your school site for field work placement. Thank you! Good luck with your field work this semester!