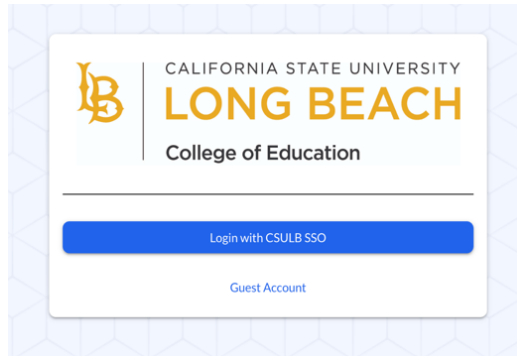
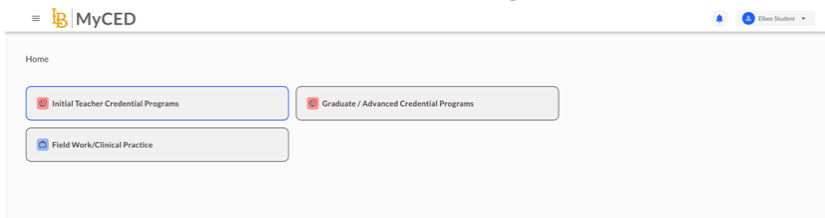


CSULB Initial Teacher Credential Programs Guide to Applications in MyCED

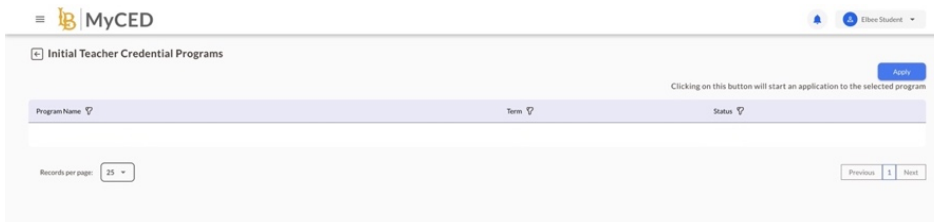
1. Login to <https://csulb.edu/myced> using CSULB SSO.



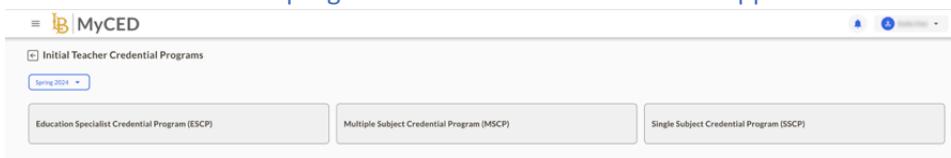
2. Select the tile titled "Initial Teacher Credential Programs"



3. Once selected, you will be presented with an empty table on the screen. This table is designed to display your selections and progress.
4. Click the blue "Apply" button in the upper left corner to start an application.



5. Click on the relevant credential program. You will be directed to the application form.



6. Fill in the required details accurately. You can edit the form later if needed.

- 7. Enter your details in the required fields. Some fields are prepopulate based on information already in the system.

Education Information

- Navigate to the section and enter your specific 'Bachelor's Degree Major'.

- Enter your bachelor's degree institution name in the specified field. Choose your highest degree from the provided options.
- Click the "Add College/University" option located at the bottom right to input additional details.

- For each institution, provide the name, major, and degree earned. To delete an institution's details, click "Remove College/University". This will erase its data.

Self-Assessment of Professional Dispositions

- Click the button to access the disposition form popup. Enter the necessary details. Click "Submit" to save.

Admission Requirements

- Go to "Attached Files for BSR". Click on the empty section to initiate the upload process.. A popup will appear; select your PDF(s). Only PDFs are allowed. Confirm upload using the button shown in the image.



- After uploading, files appear under "Attached Files". Repeat for Subject Matter Competency (SMC). Note: Choose files carefully; deletions aren't allowed later.

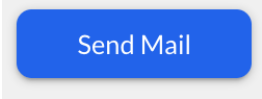
Application Materials

- In "Application Materials", click to upload. Supported files are PDF, PNG, JPG, or JPEG format. Select your file and confirm.

Recommendations

- Go to the "Recommendations" section. Input your recommender's name and email. As soon as you save the application, they'll receive a confidential email. It will email immediately, so you do not need to wait until your application is complete to submit. You can add more recommenders later if necessary.

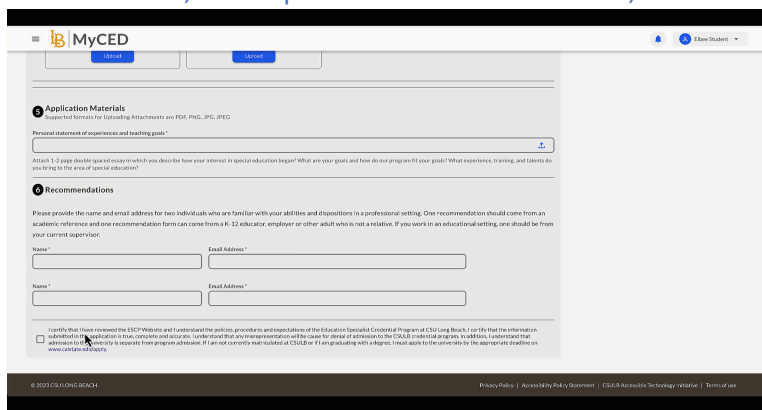
- You have the option to resend the email to your recommenders. Click on the Send Mail button which appears when the application is not in edit mode to immediately trigger the email.



- It is not possible to delete recommenders, but you can add more recommenders later if necessary. Just edit and type in a new name to replace someone on the list.

Editing & Saving Your Application

- Feel free to return and edit this form whenever necessary up until the application window closes. Changes can be made multiple times until you are satisfied with the content of your application.
- For the final submit, read and check the box at the bottom of the application. After ensuring all sections are complete and accurate, scroll up and click the "Save" button, then click the "Submit" button.



The screenshot shows the MyCED application form interface. At the top, there is a navigation bar with the MyCED logo and a user profile dropdown for 'Ebon Student'. Below the navigation bar, there are two buttons: 'Draft' and 'Save'. The main content area is divided into sections:

- Application Materials:** This section includes a note about supported formats (PDF, PNG, JPG, JPEG) and a text input field for a 'Personal statement of experiences and teaching goals'. Below this is a question: 'About 1-2 page double spaced essay in which you describe how your interest in special education began? What are your goals and how do you program fit your goals? What experiences, training, and talents do you bring to the area of special education?' with a download icon.
- Recommendations:** This section asks for two recommendations from individuals familiar with the applicant's abilities in a professional setting. It includes two rows of input fields for 'Name' and 'Email Address'.
- Terms and Conditions:** At the bottom, there is a checkbox for the user to certify that they have reviewed the program's policies and procedures and that the information submitted is true, complete, and accurate.

At the bottom of the page, there is a footer with the copyright notice '© 2021 CSU LONG BEACH' and links for 'Privacy Policy', 'Accessibility Statement', 'CSUEP Academic Technology - Webtop', and 'Help/FAQ'.