

How to Activate Your Account

FCB CertTrack Instructions

Use the link provided in your email to open the FCB CertTrack portal. Follow the instructions below to activate your account.

Before you begin:

Use the **personal email address** that was associated with your **Florida Certification Board credentials in the previous certification system**.

Do not create a new account if you already hold an FCB credential. Creating a new account may prevent your existing certification records from displaying correctly in CertTrack.

If you are unsure which email address was associated with your previous FCB account, please contact the Florida Certification Board at **850-222-6314** or admin_assist@flcertificationboard.org before attempting to log in or create an account. FCB staff can confirm the email address currently associated with your certification record.

Access Your CertTrack Account

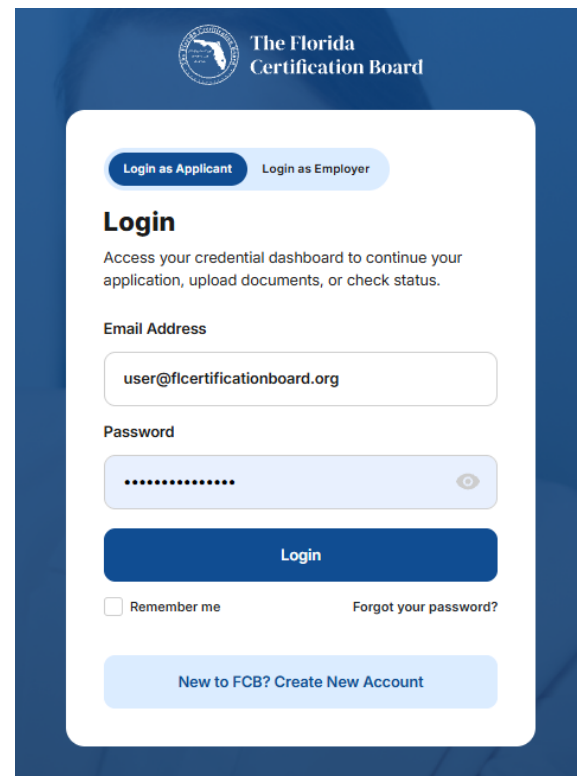
Choose the instructions below that apply to you.

If you have never logged in to CertTrack but already hold an FCB credential:

1. Select **Login as Applicant**.
2. Click **Forgot your password?** on the login screen.
3. Enter the **personal email address associated with your FCB credential(s)** in the previous system.
4. Follow the instructions sent to your email to reset your password.
5. Complete the **two-factor verification** process.
6. Review the information displayed on the screen. Enter, verify, or update any required information, then continue to your **Dashboard**.

If you are new to FCB and do not hold an existing FCB credential:

1. Select **New to FCB? Create New Account**.
2. Follow the prompts to create your profile.
3. Enter the **personal email address** you would like associated with your FCB account and future FCB credential(s).
4. Complete all required information displayed on the screen.
5. Review your information for accuracy, then continue to your **Dashboard**.

The screenshot shows the login interface for the Florida Certification Board's CertTrack system. At the top, the FCB logo and name are displayed. Below this, there are two buttons: "Login as Applicant" (highlighted in blue) and "Login as Employer". The main heading is "Login". A subtext reads: "Access your credential dashboard to continue your application, upload documents, or check status." There are two input fields: "Email Address" with the placeholder "user@flcertificationboard.org" and "Password" with a masked input (dots) and a toggle eye icon. Below the password field is a blue "Login" button. Underneath the login button are two links: "Remember me" (with an unchecked checkbox) and "Forgot your password?". At the bottom, there is a light blue button labeled "New to FCB? Create New Account".