

All University of Illinois cooperating teachers need to establish a *cooperating personnel account* through the Council on Teacher Education (CoTE) website.

The following steps should be used for obtaining a Cooperating Personnel Account:

Step 1: Go to the CoTE web site: <http://www.cote.illinois.edu>

Step 2: Click on the link at the bottom of the page that says: **“For any and all issues regarding the above Portals, click here for Technical Support.”**

Step 3: On the next page, click on the first link, “Cooperating Personnel”

Step 4: On the next page, click on the first link, “I need to obtain an account”

Step 5: The page that follows contains the detailed instructions for getting an account and contains the PDF that I’ve attached.

If you do not receive an email from CoTE within **24 hours** regarding your newly obtained cooperating teacher account, please email tech support at:

cote-techsupport@illinois.edu or call (217) 244-0916.

Thank you!