

Guidance of the "View Status" of an openScribe[®] application.

This guide provides step-by-step instructions on how to view the status of an open application. It covers how to navigate to the "View Status" button, check the current status of the application, view specific application details, upload required documents, make a payment, and add endorsements after submitting the application. It also provides tips and important information along the way. This guide is helpful for anyone who wants to track the progress of their application and take necessary actions.

1

To view the status of your pending application you will need to navigate to <https://doe.sd.gov/certification/images/EdPortal.jpg>

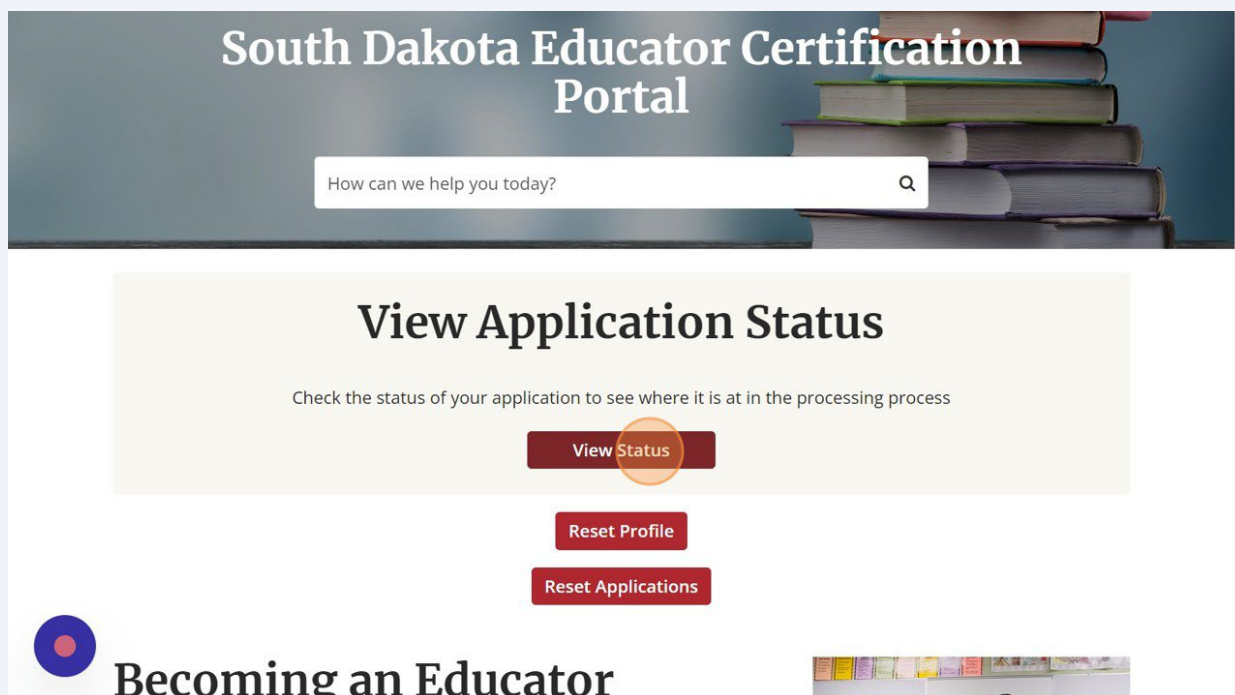
After you have logged into your <http://mysd.gov/> account you will see the View Status button for your submitted application.

2

Steps 2-8: How to navigate the "View Status"

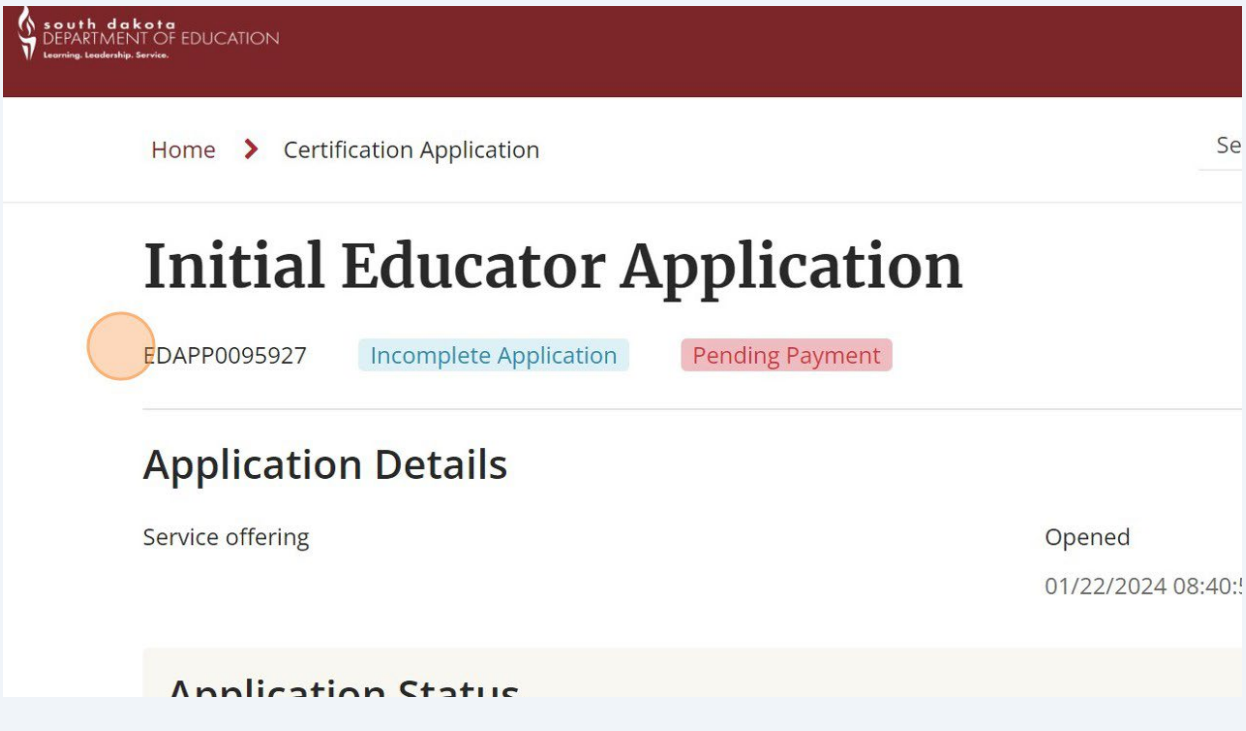
**Your name will display in the top right corner if you are successfully logged in.

This screenshot is from a testing environment. The "Reset Profile" and "Reset Application" will not be visible on your screen.



3

After clicking the "View Status" button you will be able to see your application number. In this example the application number is EDAPP0095927.



The screenshot shows the 'Initial Educator Application' page for application number EDAPP0095927. The page header includes the South Dakota Department of Education logo and the text 'Learning. Leadership. Service.'. The breadcrumb navigation shows 'Home > Certification Application'. The main heading is 'Initial Educator Application'. Below the heading, the application number 'EDAPP0095927' is displayed next to two status indicators: 'Incomplete Application' (in a light blue box) and 'Pending Payment' (in a light red box). The 'Application Details' section shows 'Service offering' as 'Opened' with a timestamp of '01/22/2024 08:40:!'.

Home > Certification Application

Initial Educator Application

EDAPP0095927 Incomplete Application Pending Payment

Application Details

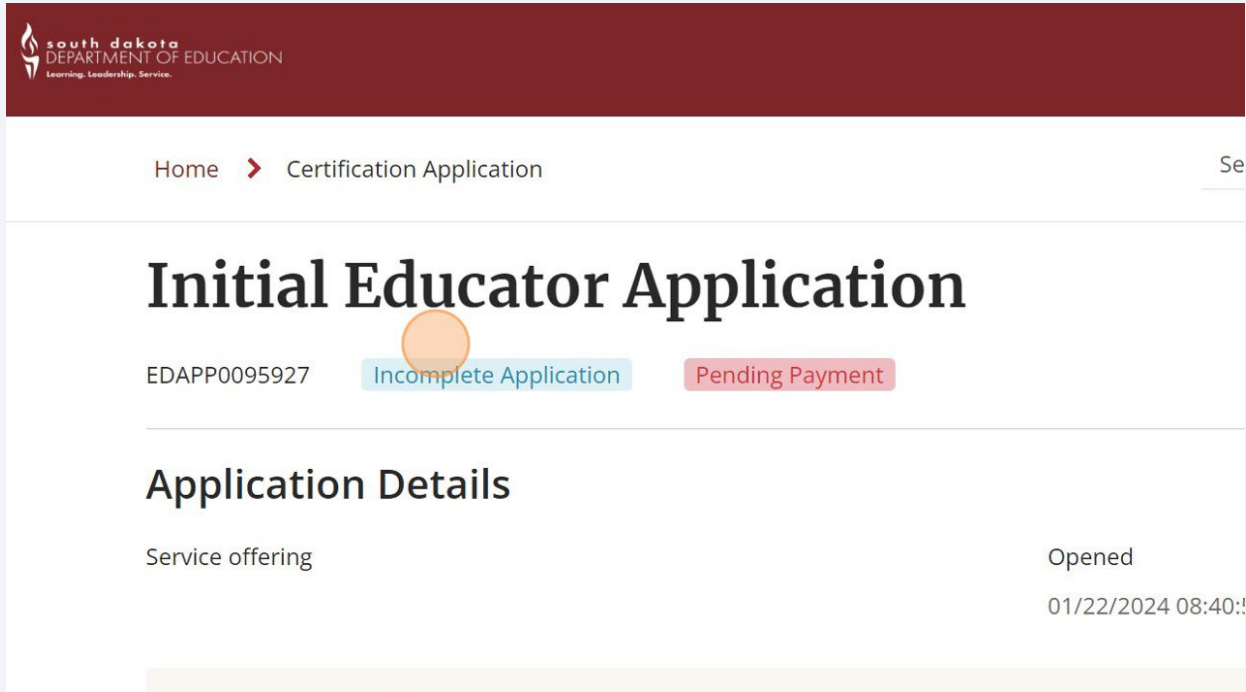
Service offering	Opened
	01/22/2024 08:40:!

Application Status

4

The current status of this application is "Incomplete Application" with a "Pending Payment"

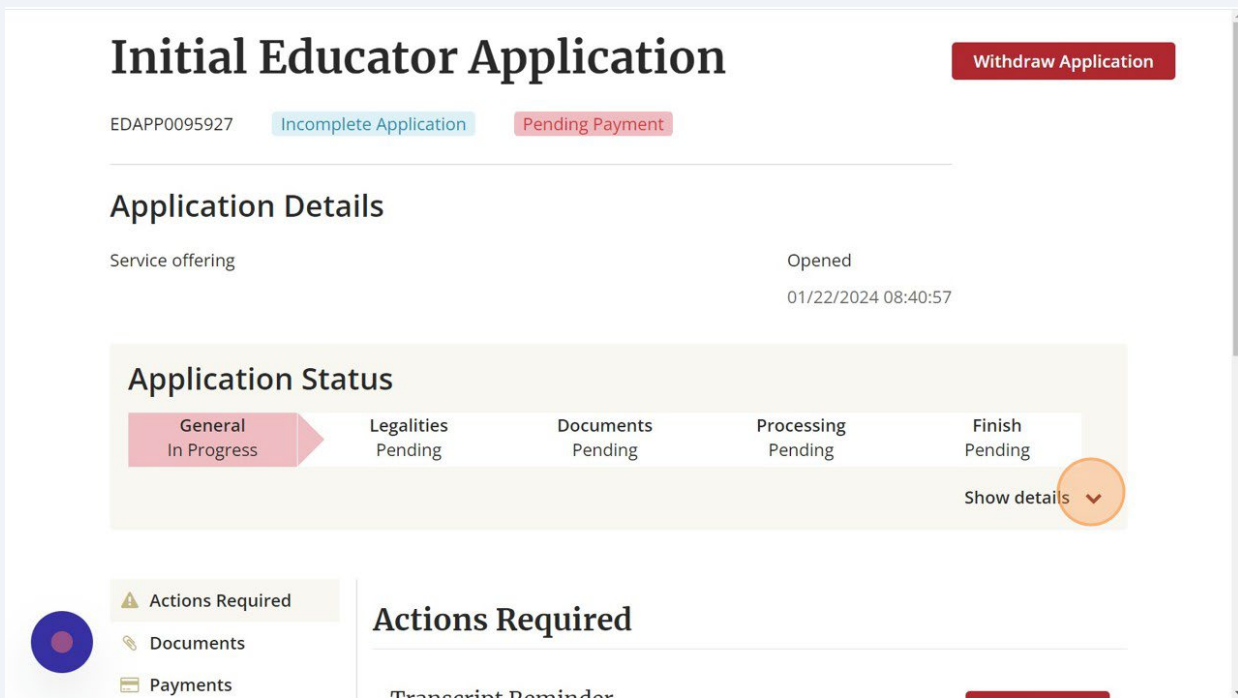
Important: A review of your application will not start until the payment has been made.



The screenshot shows the top of the application page. At the top left is the South Dakota Department of Education logo. Below it is a breadcrumb trail: Home > Certification Application. The main heading is "Initial Educator Application". Below the heading, the application ID "EDAPP0095927" is shown next to two status tags: "Incomplete Application" (in a light blue box) and "Pending Payment" (in a light red box). Below this is the "Application Details" section, which shows "Service offering" and "Opened" with a timestamp "01/22/2024 08:40:!".

5

To view the specific application status of each piece of review that is completed by the SD DOE prior to processing, click on the "Show Details".



This screenshot shows a more detailed view of the application page. It includes the same header and breadcrumb trail as the previous screenshot. The "Initial Educator Application" heading is followed by the application ID and status tags. A "Withdraw Application" button is visible in the top right. The "Application Details" section is identical. Below this is the "Application Status" section, which features a horizontal progress bar with five stages: "General In Progress" (highlighted in red), "Legalities Pending", "Documents Pending", "Processing Pending", and "Finish Pending". A "Show details" button with a dropdown arrow is located at the end of the progress bar. At the bottom left, there is a sidebar with a blue circular icon and three items: "Actions Required" (with a warning icon), "Documents" (with a document icon), and "Payments" (with a wallet icon). The "Actions Required" section is expanded, showing a "Transcript Reminder" item.

6

Until each section has been validated/confirmed, it will show an "In Progress" or "Pending" status.

Review Application: In Progress

Payment Information: In Progress

Legalities

Oath of Allegiance and Affirmation: Pending

Documents

South Dakota Indian Studies: Pending

Document Review: Pending

Education: Pending

Test Scores: Pending

Processing

Make Determination: Pending

Review Endorsements: Pending

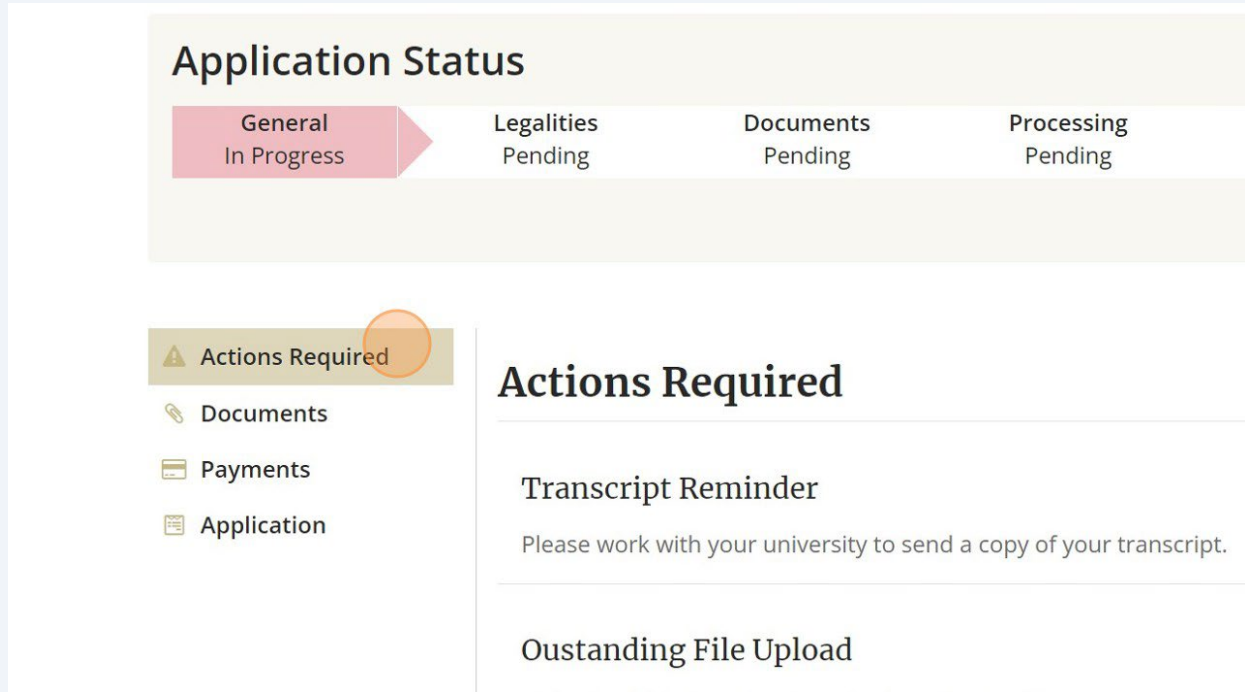
Review Preparations: Pending



7

Below the "Application Status" you will find more specific details of the application information.

The "left side menu" will help you navigate what has been submitted and is still needed for your application.



The screenshot shows a web interface for "Application Status". At the top, there is a navigation bar with four items: "General In Progress" (highlighted with a red arrow), "Legalities Pending", "Documents Pending", and "Processing Pending". Below this is a "left side menu" with a warning icon and the text "Actions Required" (circled in orange), followed by "Documents", "Payments", and "Application". The main content area is titled "Actions Required" and contains two sections: "Transcript Reminder" with the text "Please work with your university to send a copy of your transcript." and "Outstanding File Upload".

8

To see the specifics on each of the "Actions Required" you will need to click "View" to take action.

**Official Transcripts cannot be uploaded. Instructions on how to submit:

<https://doe.sd.gov/certification/transcripts.aspx>

Actions Required

Transcript Reminder

Please work with your university to send a copy of your transcript.

View

Outstanding File Upload

Upload Suicide Awareness and Prevention Certificate

View

Outstanding Payment

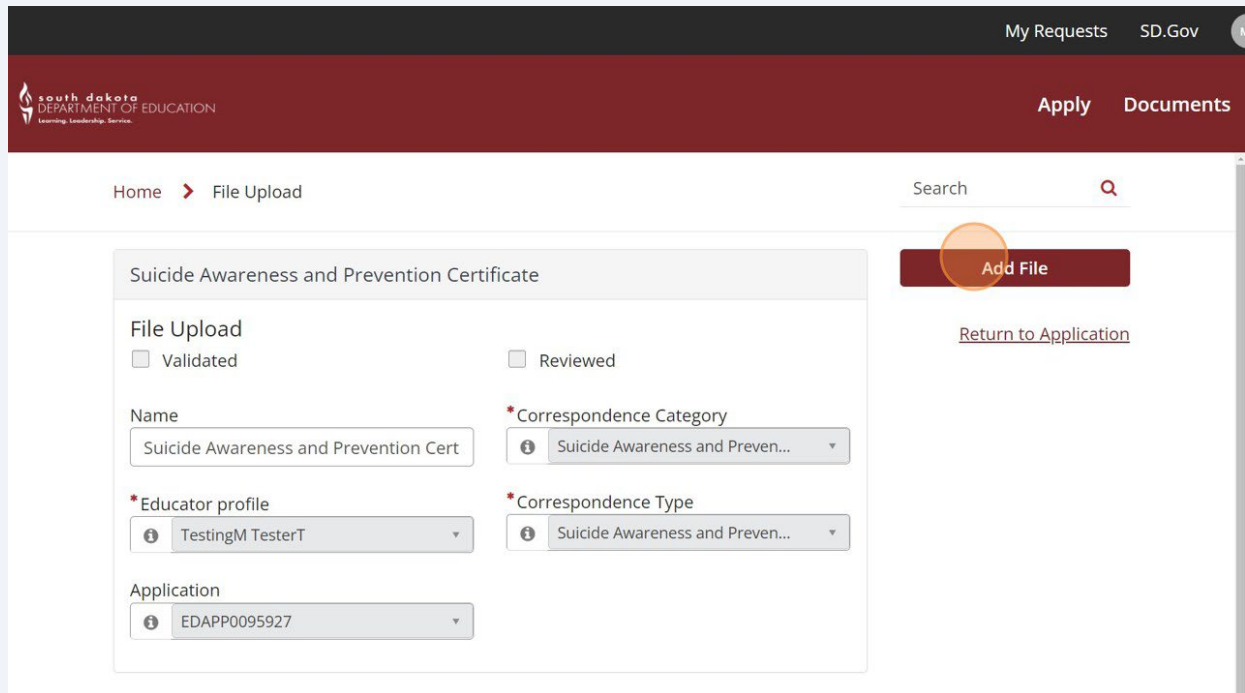
Please pay outstanding certification fees.

View

9 Steps 9-20 - Application Documents

"Outstanding File Uploads" documents can be uploaded by clicking "Add File".

**Only one document is allowed per file upload. You can combine documents on your own computer to create one document for the file upload.



My Requests SD.Gov

Apply Documents

Home > File Upload Search

Suicide Awareness and Prevention Certificate

File Upload

Validated Reviewed

Name: Suicide Awareness and Prevention Cert

*Correspondence Category: Suicide Awareness and Preven...

*Educator profile: TestingM TesterT

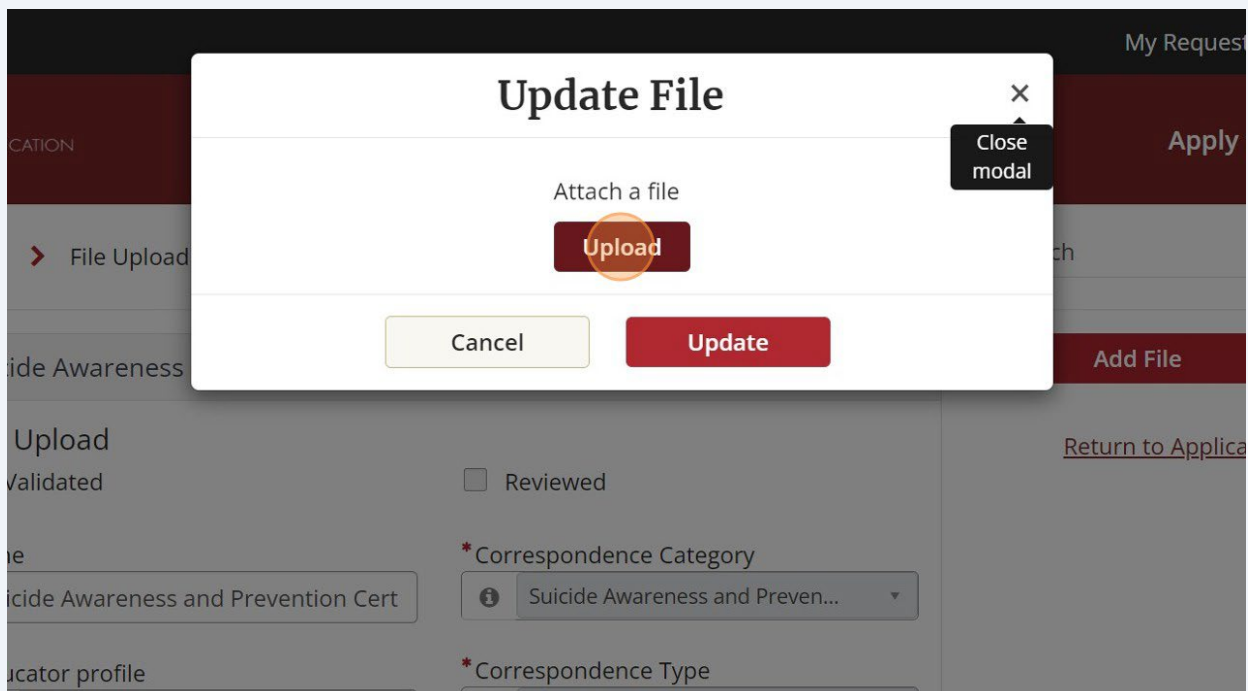
*Correspondence Type: Suicide Awareness and Preven...

Application: EDAPP0095927

Add File

[Return to Application](#)

10 Click "Upload" and your computer's "File Explorer" will open. You can then select the file that you want to upload for this requirement.



My Requests

Apply

Update File

Attach a file

Upload

Cancel Update

Close modal

File Upload

Suicide Awareness

Validated Reviewed

Name: Suicide Awareness and Prevention Cert

*Correspondence Category: Suicide Awareness and Preven...

*Educator profile

*Correspondence Type

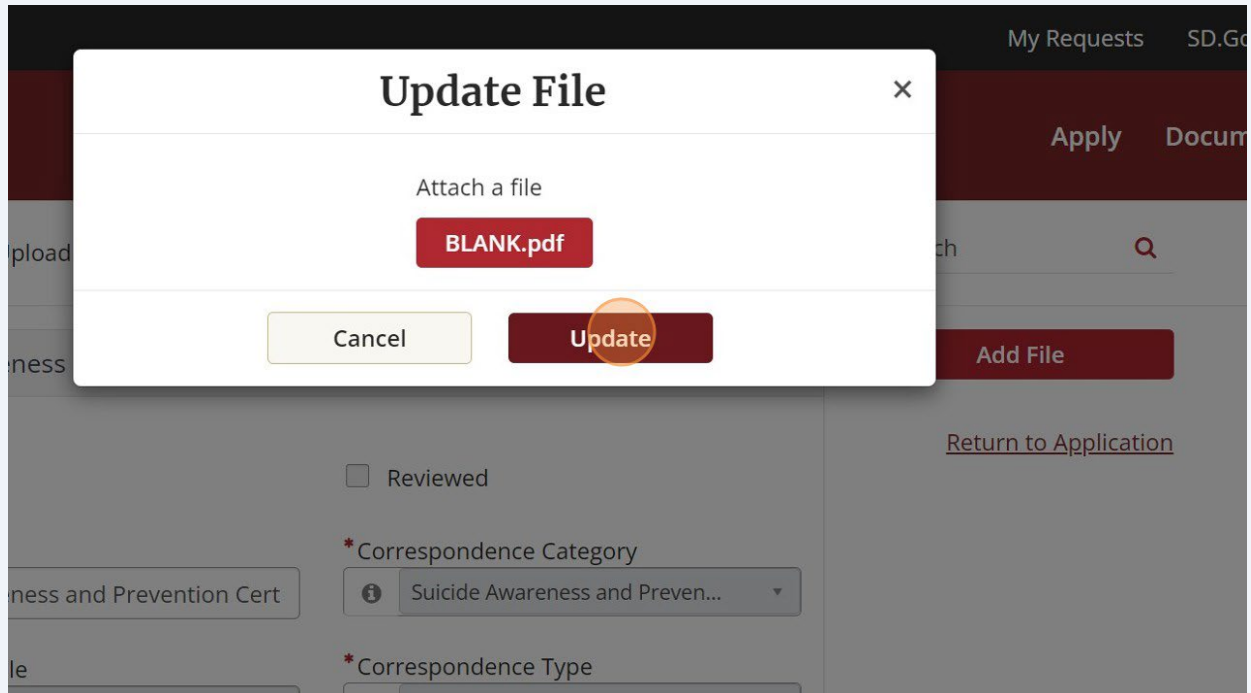
Add File

[Return to Application](#)

11 After selecting your document. Click "Update" to attach it to your record.

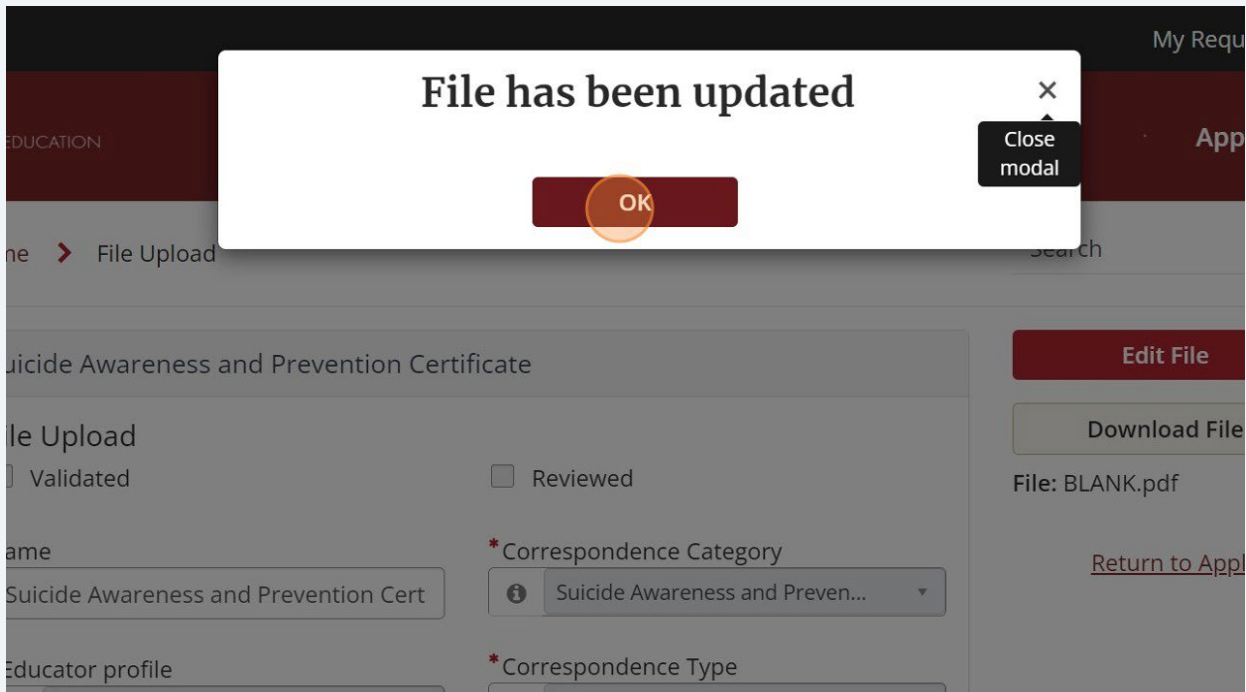
***Please do not:**

- upload a blank document, this is only an example.
- re-upload a document that you have already uploaded or you have been told it doesn't meet the requirements.



12

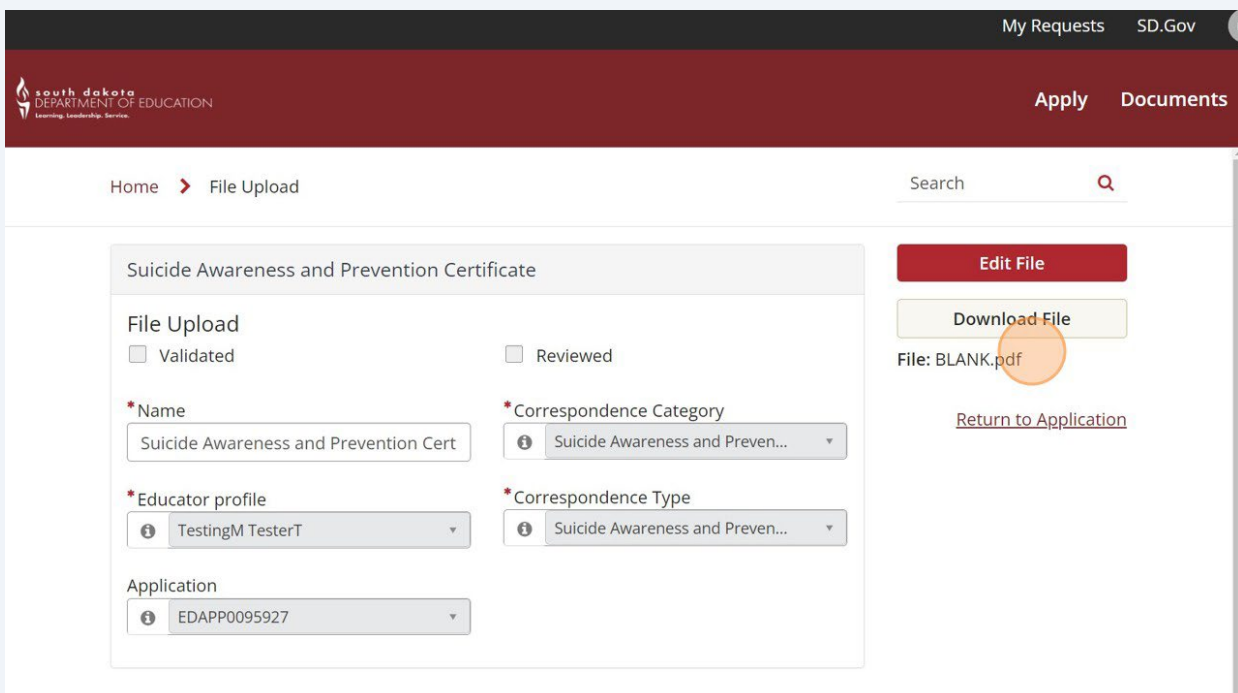
If it has successfully attached, you will see the "File has been updated" message. Click "OK" to confirm.



13


On the right side of the screen you will now see your file name, as you saved it, listed. This is an indication that the document was attached. You can click on the file name to view the document.

*Please note this document must be manually reviewed by the SD DOE Certification Staff before the "Validated" and "Reviewed" check boxes will be updated. There are four certification staff that review 75,000+ documents a year.



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After you have confirmed your document has been uploaded. Click "Return to Application" to move on to the next "Action Required".

Search 

nd Prevention Certificate

Reviewed

*Correspondence Category

nd Prevention Cert

*Correspondence Type

Edit File

Download File

File: BLANK.pdf

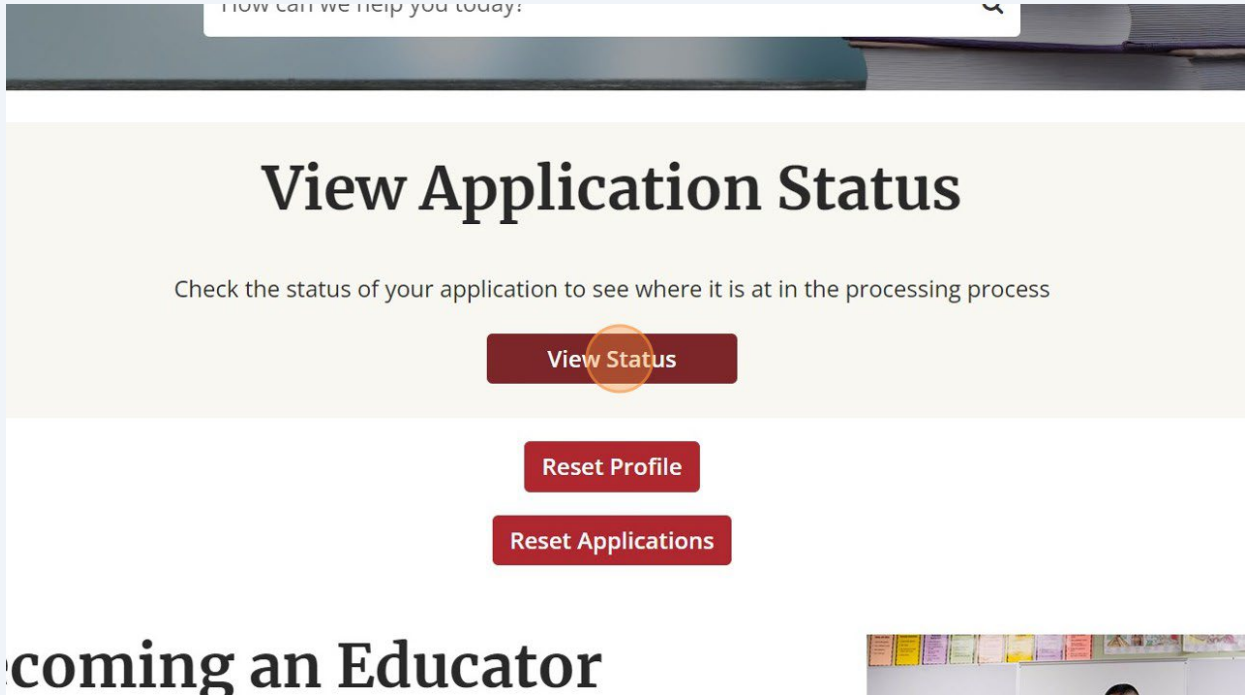
[Return to Application](#)

15

STEPS 15 -20 - How to check the status of your documents attached to your application and add additional documents.

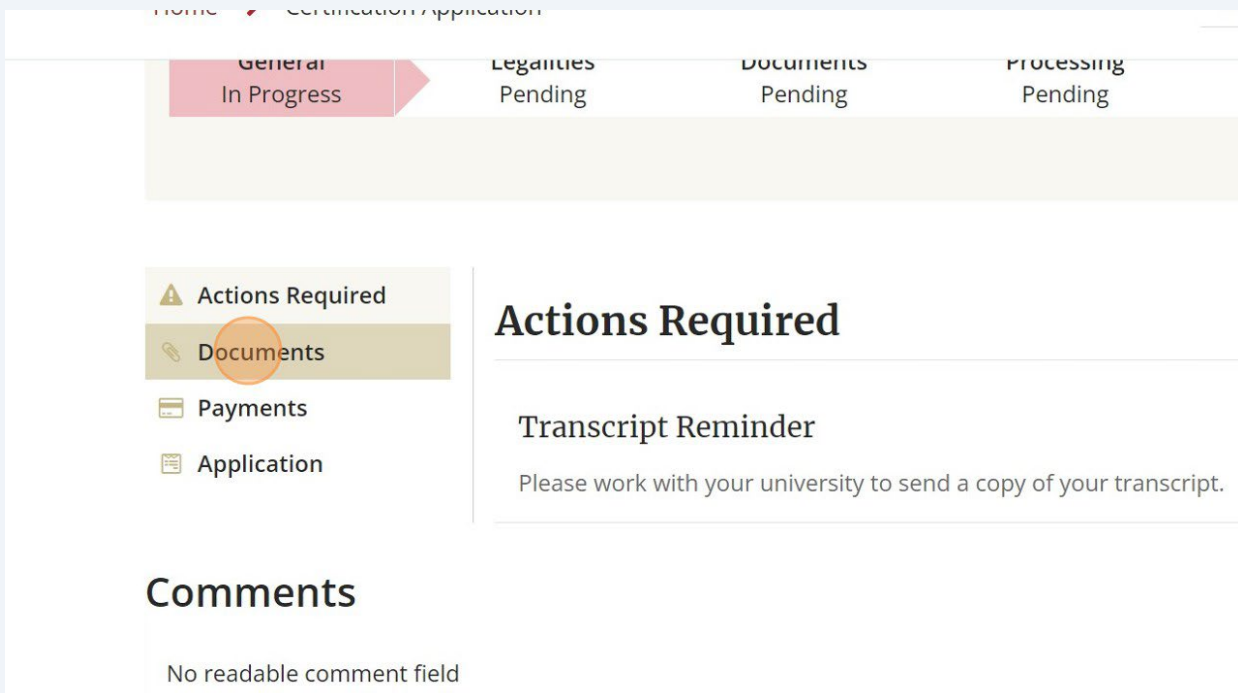
Click "View Status" to return to the progress of your application.

This screenshot is from a testing environment. The "Reset Profile" and "Reset Application" will not be visible on your screen.



16

Click "Documents" to view the status of the documents submitted.



17 Documents attached to your application will be displayed.

Reviewed:

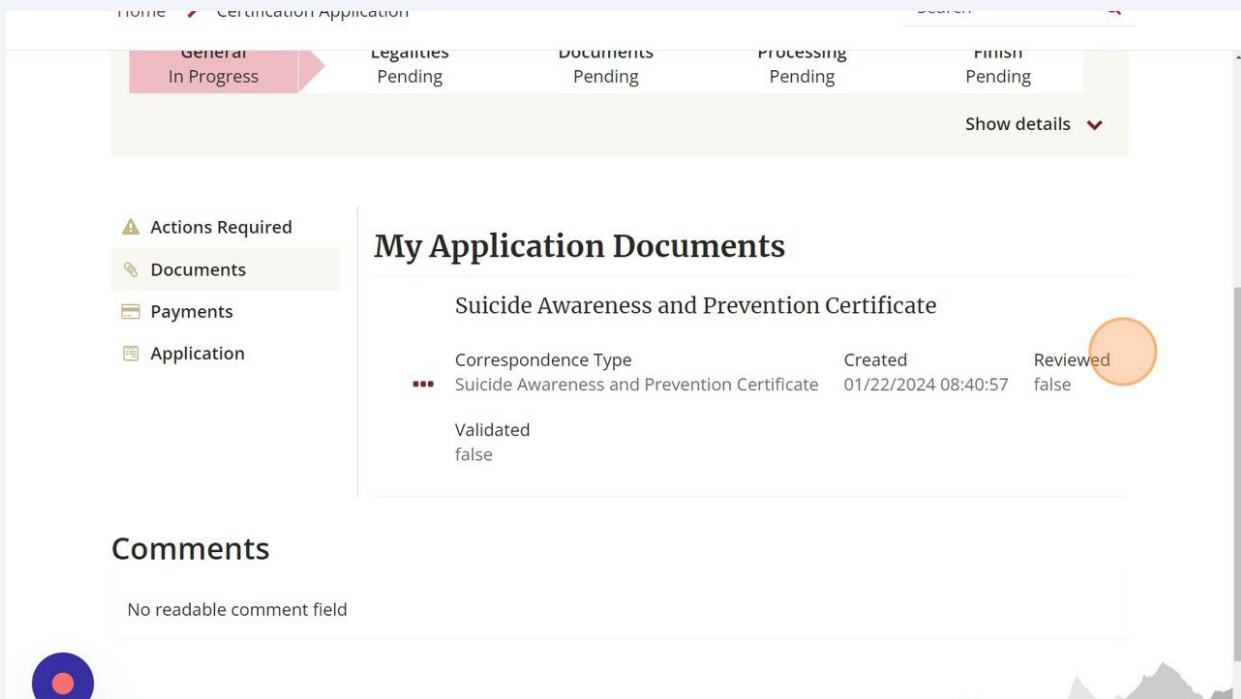
- False = not reviewed
- True = reviewed by SD DOE

Validated:

- False = not reviewed or accepted
- True = reviewed and accepted by SD DOE Certification Staff

If a document has NOT been accepted, we will send you a comment in the application.

If you submitted your documents through the "Documents" at the top right corner of your screen will need to matched to your application. You can comment to the SD DOE Certification Staff and let us know this is where you attached your documents. Documents added in "Document Storage" will only be reviewed with an open/pending application.



Home / Certification Application

General In Progress | Legalties Pending | Documents Pending | Processing Pending | Finish Pending

Show details ▾

⚠ Actions Required
 📎 Documents
 💰 Payments
 📄 Application

My Application Documents

Correspondence Type	Created	Reviewed
••• Suicide Awareness and Prevention Certificate	01/22/2024 08:40:57	false

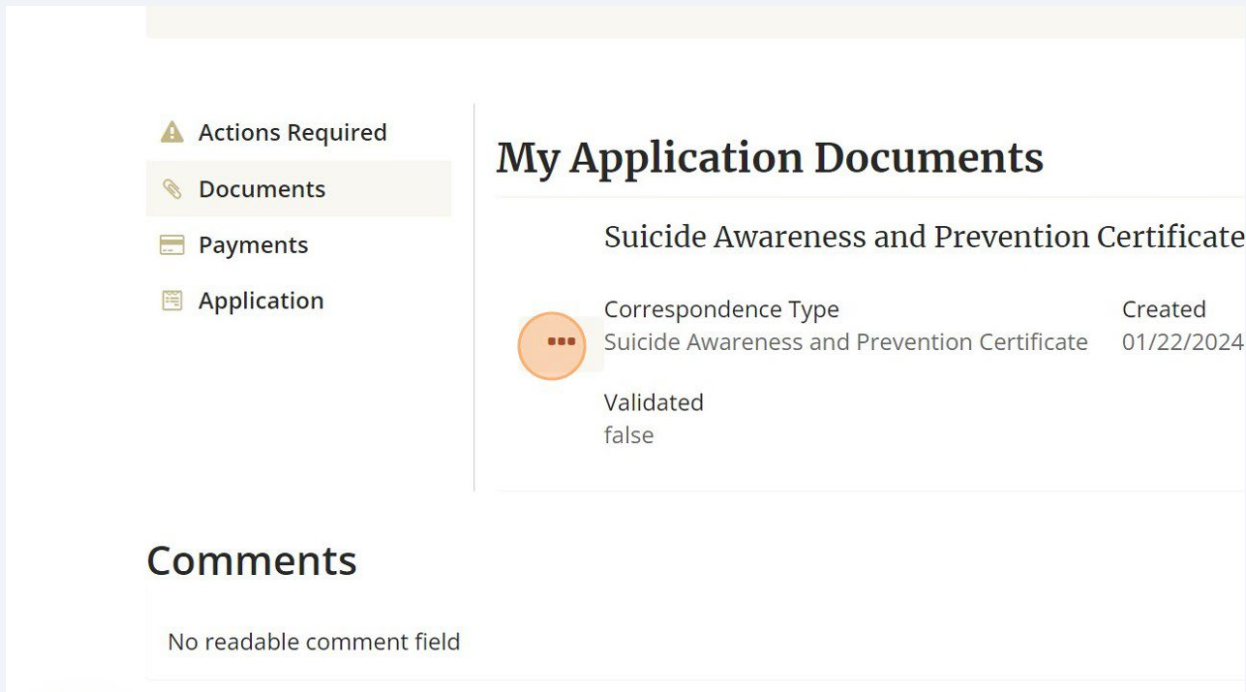
Validated: false

Comments

No readable comment field


18

To view the document that is attached to the item, click on the three dots to the left of the document "correspondence type" .



My Application Documents

Suicide Awareness and Prevention Certificate

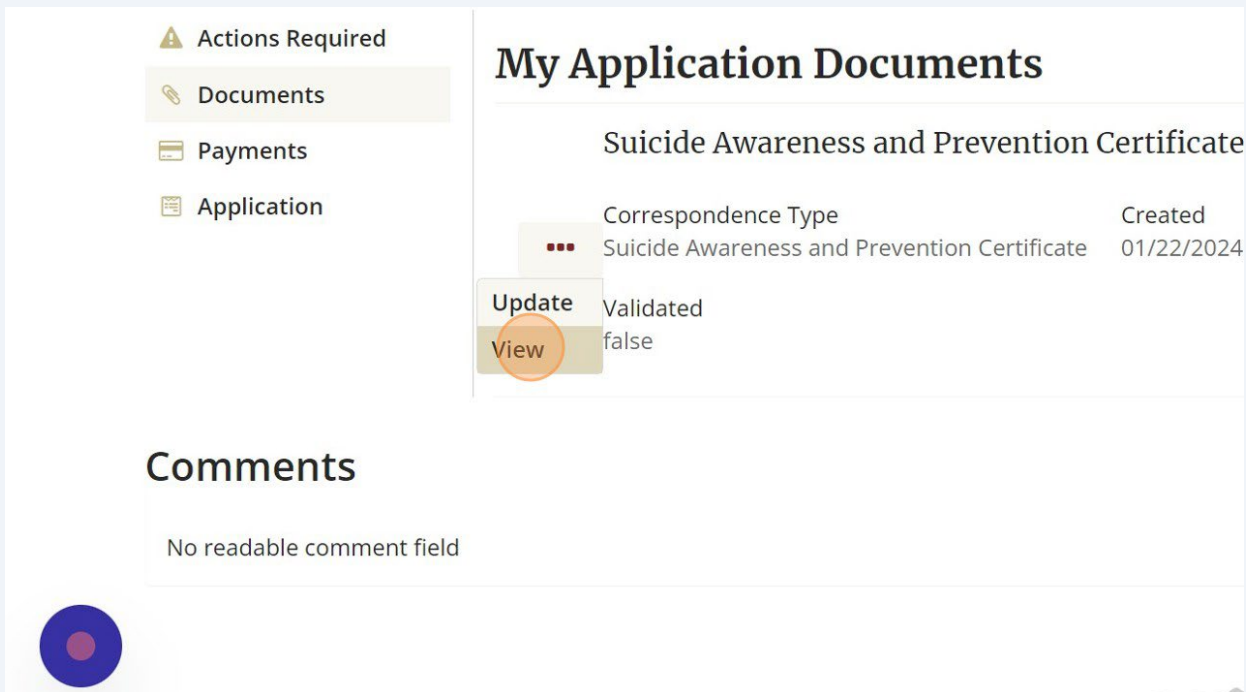
Correspondence Type	Created
 Suicide Awareness and Prevention Certificate	01/22/2024
Validated	false

Comments

No readable comment field


19

After clicking you will have the option to view or update the document.



My Application Documents

Suicide Awareness and Prevention Certificate

Correspondence Type	Created
 Suicide Awareness and Prevention Certificate	01/22/2024
Validated	false


Update


View

Comments



No readable comment field



20 Once the document has been accepted, the validate will show as true.

Application Search 

show details 

File Uploads

Name	Correspondence Type	File 	Validated
Suicide Awareness and Prevention Certifi...	Suicide Awareness and Prevention Certifi...	BLANK.pdf	true 

  Rows 1 - 1 of 1

21 Steps 21-27: How to make a payment to your pending application.

If you choose to make the payment after submitting your application or if the system incorrectly accessed the fees required for your application according to ARSD 24:28:05: <https://sdlegislature.gov/Rules/Administrative/24:28:05>

Click "View" to make the payment now.

Actions Required

Transcript Reminder

Please work with your university to send a copy of your transcript.

View

Outstanding Payment

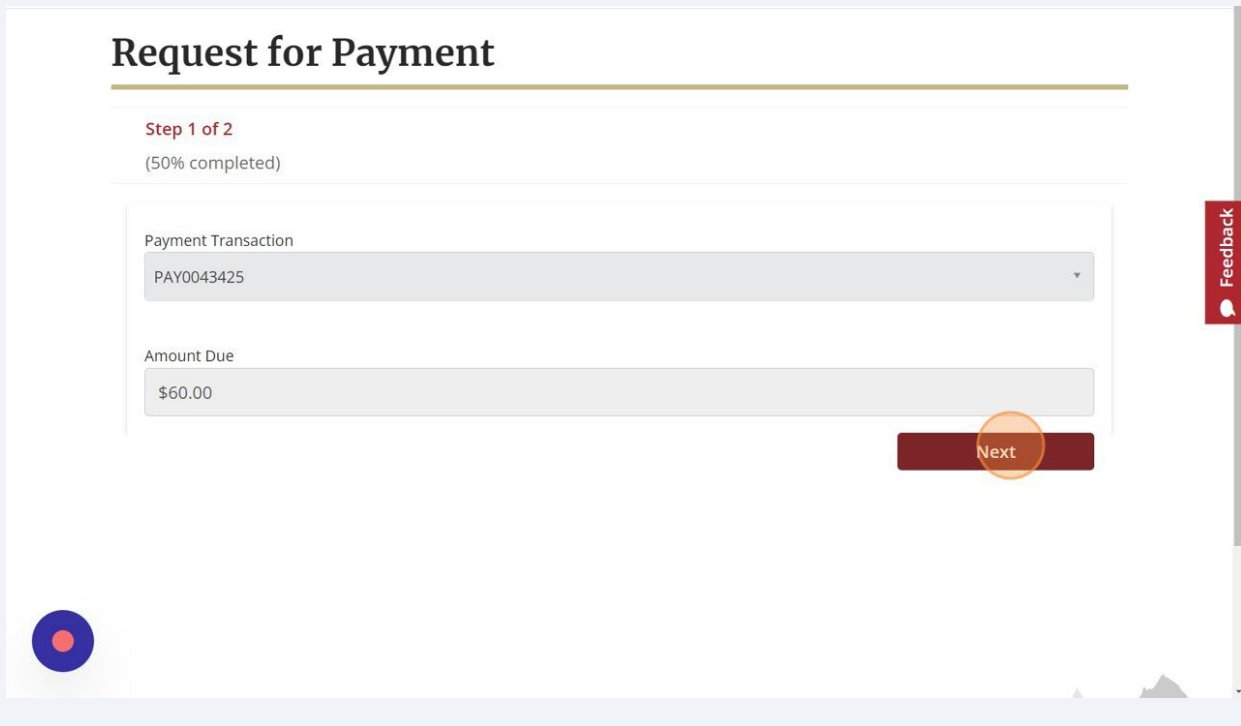
Please pay outstanding certification fees.

View

field

22

On the "Request a Payment" screen "Step 1 of 2" will display the amount of the payment required. Click "Next"



Request for Payment

Step 1 of 2
(50% completed)

Payment Transaction
PAY0043425

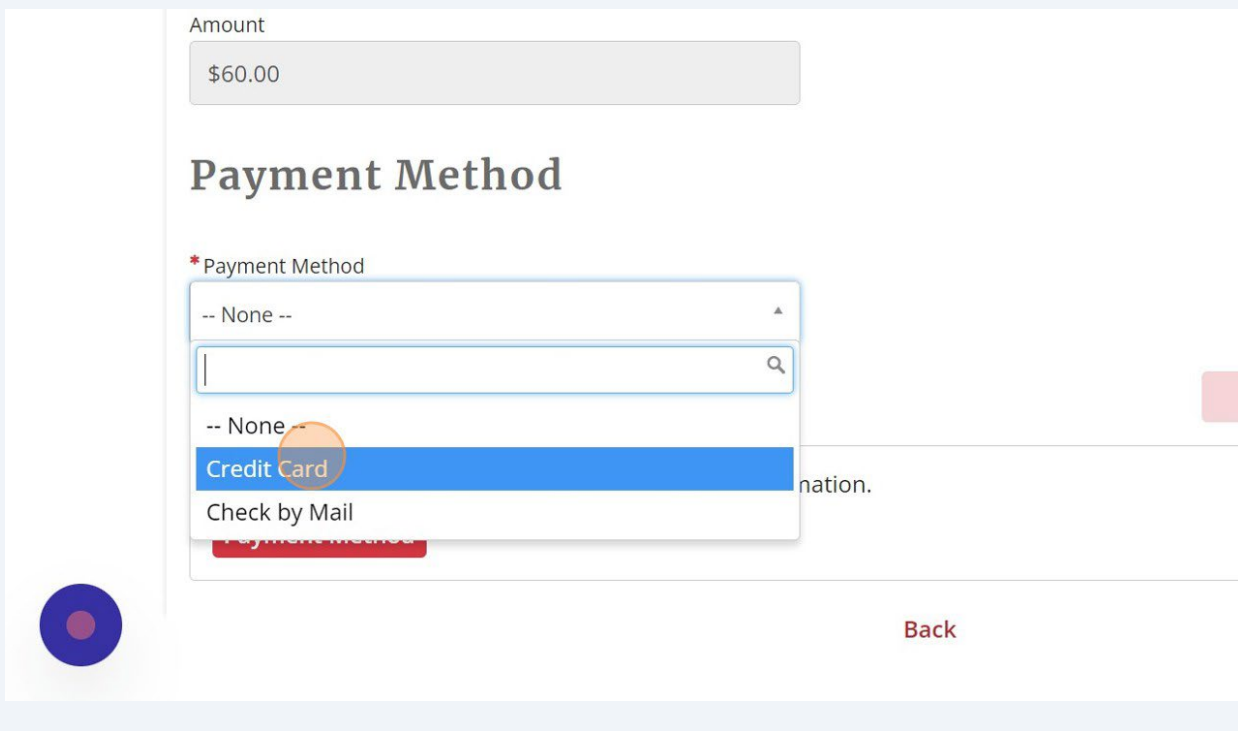
Amount Due
\$60.00

Next

Feedback

23

In the "Payment Method" you will need to select "Credit Card" to make the payment.



Amount
\$60.00

Payment Method

* Payment Method

-- None --

Search

-- None --

Credit Card

Check by Mail

Back

24

Complete the required "Billing Information" and "Card Information" to match your credit card or bank information.

Payment Method

* Payment Method

Billing Information

* Street Address <input type="text" value="123 Main"/>	* City <input type="text" value="Anytown"/>
* State <input type="text" value="South Dakota"/>	* Zip Code <input type="text" value="57501"/>

Card Information

* Name on Card <input type="text"/>	* Card Number <input type="text"/>
* Exp Date	* Security Code

25

After filling in the information you must click "Submit" to complete the payment action.

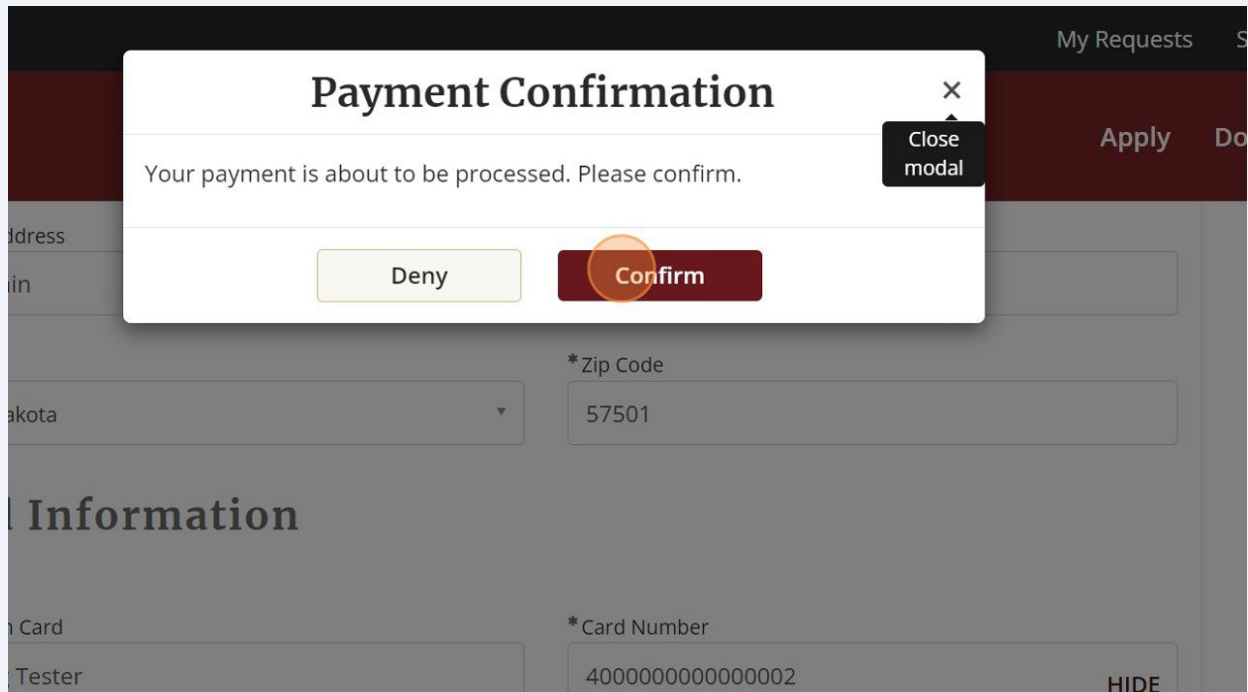
<input type="text"/>	* Card Number <input type="text" value="4000000000000002"/> HIDE
digits and in format MMYX	* Security Code <input type="text" value="..."/> SHOW
<input type="text"/>	

it transaction through SSL

Submit

Back

26 All fees are non-refundable. Click "Confirm" to submit the payment.



Payment Confirmation ×

Your payment is about to be processed. Please confirm.

Deny Confirm

Close modal

Address

in

akota

* Zip Code

57501

Information

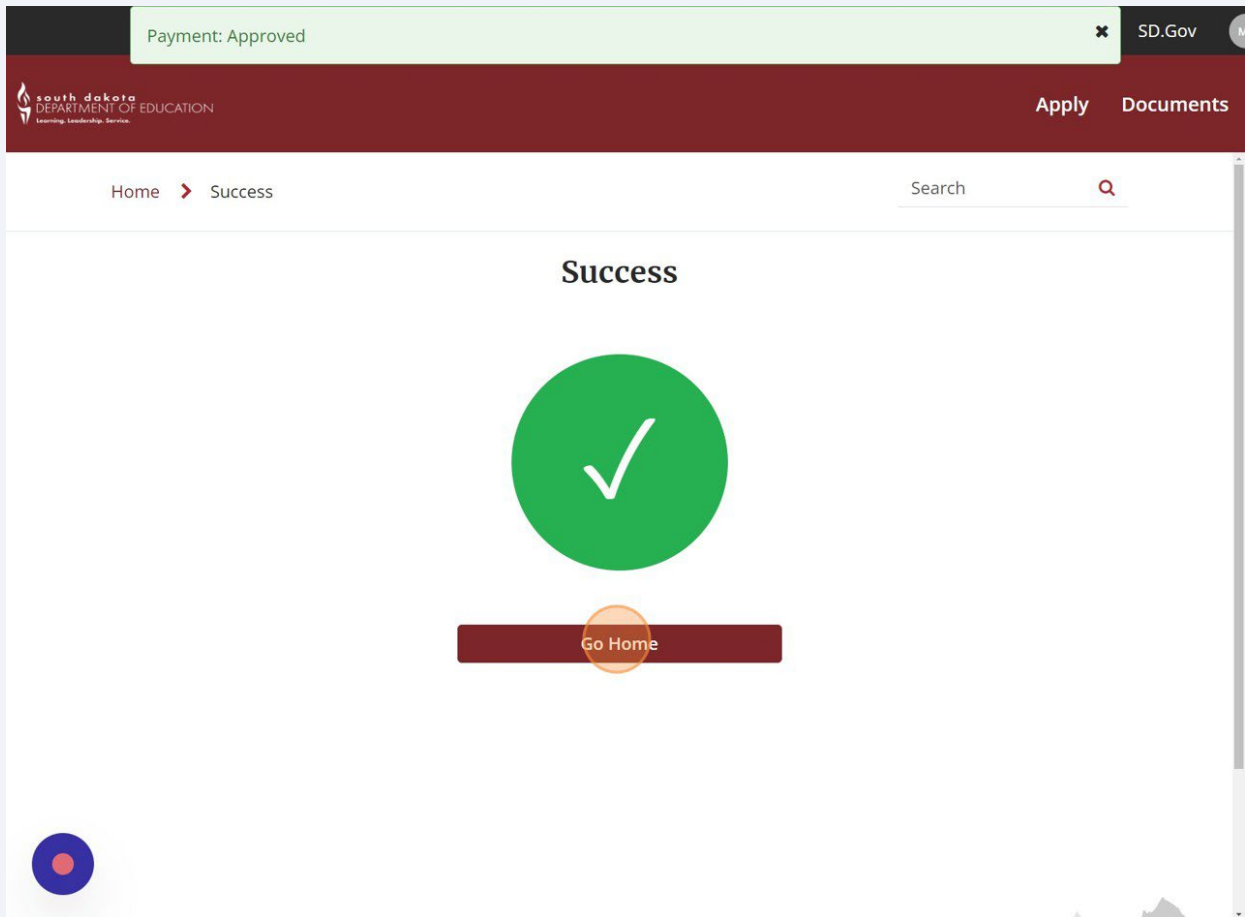
Card

* Card Number

Tester 4000000000000002 HIDE

27

If your payment was submitted you will see the "Success" screen. Click "Go Home" to return to the Educator Portal.

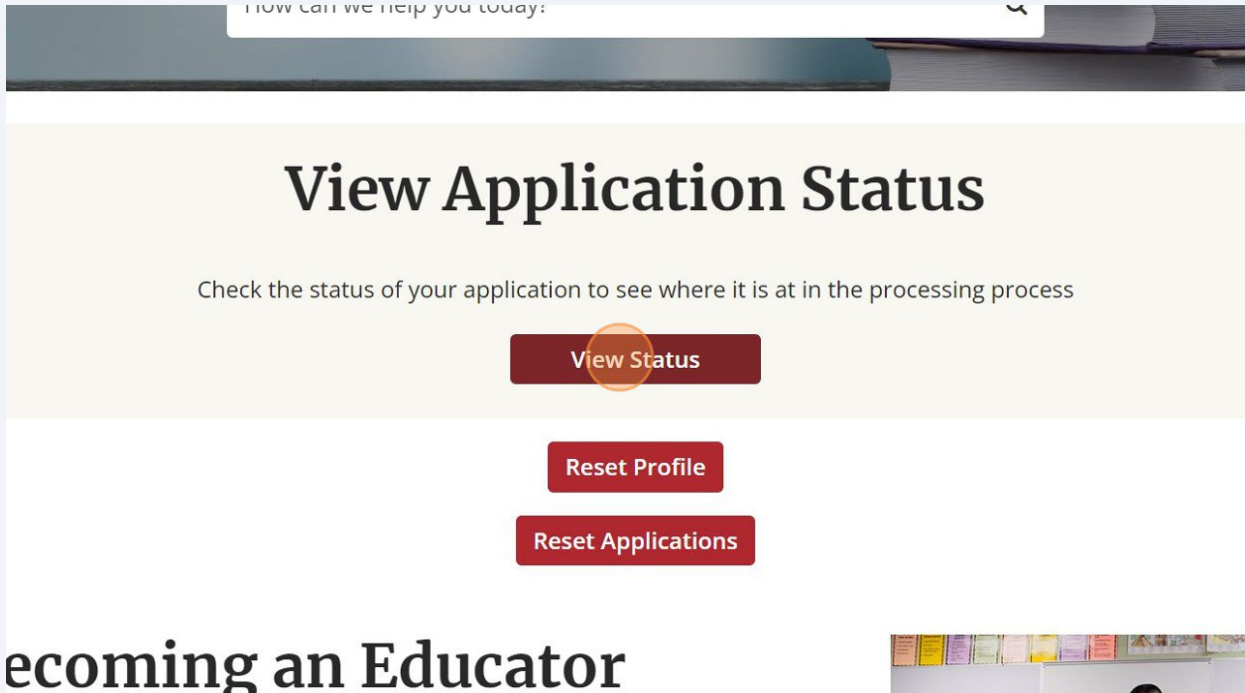


28

STEPS 28-35 - How to add an endorsement after the application has been submitted.

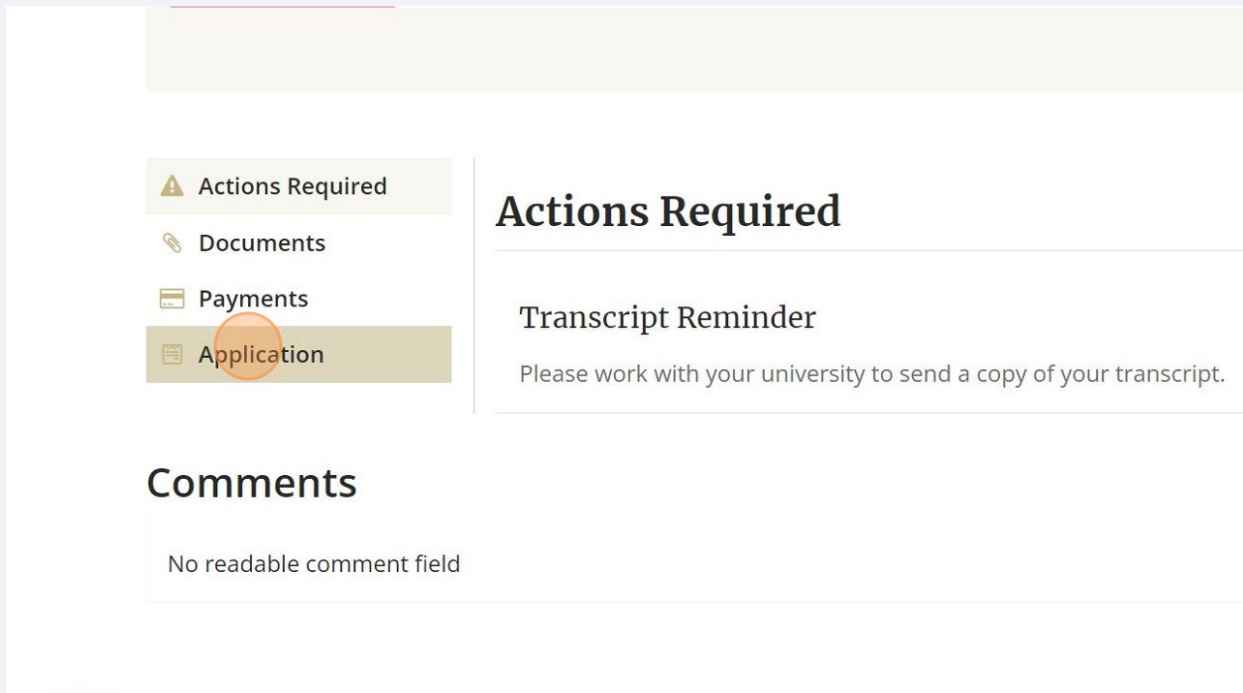
If you didn't select the endorsements you want on your certificate during the application process you can return to the application after submitted to add these endorsement.

Click "View Status" to begin the process.



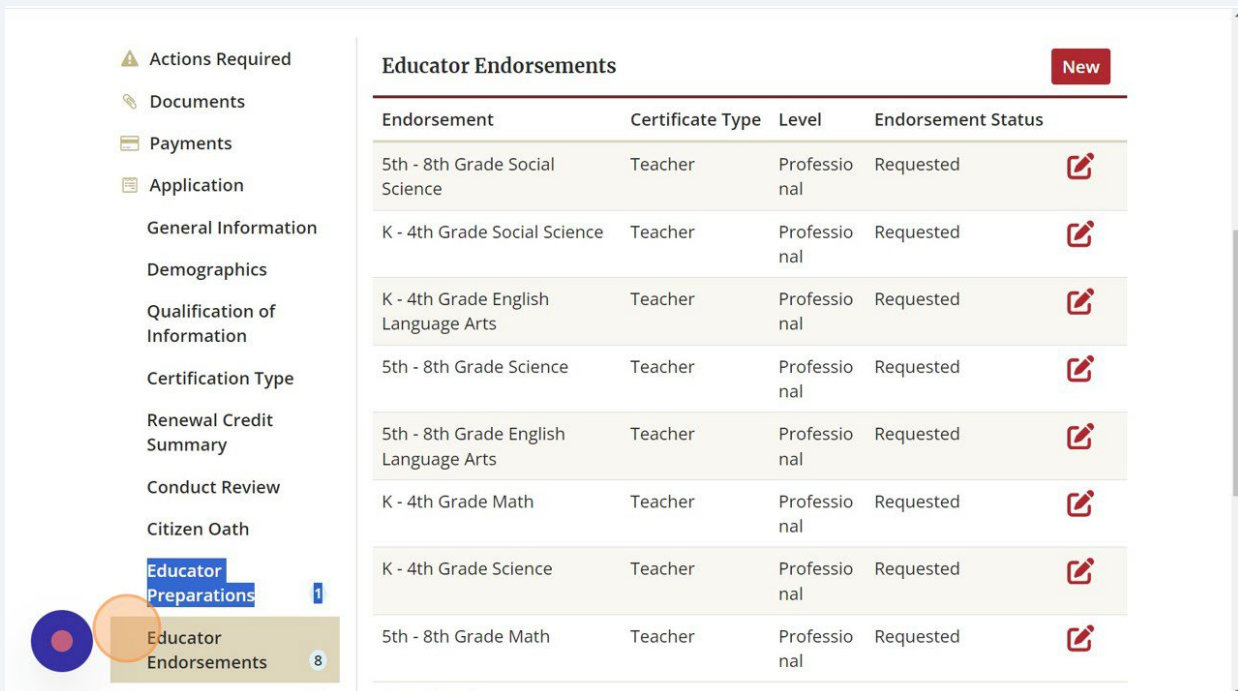
29

Use the "left side menu" to select "Application". Once you click on "Application" it will be expanded to the sections of the application. Some screens will not allow you to make changes as they are attached to your "Educator Profile". In this instance you can complete an "Update Educator Profile" to make changes.



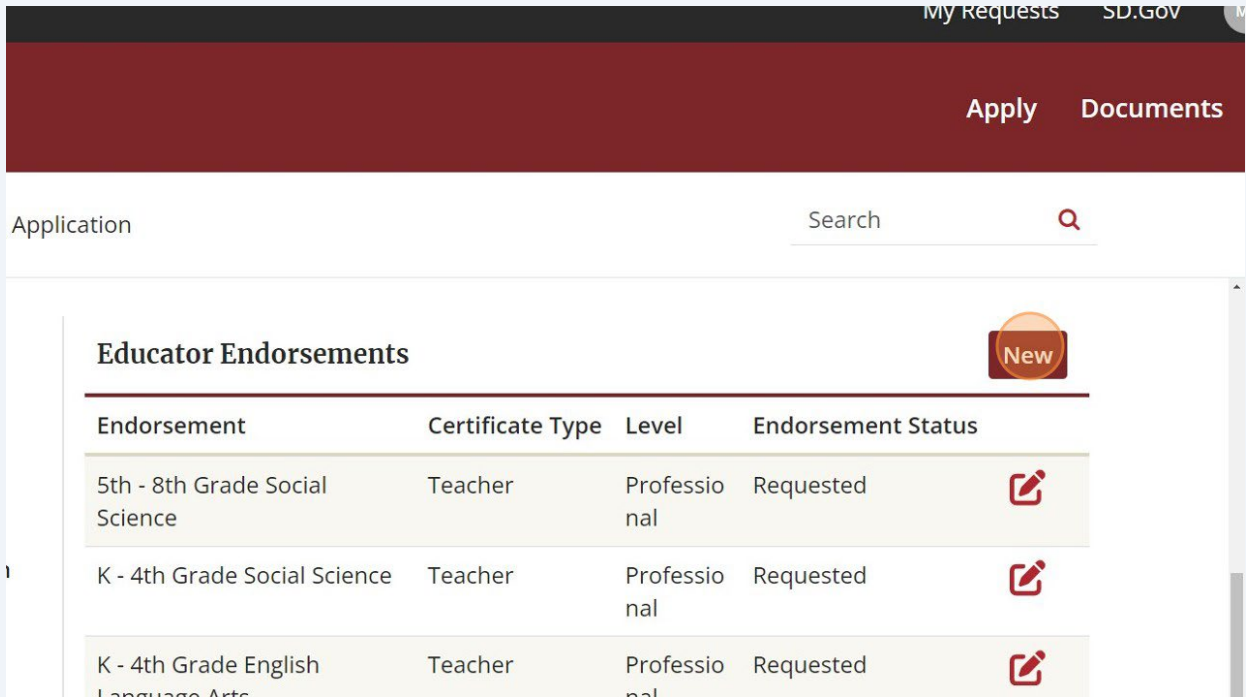
30

To add endorsement to an open application, click on "Educator Endorsements".



Educator Endorsements				New
Endorsement	Certificate Type	Level	Endorsement Status	
5th - 8th Grade Social Science	Teacher	Professional	Requested	
K - 4th Grade Social Science	Teacher	Professional	Requested	
K - 4th Grade English Language Arts	Teacher	Professional	Requested	
5th - 8th Grade Science	Teacher	Professional	Requested	
5th - 8th Grade English Language Arts	Teacher	Professional	Requested	
K - 4th Grade Math	Teacher	Professional	Requested	
K - 4th Grade Science	Teacher	Professional	Requested	
5th - 8th Grade Math	Teacher	Professional	Requested	

31 Click "New"






My Requests SD.Gov

Apply Documents

Application Search

Educator Endorsements New

Endorsement	Certificate Type	Level	Endorsement Status	
5th - 8th Grade Social Science	Teacher	Professional	Requested	
K - 4th Grade Social Science	Teacher	Professional	Requested	
K - 4th Grade English Language Arts	Teacher	Professional	Requested	

32

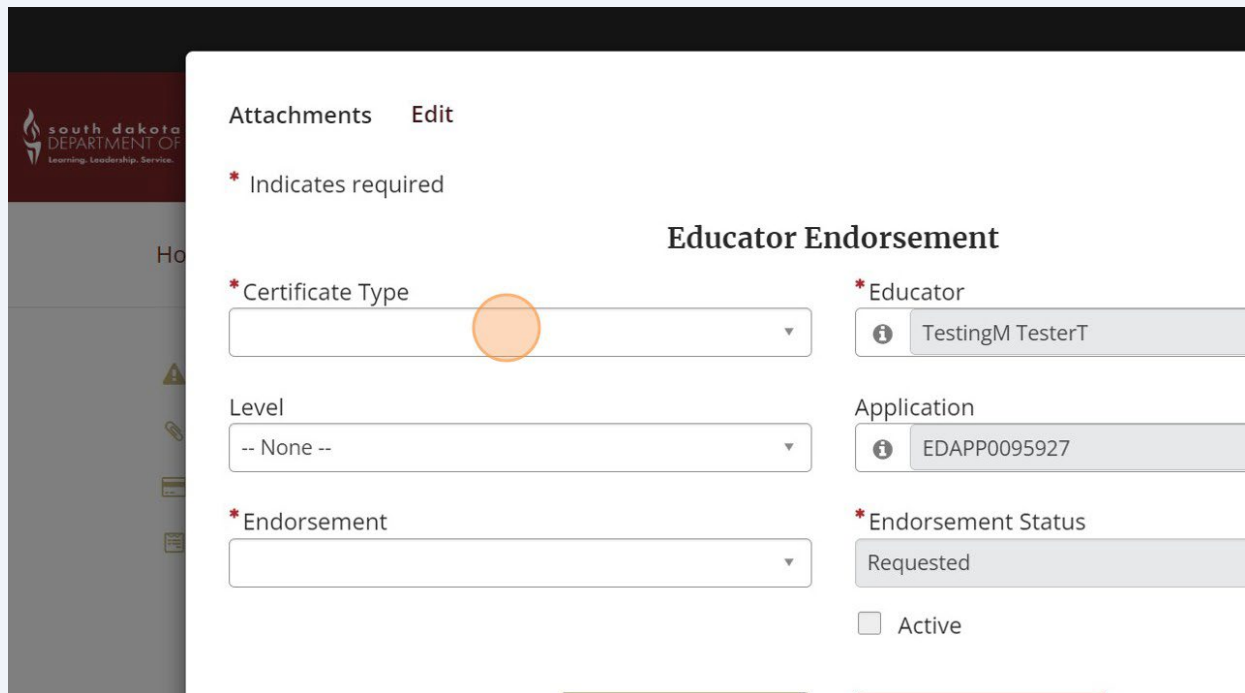
You will need to complete the selections for "Certificate Type", "Level", and "Endorsements".

Tip -- Endorsements is a list of 154 endorsements, you can filter the search by typing in the endorsement. Reference the entire list on the Educator 411:

https://www.sd.gov/411?id=x_end_search

For additional guidance reference:

<https://doe.sd.gov/certification/documents/Guidance-CertificateType.pdf>



The screenshot shows a web form titled "Educator Endorsement" with the following fields and options:

- Attachments** and **Edit** links at the top.
- A note: *** Indicates required**
- * Certificate Type**: A dropdown menu with an orange circle highlighting the selection area.
- Level**: A dropdown menu with the selection "-- None --".
- * Endorsement**: A dropdown menu.
- * Educator**: A text field containing "TestingM TesterT".
- Application**: A text field containing "EDAPP0095927".
- * Endorsement Status**: A text field containing "Requested".
- An **Active** checkbox, which is currently unchecked.

33 After making your select, click "Save".

Application: EDAPP0095927

*Endorsement Status: Requested

Active

Buttons: Cancel, Save

Endorsement	Certificate Type	Level	Endorsement Status
Language Arts	Teacher	Professional	Requested
5th - 8th Grade Science	Teacher	Professional	Requested
5th - 8th Grade English Language Arts	Teacher	Professional	Requested
K - 4th Grade Math	Teacher	Professional	Requested

34 To add additional endorsements click "New" to add the request to your open application.

Buttons: Apply, Documents

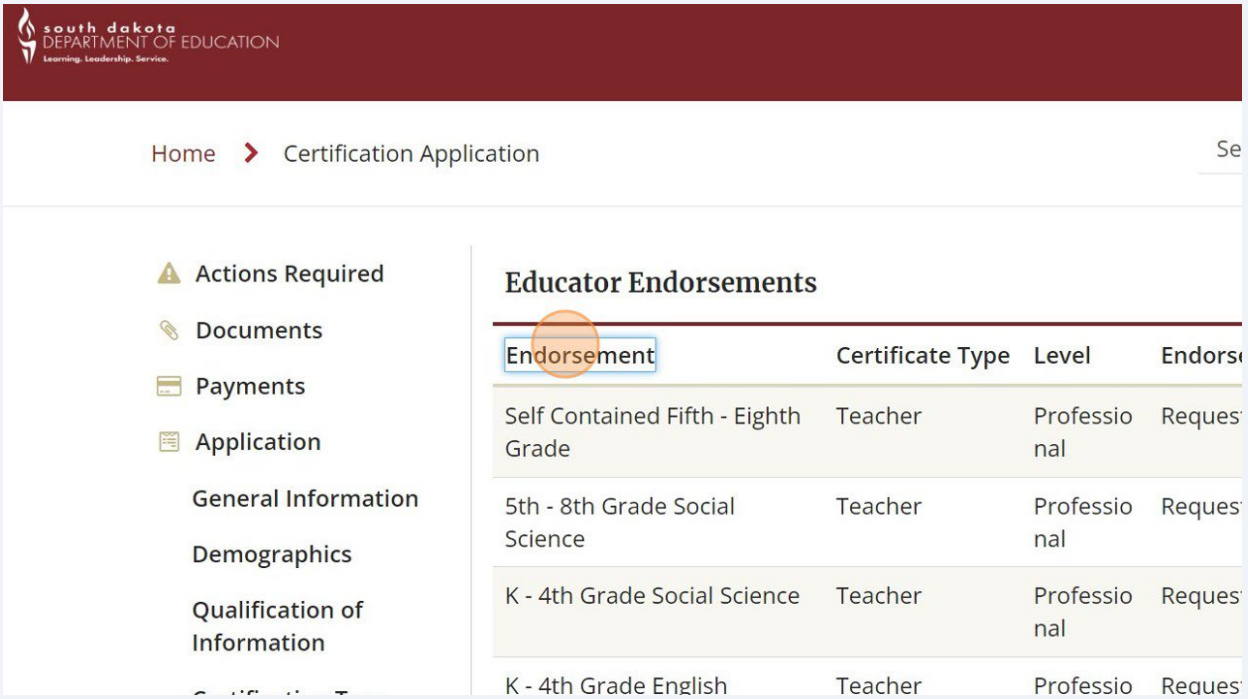
Application: Search

Educator Endorsements New

Endorsement	Certificate Type	Level	Endorsement Status
Self Contained Fifth - Eighth Grade	Teacher	Professional	Requested
5th - 8th Grade Social Science	Teacher	Professional	Requested
K - 4th Grade Social Science	Teacher	Professional	Requested

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To view the requested Endorsement you can click "Endorsement" to apply A-Z sort on the column to view the information.



The screenshot shows the South Dakota Department of Education website interface. At the top, there is a navigation bar with "Home" and "Certification Application" links. Below this is a sidebar menu with options: "Actions Required", "Documents", "Payments", "Application", "General Information", "Demographics", and "Qualification of Information". The main content area is titled "Educator Endorsements" and contains a table with the following columns: "Endorsement", "Certificate Type", "Level", and "Endorsed". The "Endorsement" column is highlighted with a blue box and a red circle, indicating it is the focus of the instruction. The table lists four endorsement types: "Self Contained Fifth - Eighth Grade", "5th - 8th Grade Social Science", "K - 4th Grade Social Science", and "K - 4th Grade English". Each row shows a "Teacher" certificate type, a "Professional" level, and a "Requested" status.

Endorsement	Certificate Type	Level	Endorsed
Self Contained Fifth - Eighth Grade	Teacher	Professional	Requested
5th - 8th Grade Social Science	Teacher	Professional	Requested
K - 4th Grade Social Science	Teacher	Professional	Requested
K - 4th Grade English	Teacher	Professional	Requested