Guidance of the "View Status" of an open^Scribe^ 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"**
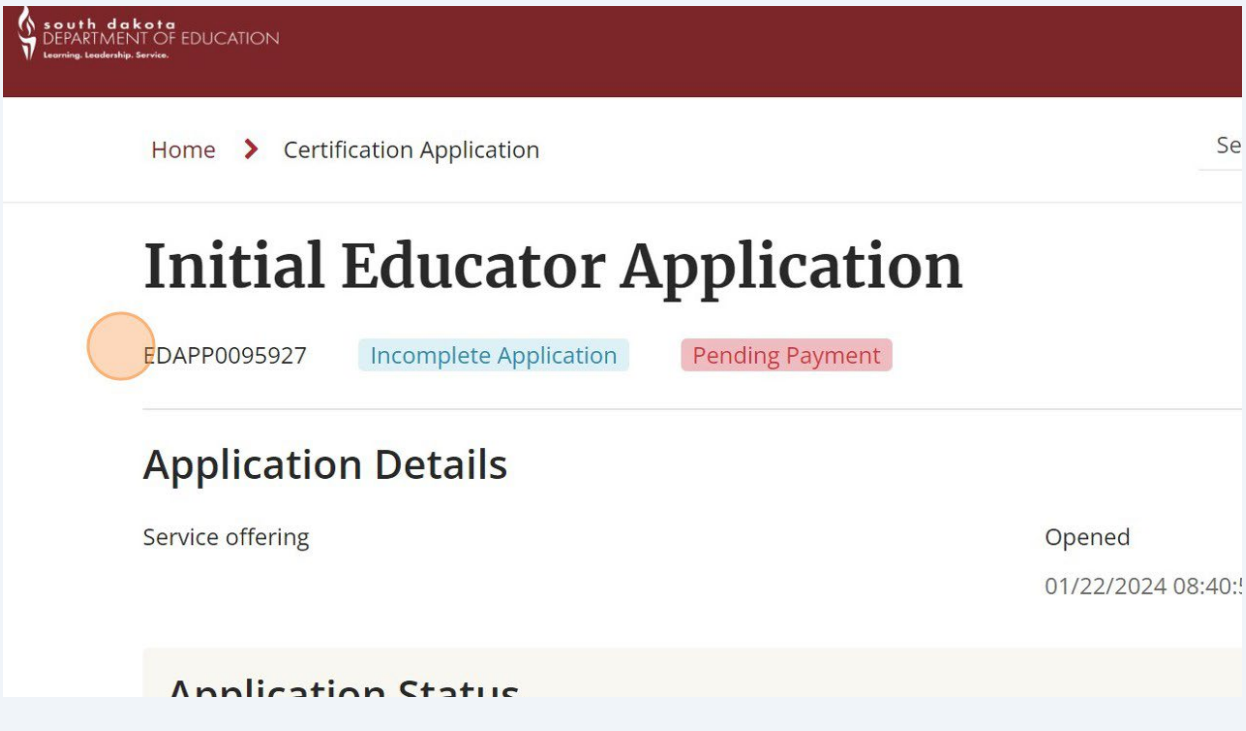
**Your name will display in the top right corner if you are successfully logged in.

This screenshot is from a testing environment. The "Reset Profile" and "Reset Application" will not be visible on your screen.
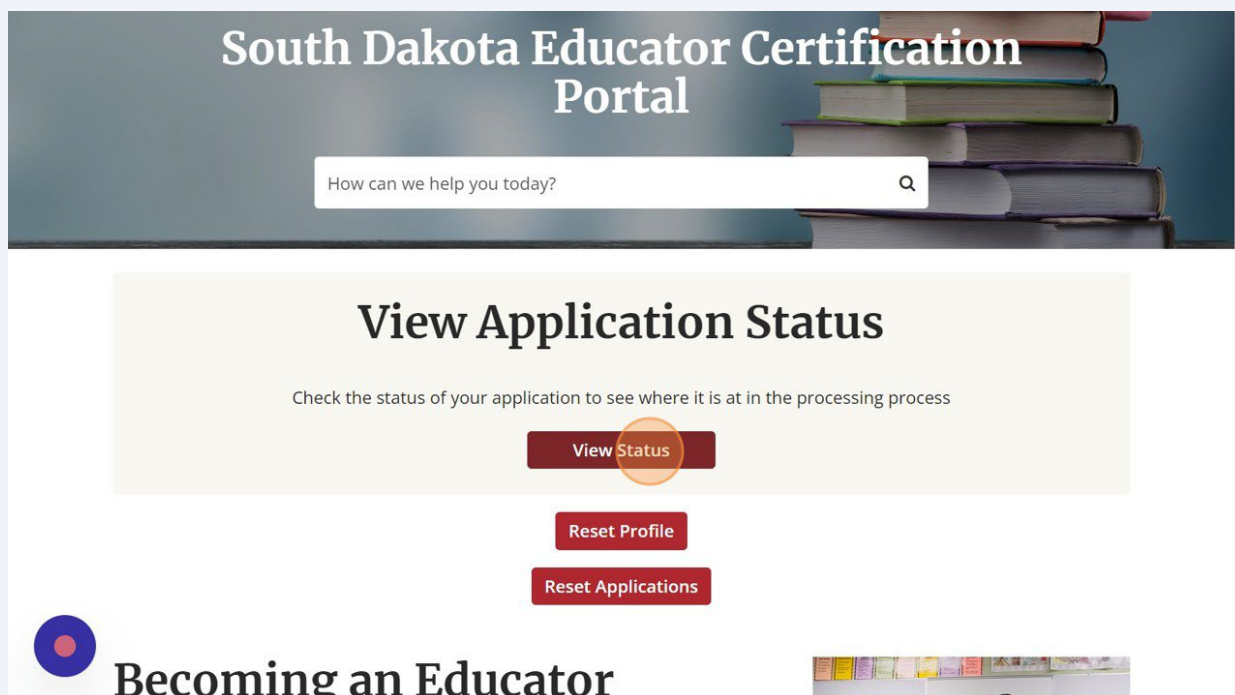
3 After clicking the "View Status" button you will be able to see your application number. In this example the application number is EDAPP0095927.

Home > Certification Application

Initial Educator Application

EDAPP0095927   Incomplete Application   Pending Payment
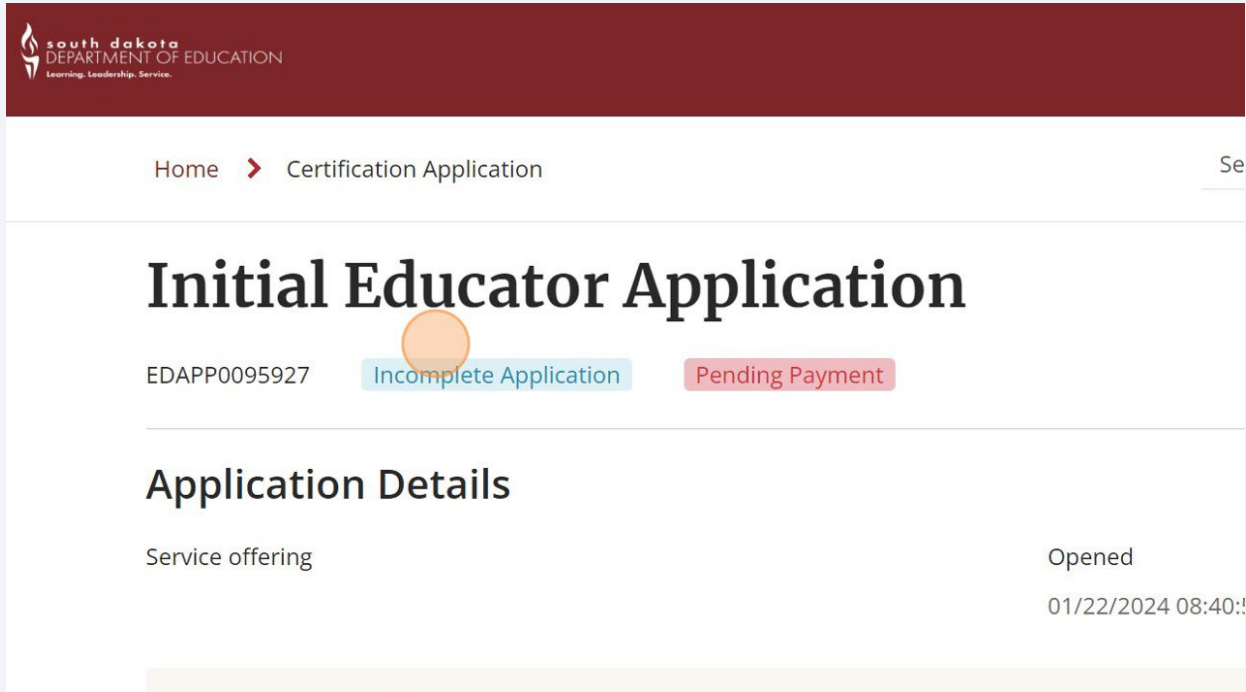
Application Details

Service offering

Opened
01/22/2024 08:40:

Application Status

4 The current status of this application is "Incomplete Application" with a "Pending Payment"
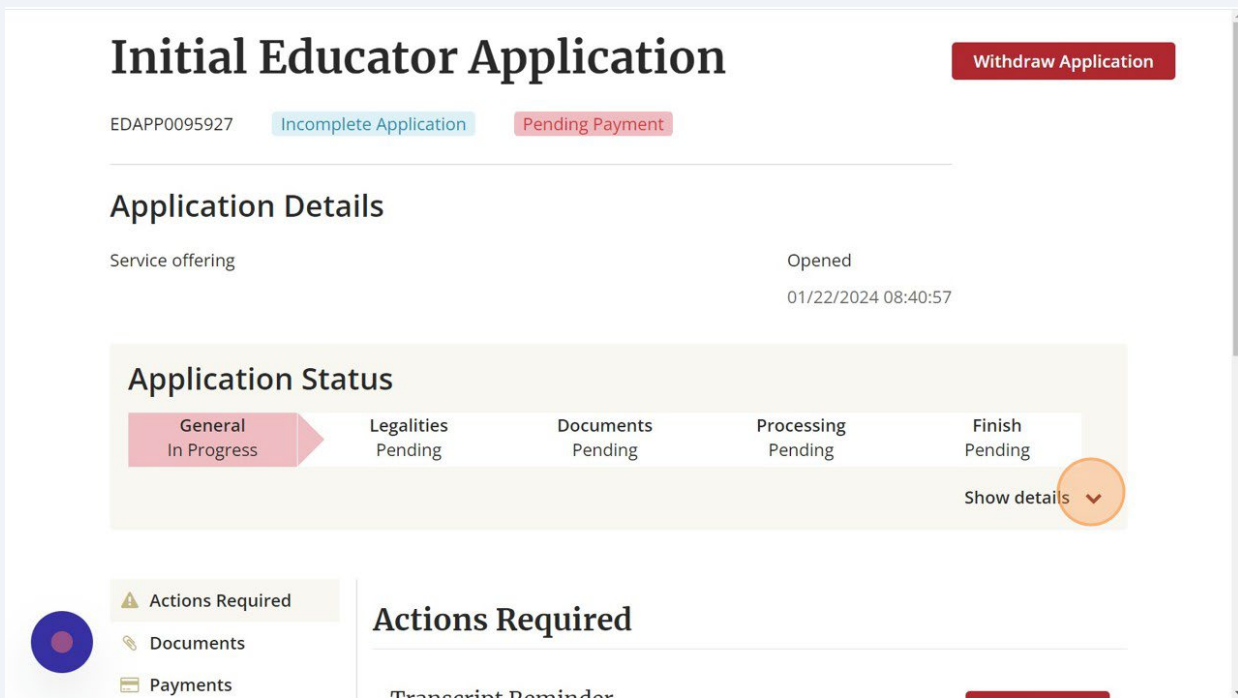
Important: A review of your application will not start until the payment has been made.

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Home > Certification Application   Se

Initial Educator Application

EDAPP0095927   Incomplete Application   Pending Payment

Application Details

Service offering   Opened
                                                          01/22/2024 08:40:5

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".

Initial Educator Application   Withdraw Application

EDAPP0095927   Incomplete Application   Pending Payment

Application Details

Service offering   Opened
                                                          01/22/2024 08:40:57

Application Status

General	Legalities	Documents	Processing	Finish
In Progress	Pending	Pending	Pending	Pending

Show details ∨

⚠ Actions Required   **Actions Required**
🔖 Documents
💳 Payments   Transcript Reminder

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
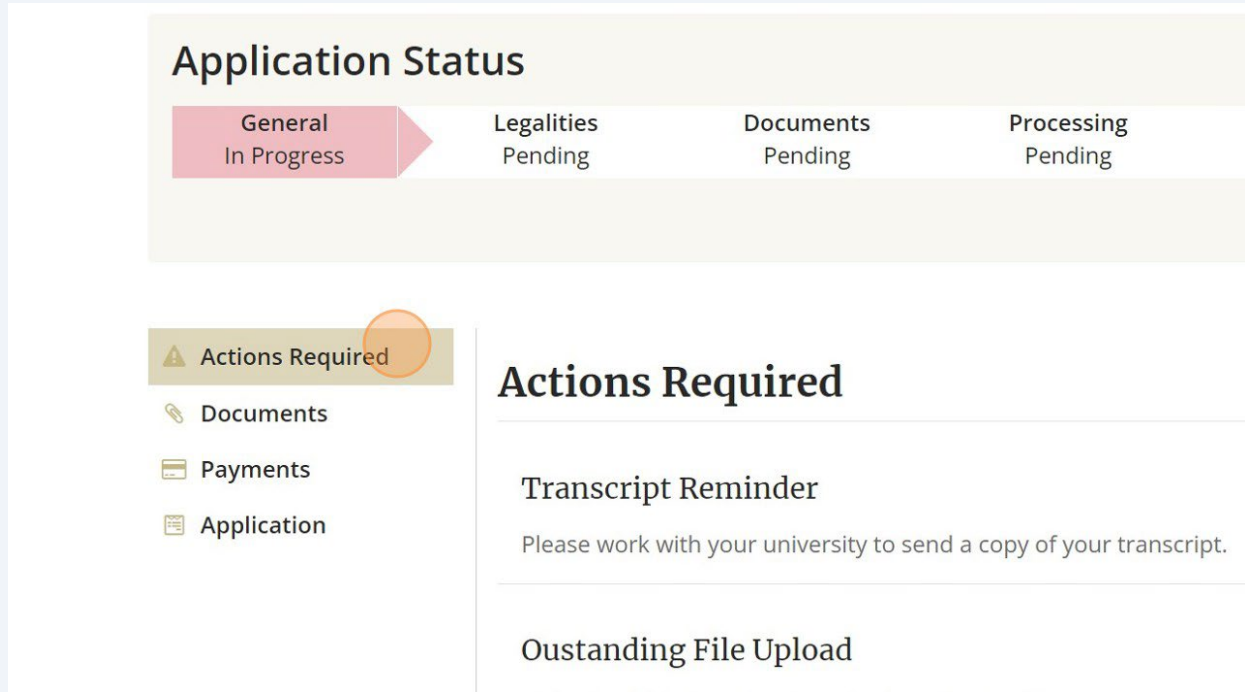
Review Endorsements: Pending

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.

Application Status

General	Legalities	Documents	Processing
In Progress	Pending	Pending	Pending

⚠ Actions Required
🔗 Documents
💳 Payments
📋 Application

Actions Required

Transcript Reminder

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

Oustanding 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]

Oustanding File Upload

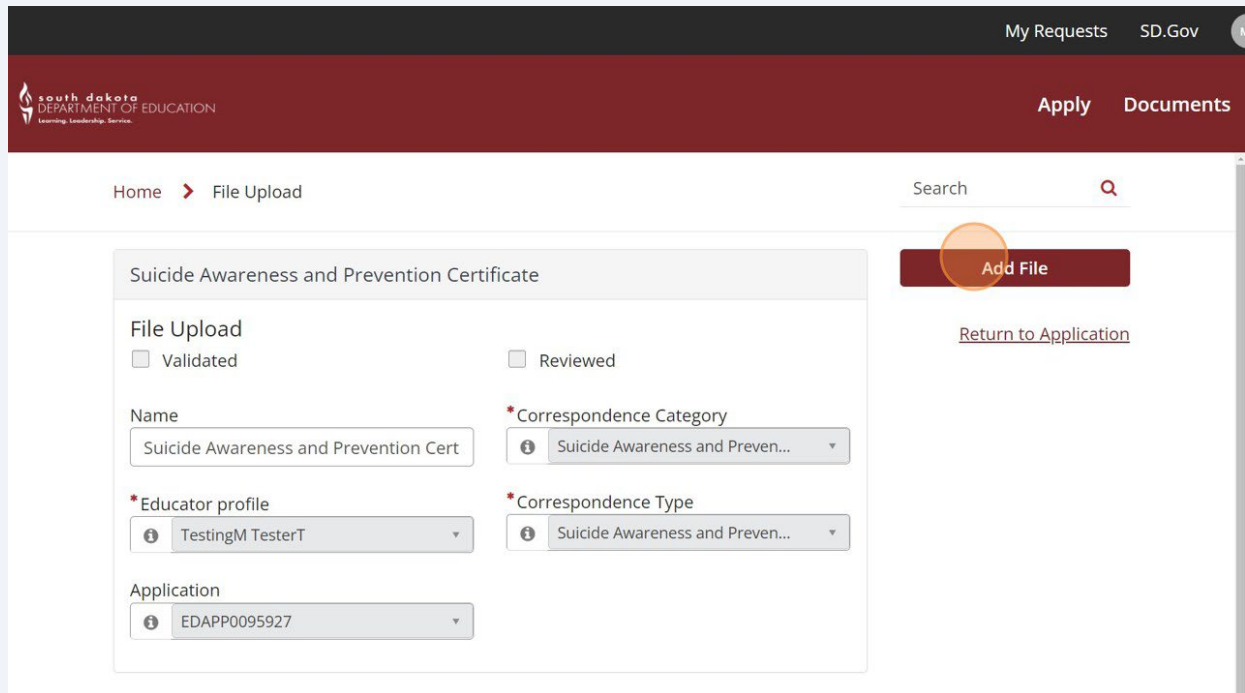Upload Suicide Awareness and Prevention Certificate

[View]

Outstanding Payment

Please pay outstanding certification fees.

[View]

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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.

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.

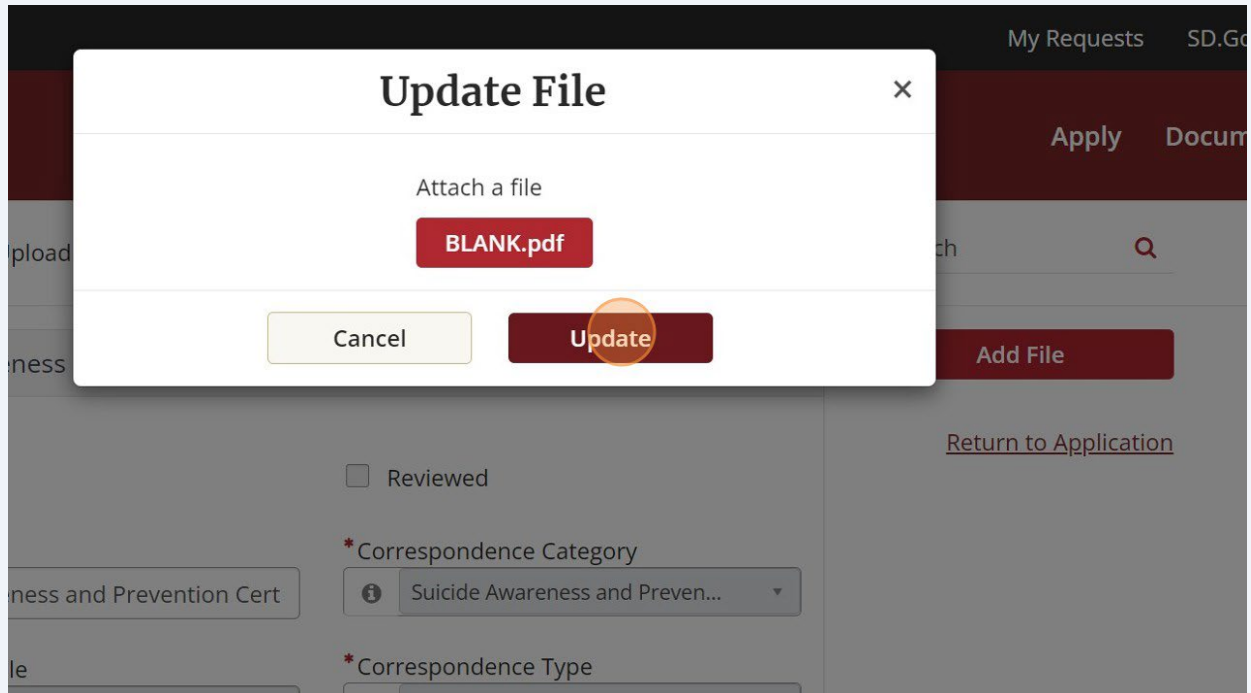**11** After selecting your document. Click "Update" to attach it to your record.
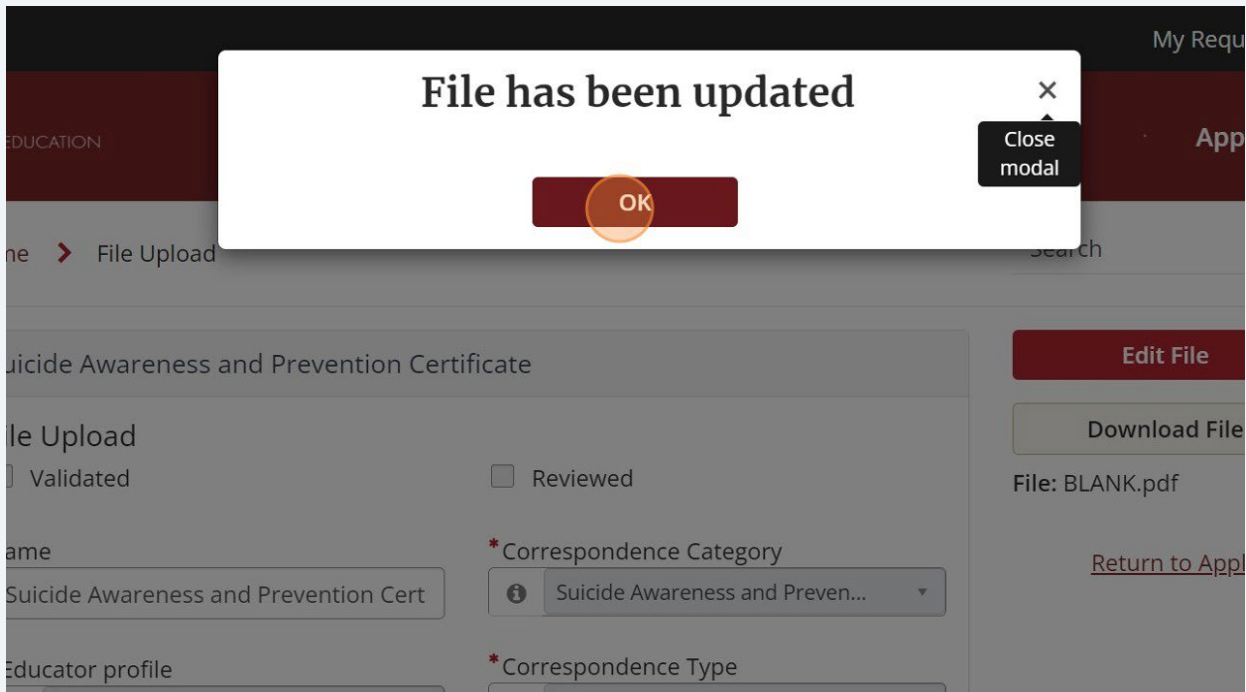
*Please do not:

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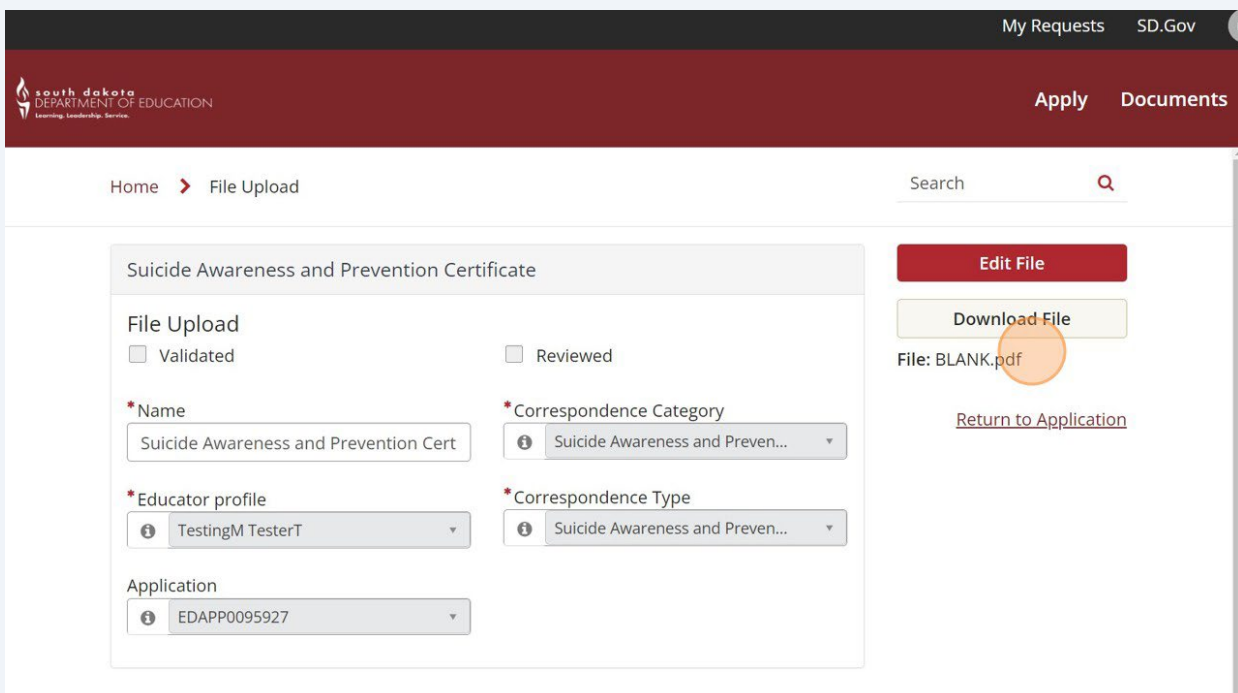
14 After you have confirmed you document has been uploaded. Click "Return to Application" to move on to the next "Action Required".

Search 🔍

nd Prevention Certificate

Edit File

Download File

File: BLANK.pdf

☐ Reviewed

Return to Application

* Correspondence Category

ℹ Suicide Awareness and Preven... ▼

d Prevention Cert

▼

* Correspondence Type

ℹ Suicide Awareness and Preven... ▼

▼

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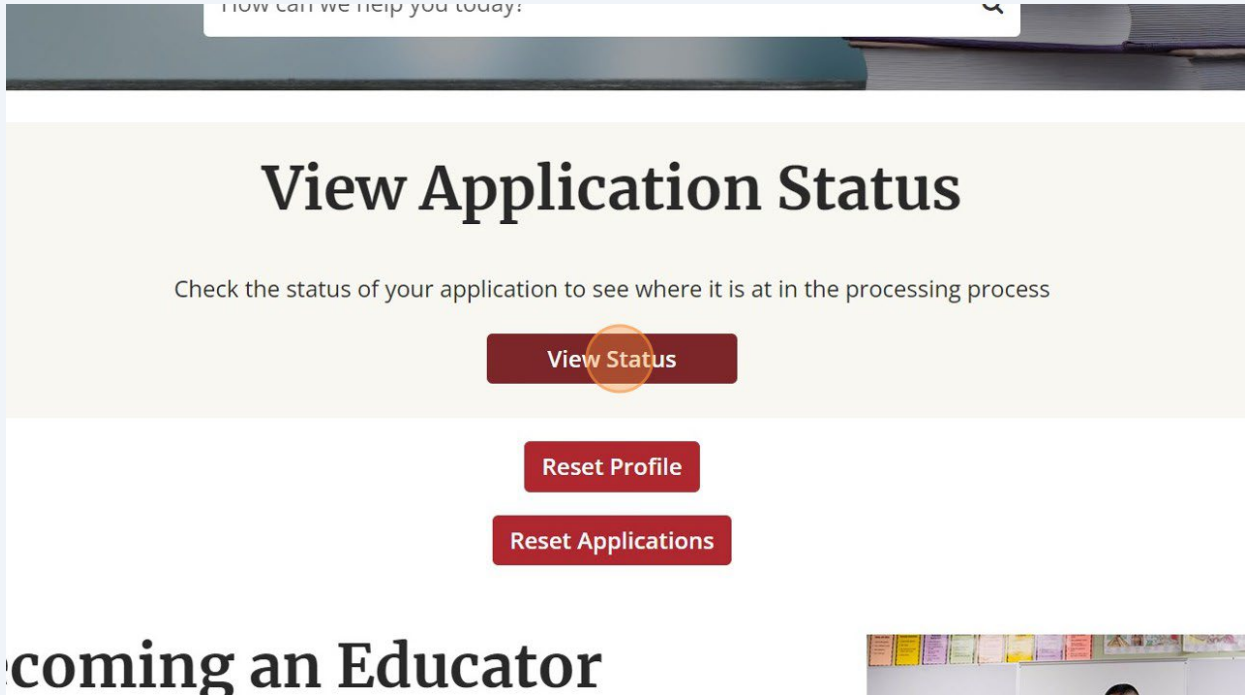
15 **STEPS 15 -20 - How to check the status of your documents attached to your application and add additional documents.**
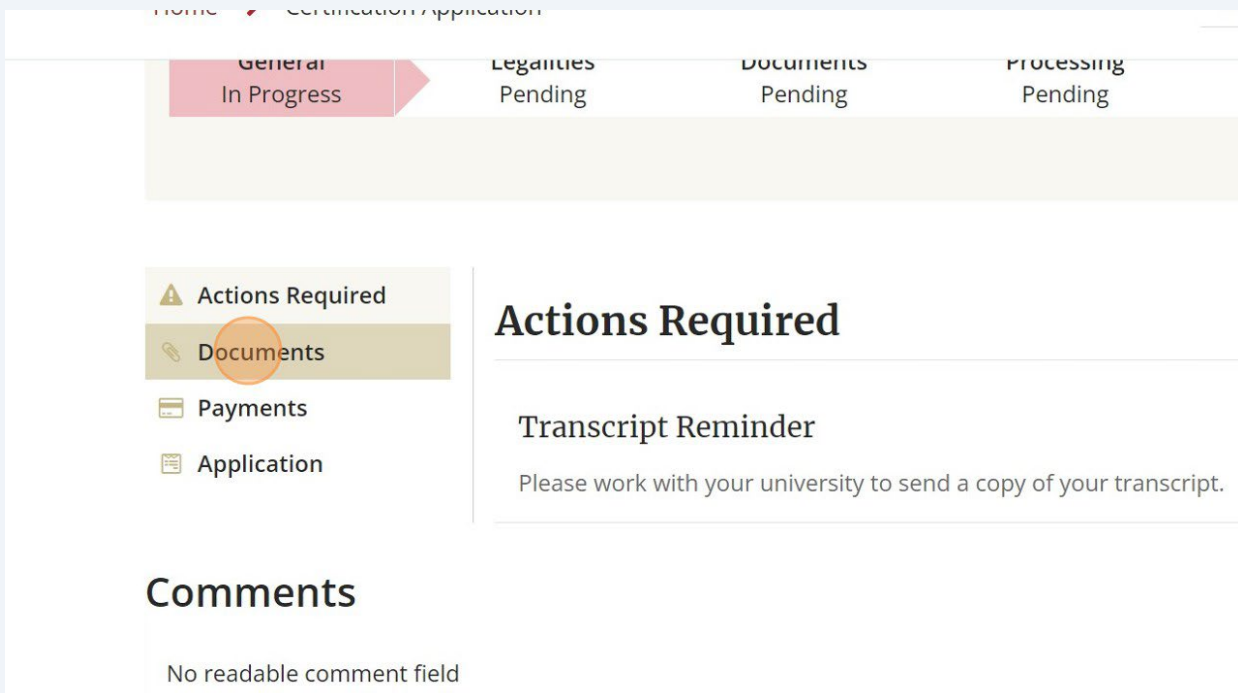
Click "View Status" to return to the progress of your application.

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

How can we help you today?

View Application Status

Check the status of your application to see where it is at in the processing process

View Status

Reset Profile

Reset Applications

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

Home   Certification Application

General	Legalities	Documents	Processing
In Progress	Pending	Pending	Pending

⚠ Actions Required

🔗 Documents

▭ Payments

▤ Application

Actions Required

Transcript Reminder

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

Comments

No readable comment field

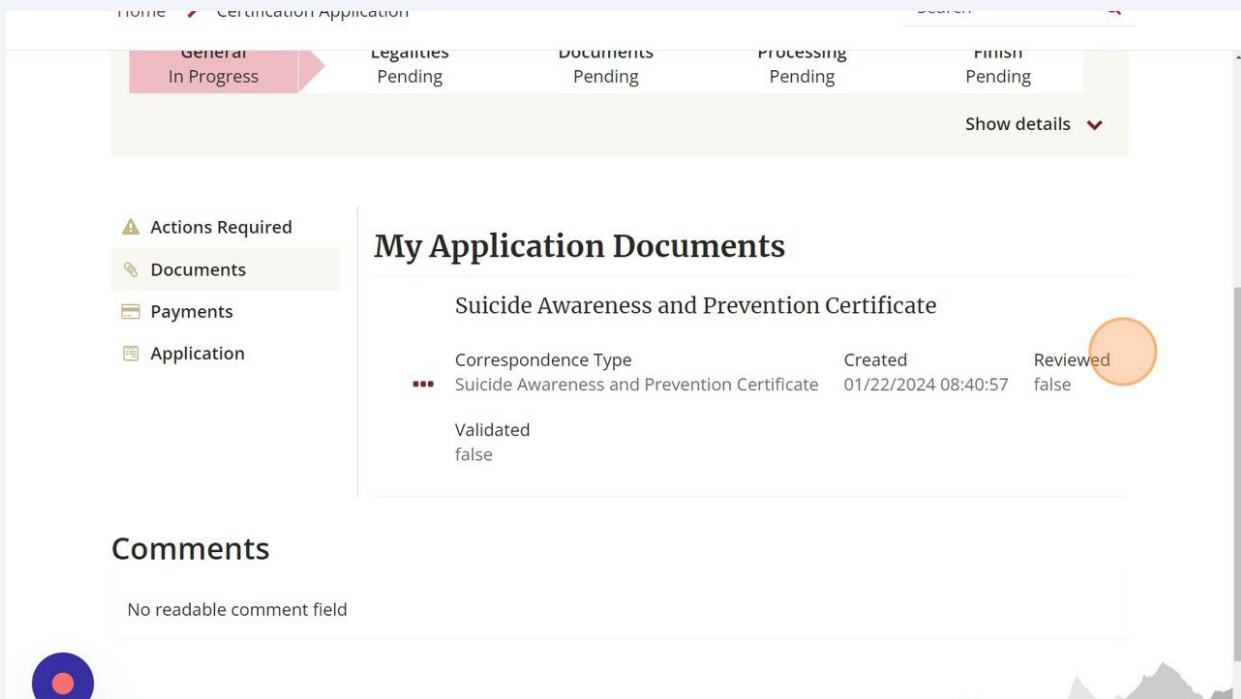**17** Documents attached to your application will be displayed.

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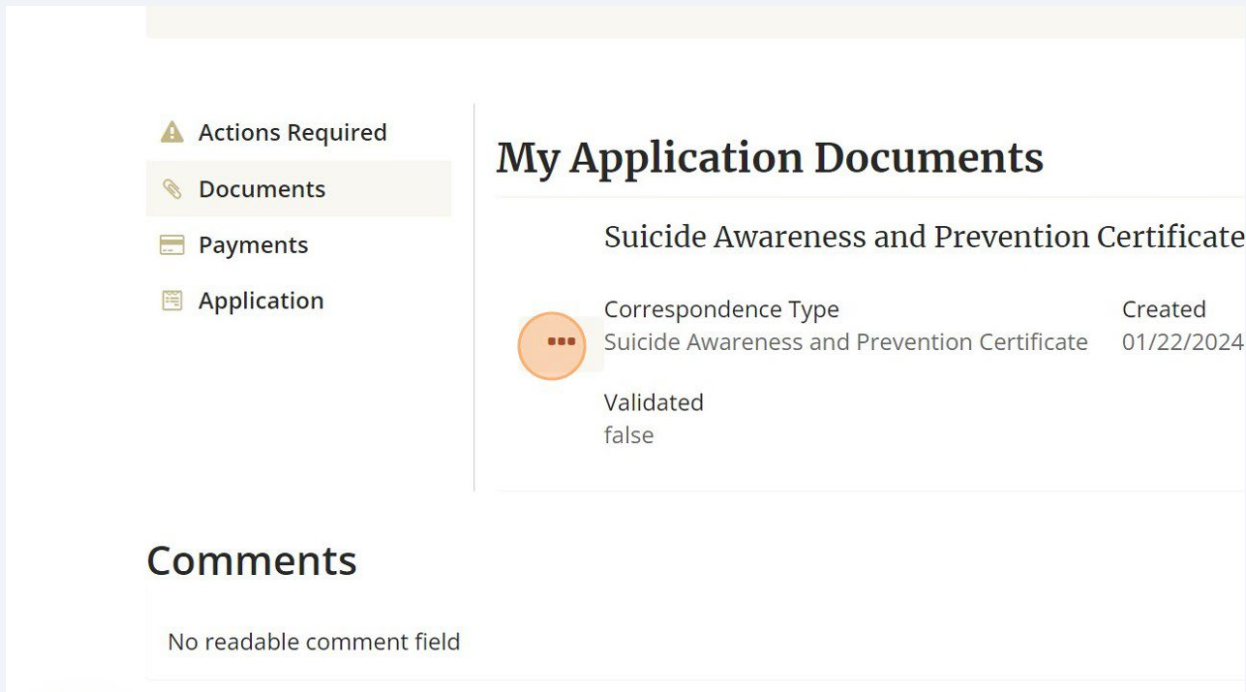
18 To view the document that is attached to the item, click on the three dots to the left of the document "correspondence type" .

⚠ Actions Required
✎ Documents
▭ Payments
▤ Application

My Application Documents

Suicide Awareness and Prevention Certificate

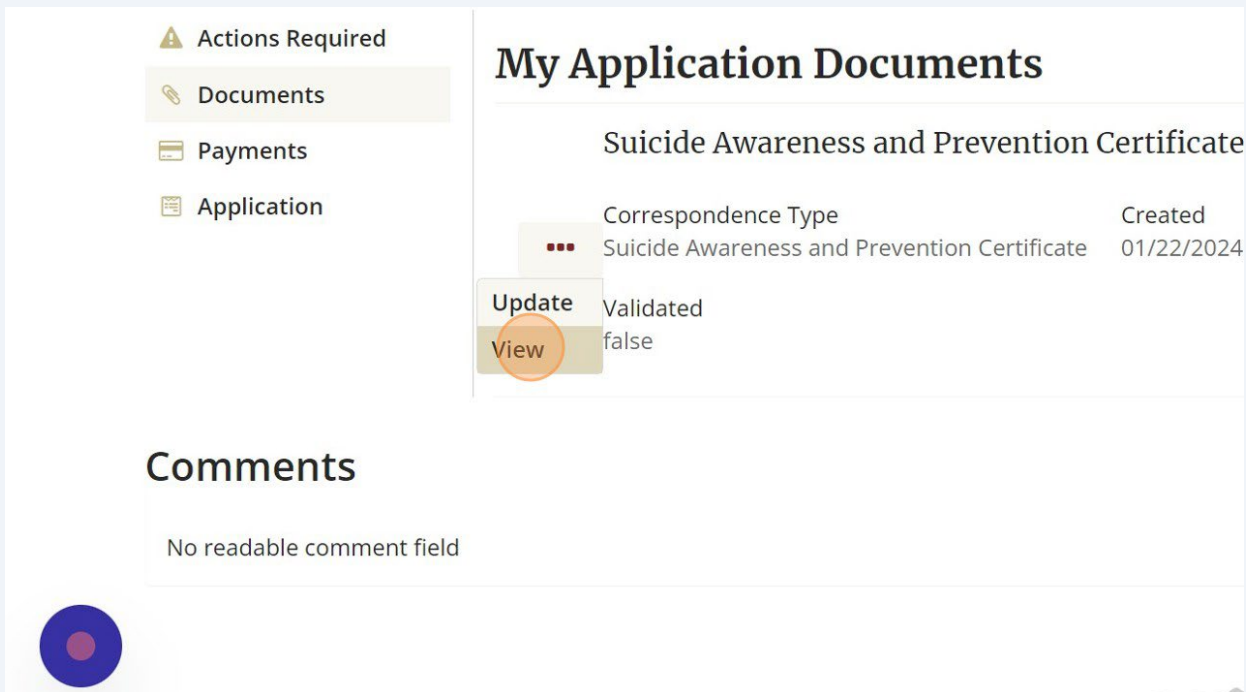| Correspondence Type	Created
Suicide Awareness and Prevention Certificate	01/22/2024

Validated
false

Comments

No readable comment field

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

⚠ Actions Required
✎ Documents
▭ Payments
▤ Application

My Application Documents

Suicide Awareness and Prevention Certificate

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

Update
View   Validated
         false

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.
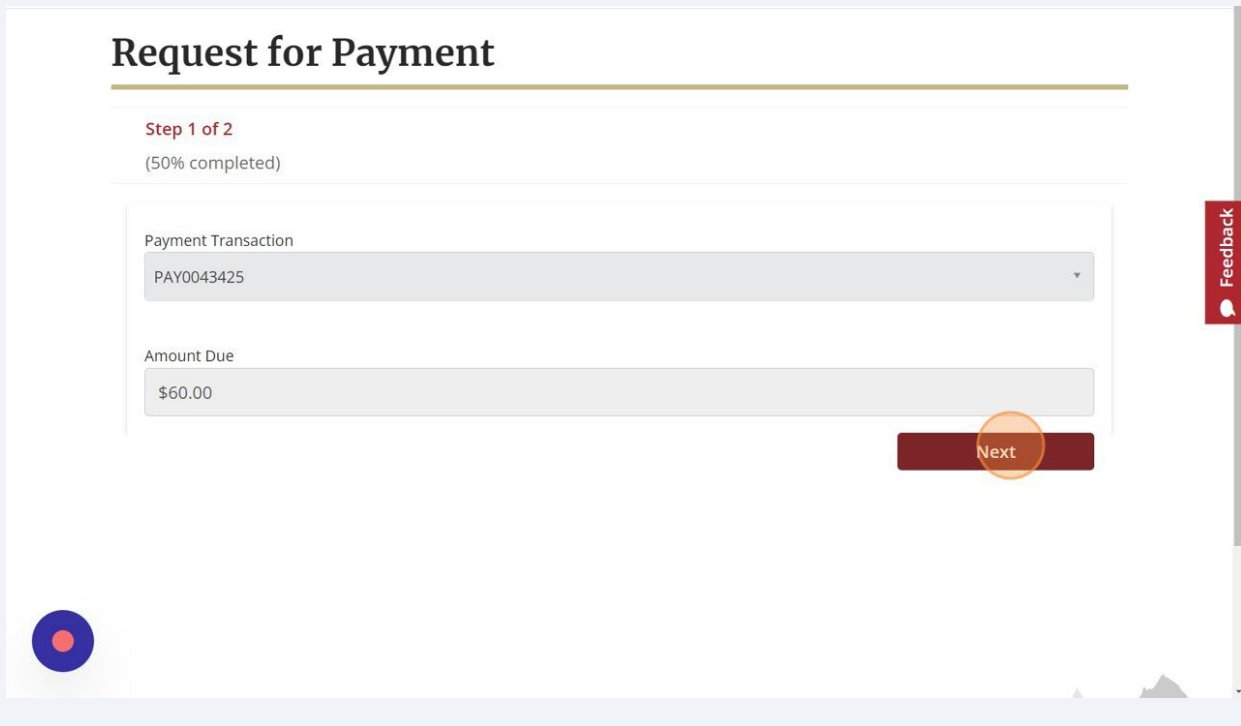
View

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 ▾
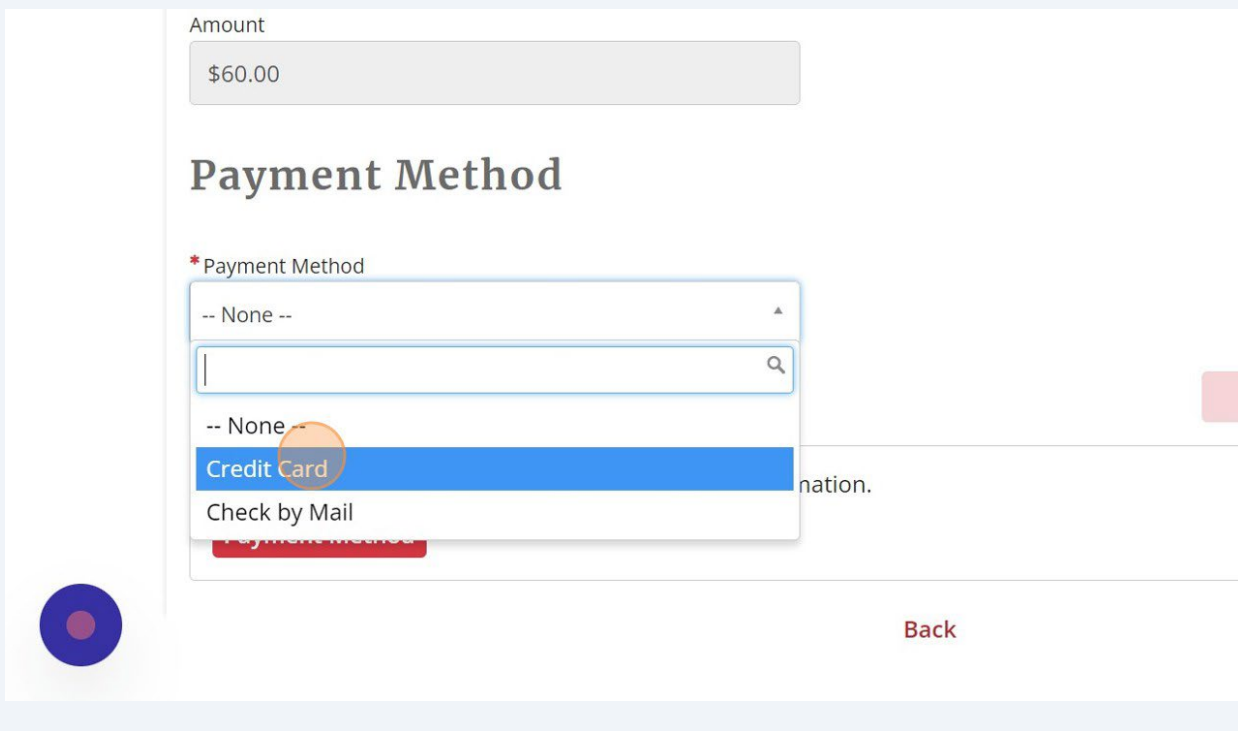
Amount Due

$60.00

Next

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

Amount

$60.00

Payment Method

*Payment Method

-- None -- ▲

🔍

-- None --

Credit Card

Check by Mail

nation.

Back

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

Payment Method

*Payment Method
Credit Card

Billing Information

*Street Address
123 Main

*City
Anytown

*State
South Dakota

*Zip Code
57501

Card Information

*Name on Card

*Card Number

*Exp Date

*Security Code

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

*Card Number
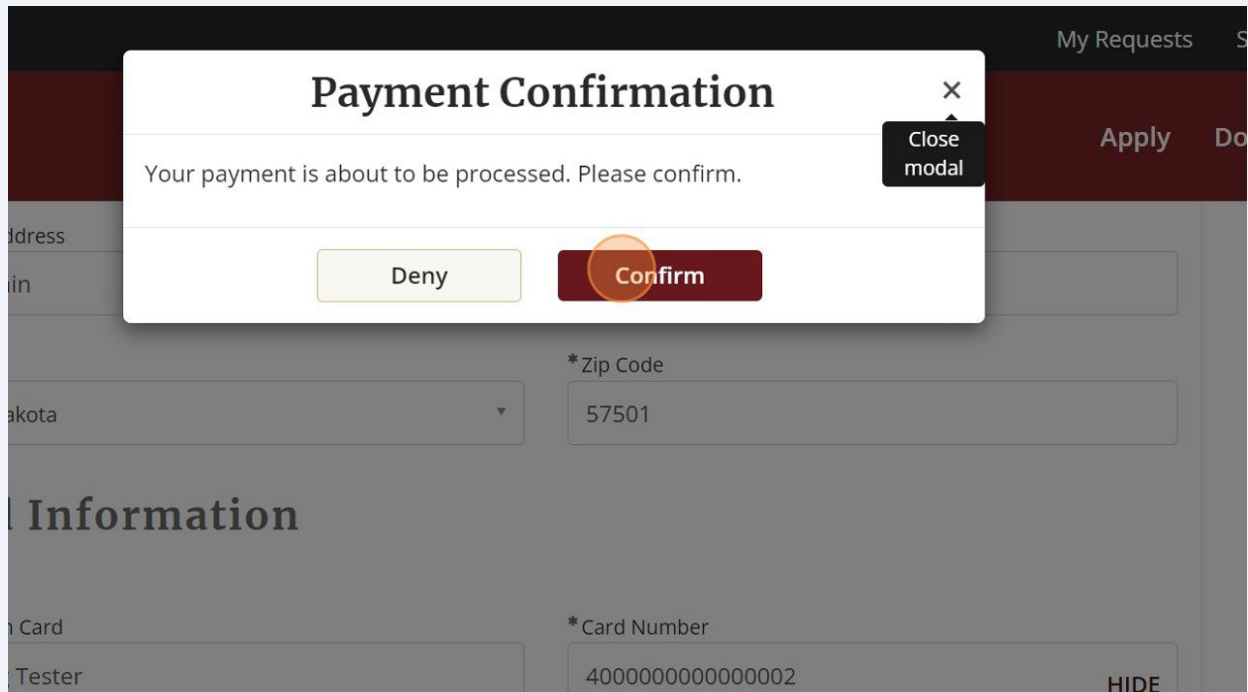4000000000000002   HIDE

digits and in format MMYY ✖

*Security Code
•••   SHOW

t transaction through SSL

Submit

Back

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

27 If your payment was submitted you will see the "Success" screen. Click "Go Home" to return to the Educator Portal.
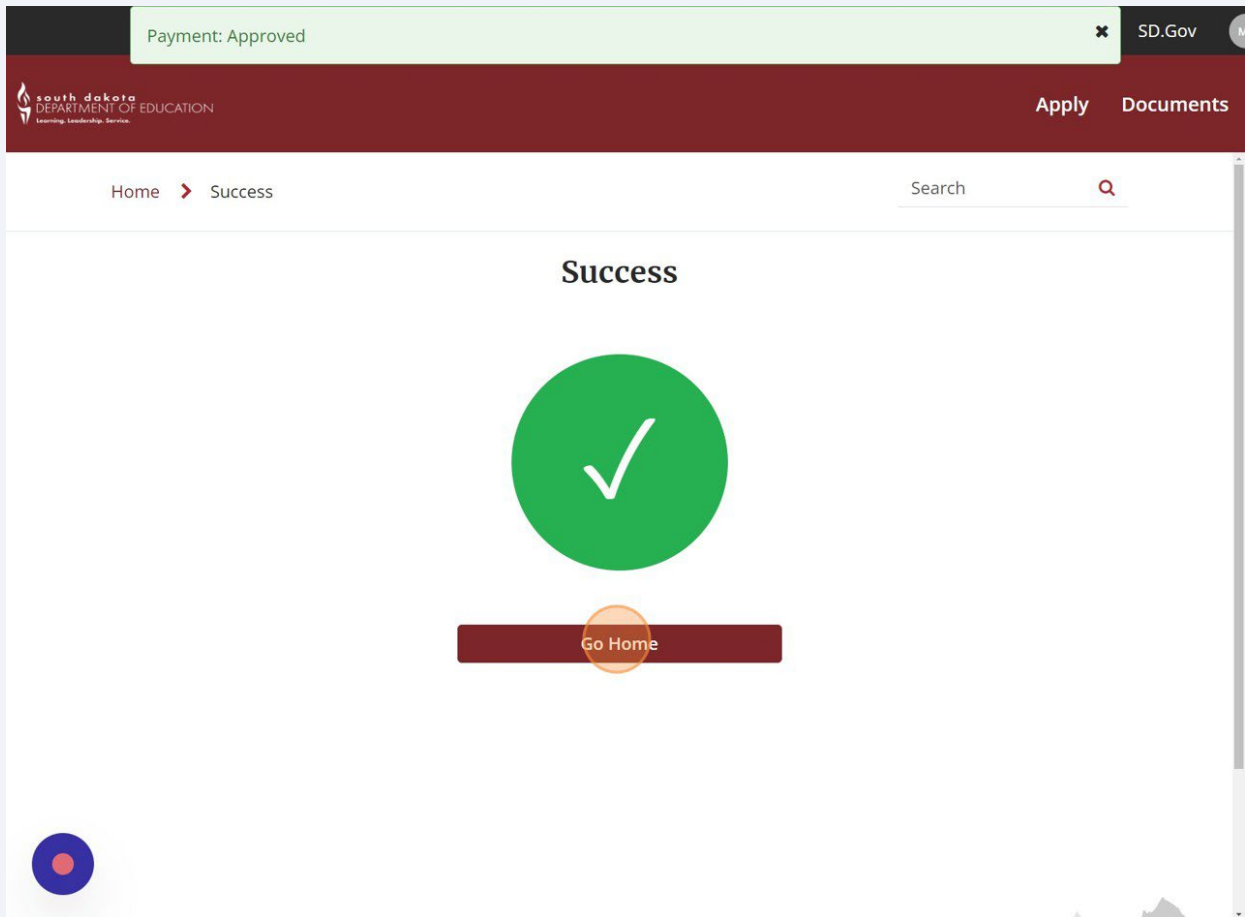
28 **STEPS 28-35 - How to add an endorsement after the application has been submitted.**

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.

View Application Status

Check the status of your application to see where it is at in the processing process

View Status

Reset Profile

Reset Applications

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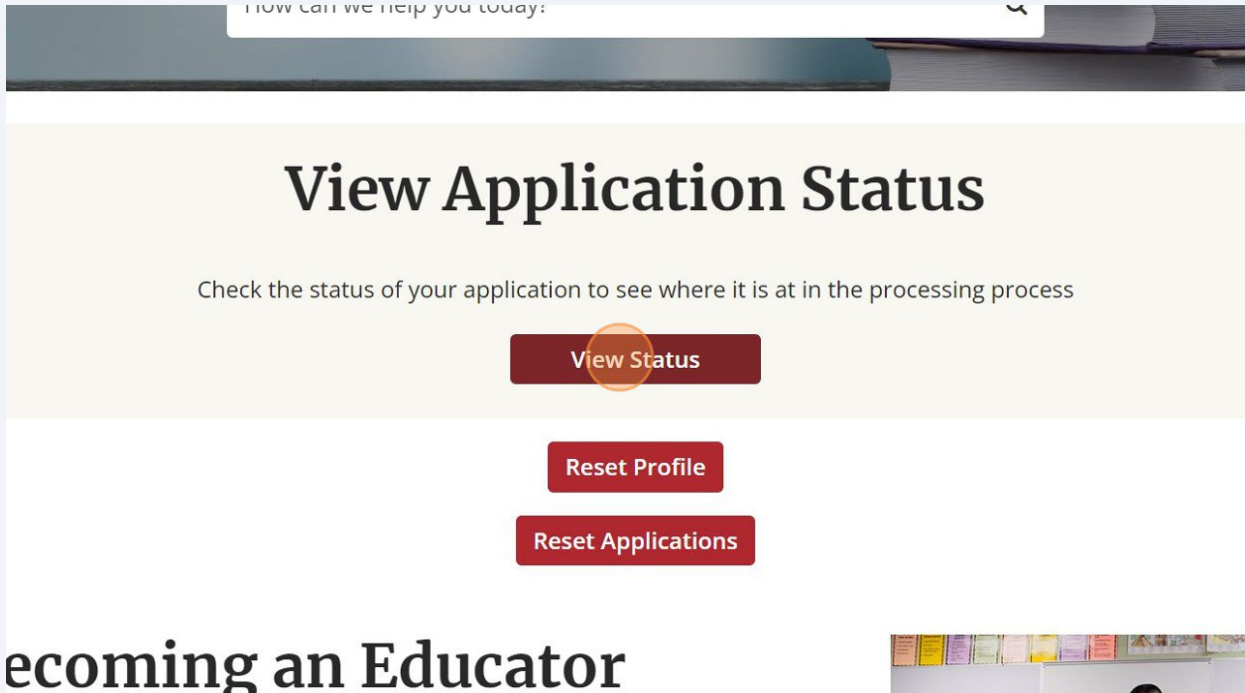
29   Use the "left side menu" to select "Application". Once you click on "Application" it will be expanded to the sections 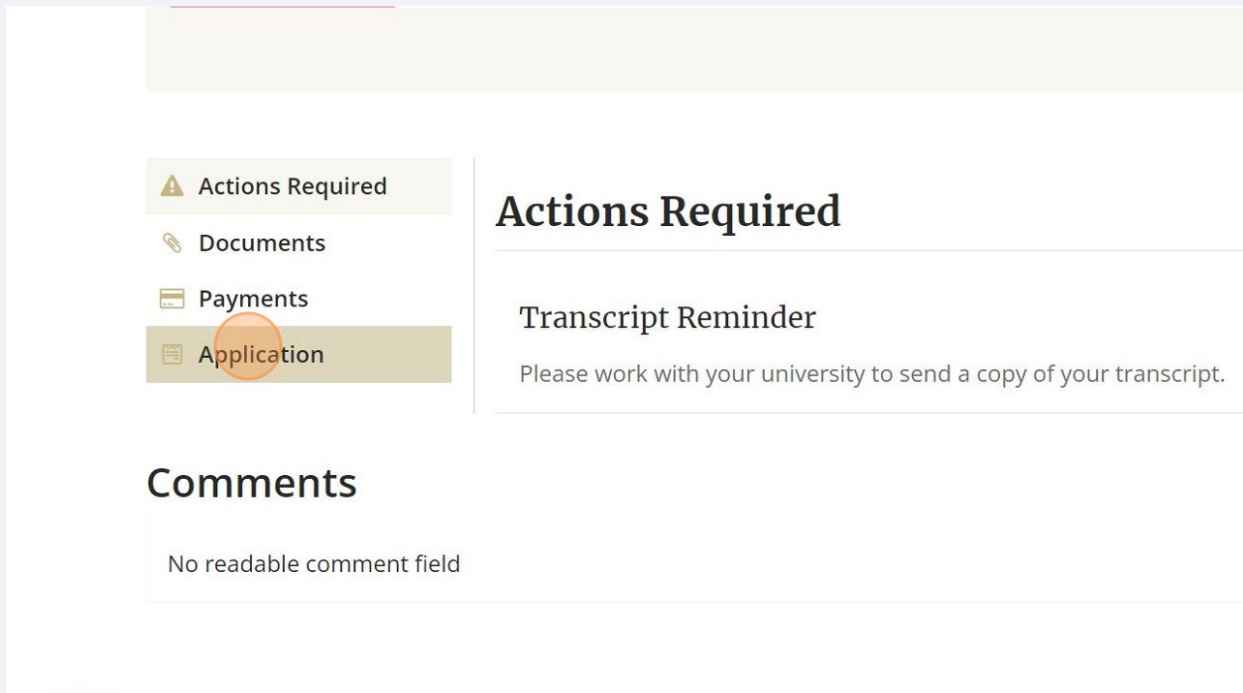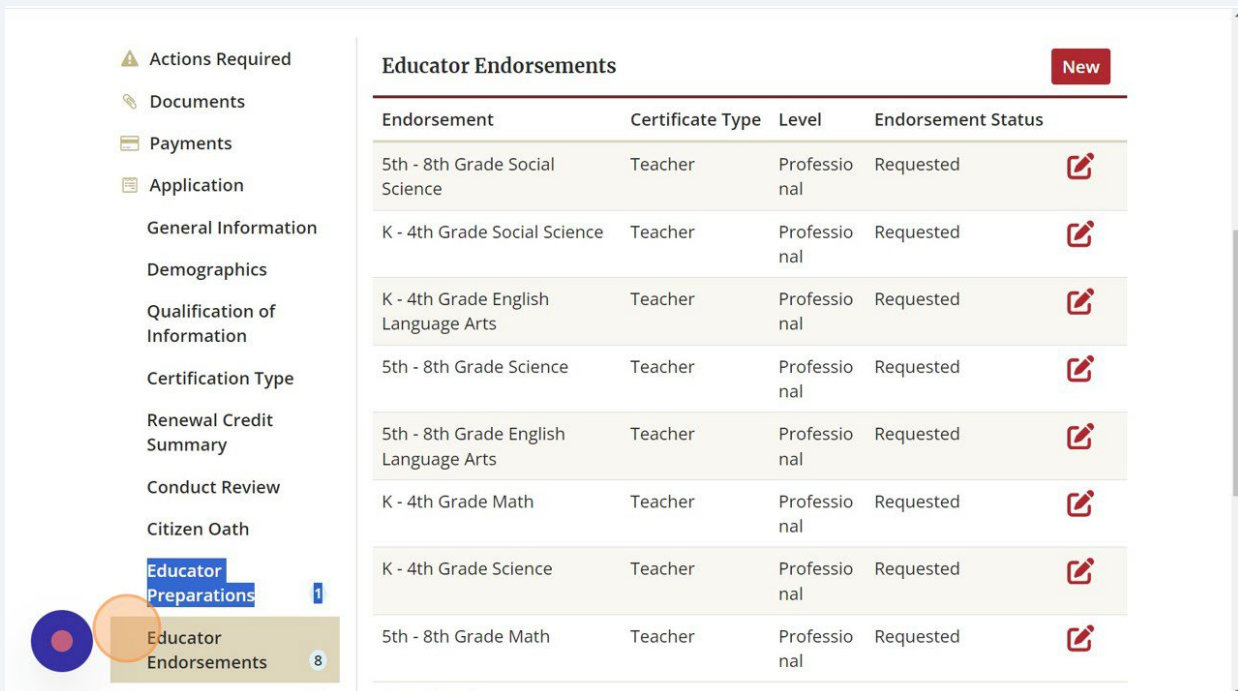of the application. Some screens will not allow you to make changes as they are attached to your "Educator Profile". In this instance you can complete an "Update Educator Profile" to make changes.
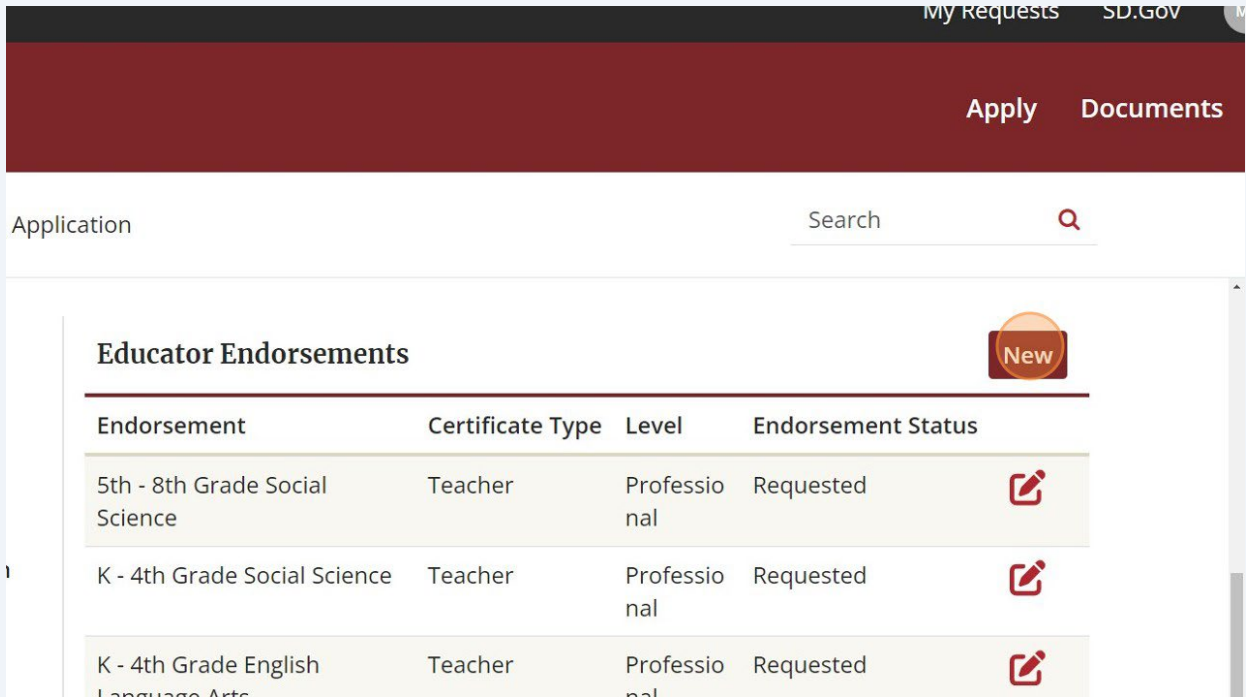
⚠ Actions Required
🔖 Documents
▭ Payments
▤ Application

Actions Required

Transcript Reminder

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

Comments

No readable comment field

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

⚠ Actions Required
🔖 Documents
▭ Payments
▤ Application
  General Information
  Demographics
  Qualification of Information
  Certification Type
  Renewal Credit Summary
  Conduct Review
  Citizen Oath
  Educator Preparations [1]
  Educator Endorsements [8]

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

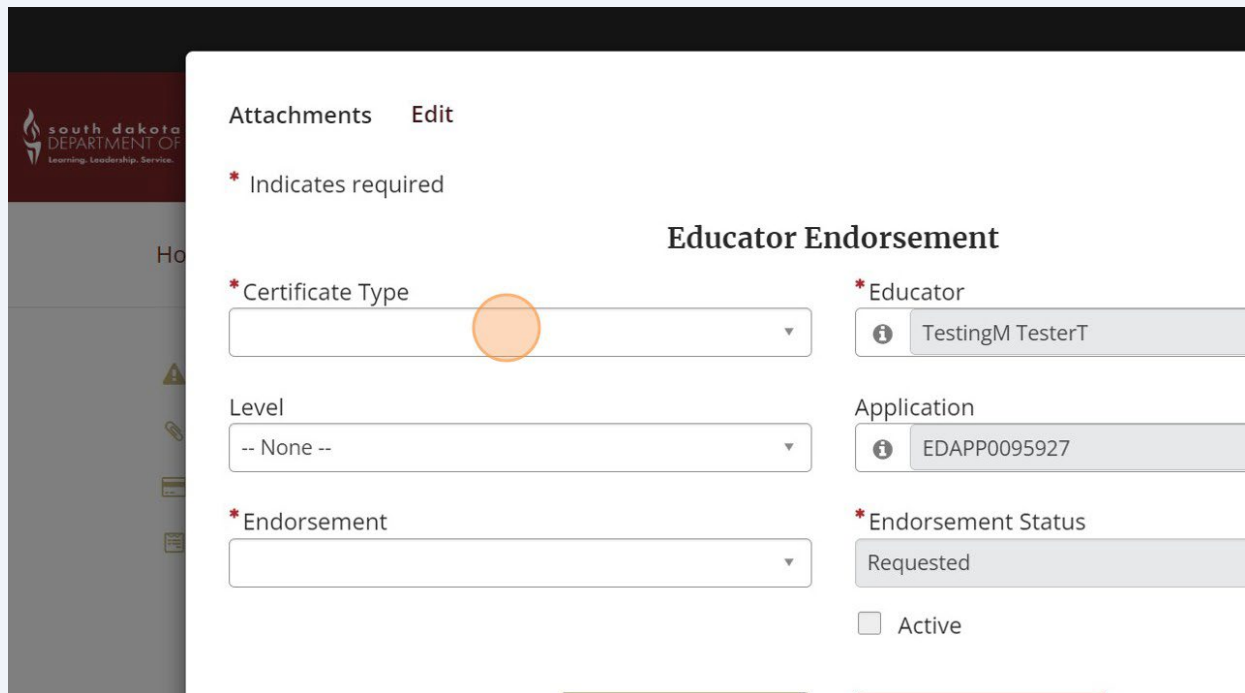| Endorsement	Certificate Type	Level	Endorsement Status	
5th - 8th Grade Social Science	Teacher	Professional	Requested	✏️
K - 4th Grade Social Science	Teacher	Professional	Requested	✏️
K - 4th Grade English Language Arts	Teacher	Professional	Requested	✏️

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. Refence 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

33   After making your select, click "Save".

	Application
...onal ▼	ⓘ EDAPP0095927 ▼
...ement	*Endorsement Status
f Contained Fifth - Eighth Grade ✕ ▼	Requested ▼
	☐ Active

Cancel   Save

...h of	...4th Grade English Language Arts	Teacher	Professional	Requested 📝
	5th - 8th Grade Science	Teacher	Professional	Requested 📝
... Type	5th - 8th Grade English Language Arts	Teacher	Professional	Requested 📝
...edit	K - 4th Grade Math	Teacher	Professional	Requested 📝
...view				

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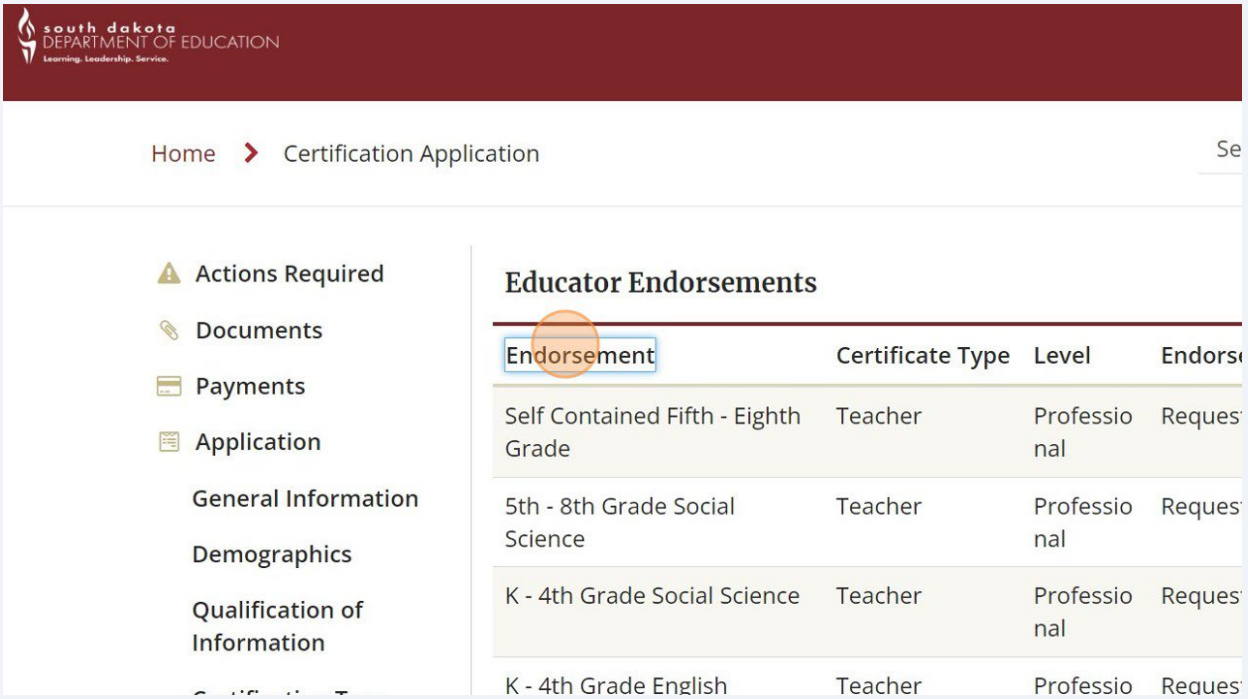
✕   SD.Gov

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	📝

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

Educator Endorsements

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

Sidebar:
- ⚠ Actions Required
- ✎ Documents
- ▭ Payments
- ▤ Application
  - General Information
  - Demographics
  - Qualification of Information