CREATING AN ACCOUNT

The online application system is a new system and requires all users to create a new account.

**TIP:** Prior to creating a new account, be sure you are able to access your email. Following completion of your account registration you will receive a message that you must click on a link sent to your email to complete your registration. If you do not do this within 20 minutes your account will not be finalized.

**Step 1:** Click on the Online Application System at [https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Register.aspx](https://apps.sd.gov/DE69EducatorLicensure/onlineApplication/Register.aspx).

**Step 2:** To create an account click on Create Account:
Step 3: Complete the Account Registration:

- Add your primary email
- Confirm your email
- If you have a second email you may add it as a backup. This is optional.
- Add your SSN (double check to make sure it is correct)
- Check the box only if you are not a US citizen and have not previously applied for certification in South Dakota
- Create a password which must include
  - 8 characters
  - At least 1 number
  - At least 1 uppercase letter
  - At least 1 lowercase letter
  - At least 1 special character
  - More letters than numbers
- Confirm password
- Click on I’m not a robot and follow instructions
- Click on Register
Step 4: Complete Registration

- After you click the Register button you will see a message on the registration screen that says a link has been sent to your account and you have twenty minutes to click on the link.

- Immediately go to your email and open the message

- You should see the following message:

  South Dakota Department of Education
  Online Certification Account Verification
  You have requested a new account with the SD DOE Certification. To complete your account, please follow the link below.
  https://apps.sd.gov/DE/EO/educator/licensure/onlineapplication/ValidateUser.aspx?u=955479b0c0b72-474f-e323-d31927216f2a40

- Click on the link and it will take you back to the Online Application Screen. You will need to log in using your email and the password just created.