

# 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>.**

**Step 2: To create an account click on Create Account:**

south dakota  
DEPARTMENT OF EDUCATION  
Learning. Leadership. Service.

Educator Certification

Login

Email

Password

Login

This is a new on-line system. All applicants must create a new account.

[Forgot Password?](#) [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

#### Before

### Account Registration

Email (Primary)

Confirm Email

Recovery Email (Secondary) - *Optional*

Confirm Recovery Email(Secondary)

SSN  
xxxx-xx-xxxx

Check this box if you do not have a social security number.

Password (Must be at least 8 characters including at least 1 number, 1 uppercase, 1 lower case and 1 special character. There must be more letters than numbers in the password).

Confirm password

I'm not a robot  reCAPTCHA  
Privacy - Terms

#### After

### Account Registration

Email (Primary)  
Max@leingang.com

Confirm Email  
Max@leingang.com

Recovery Email (Secondary) - *Optional*  
carla.leingang@state.sd.us

Confirm Recovery Email(Secondary)  
carla.leingang@state.sd.us

SSN  
101-23-2345

Check this box if you do not have a social security number.

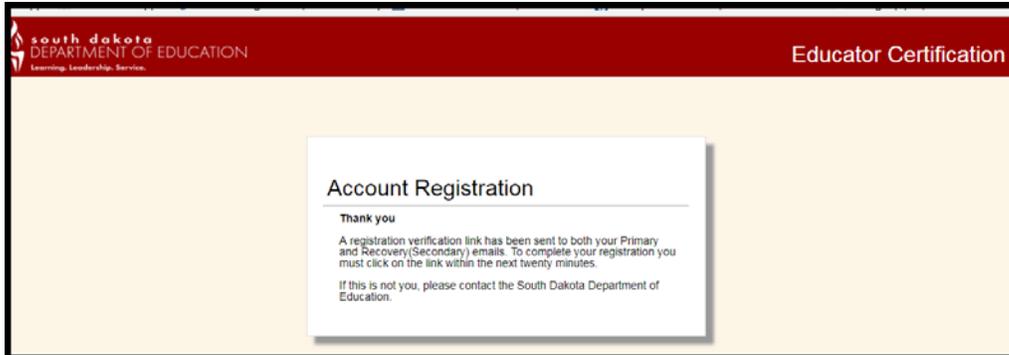
Password (Must be at least 8 characters including at least 1 number, 1 uppercase, 1 lower case and 1 special character. There must be more letters than numbers in the password).  
\*\*\*\*\*

Confirm password  
\*\*\*\*\*

I'm not a robot  reCAPTCHA  
Privacy - Terms

## Step 4: Complete Registration

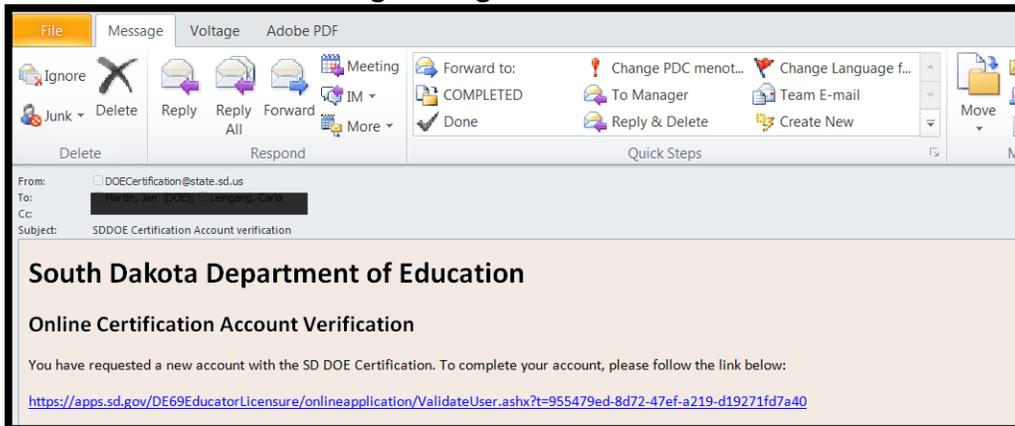
- After you click the Register button you will see a message on the registration screen that says a link has been sent to your account and you have twenty minutes to click on the link.



- Immediately go to your email and open the message



- You should see the following message:



- 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.

