south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

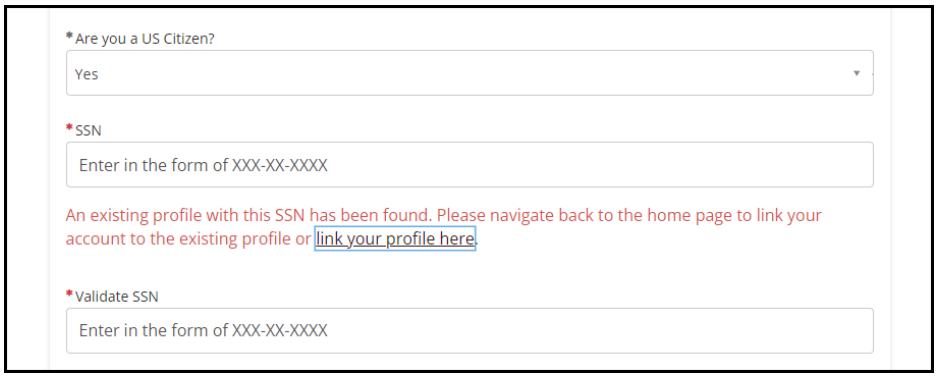
Guidance on how to link your existing Educator Profile to a new mySD.gov account.

This document will help guide you through the process of updating your own account linkage.

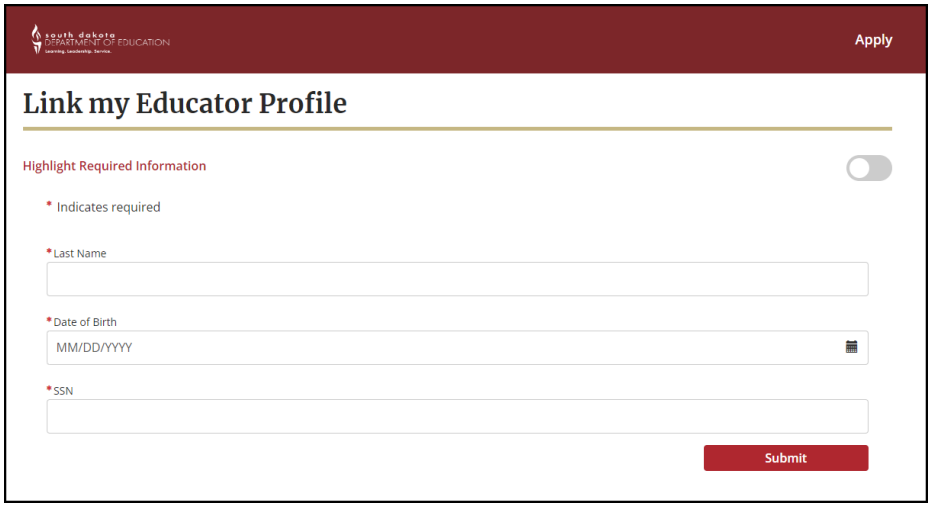
> *This is needed for those that were certified prior to 2023, held SD school position, accessed the old certification system, or are not using the same email address that was previously connected in the system.*

After logging into the Educator Portal using a newly created mySD.gov Citizen Account you may find that you are receiving a message related to an existing profile.

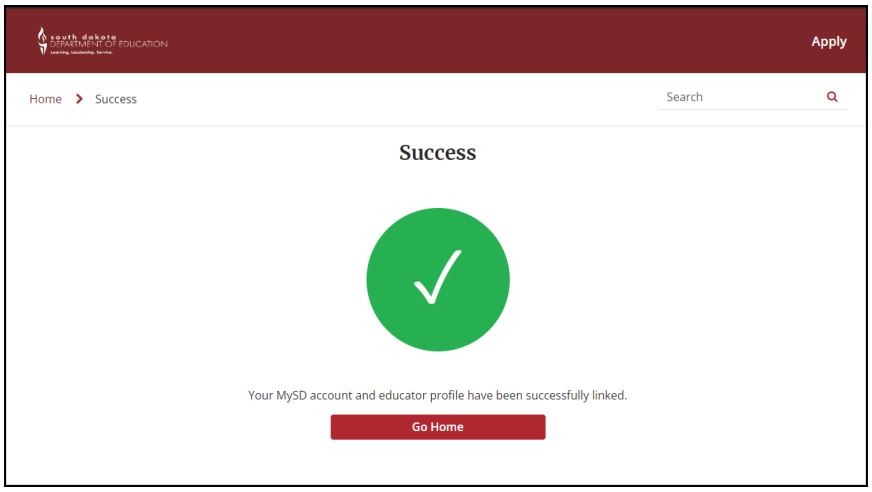
Step 1: Read and follow the on-screen instructions to link your profile.



Step 2: Complete the onscreen form to link your newly created mySD.gov Citizen Account to your Educator Portal. Your Last Name must match what your previous certificate was issued with if you are unsure use the "Educator Search" on the "Educator 411" to search for yourself. https://www.sd.gov/411



Step 3: If the linkage was successful, you will see a "Success" screen confirmation. Select "Go Home" to start your application.



If unsuccessful, you can try again or send a "Contact Us" that includes the following information as indicated on the screen:

- Personal email address used when creating your new mySD.gov account;
- First and Last Name as it appears on your certificate; and
- The last four of your SSN.

Step 4: Select your application.

Step 5: To make additional changes, such as updating your name, email address or education information, it is important to first complete the "Update Educator Profile" to ensure accurate issuance of your certificate.