

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 <u>Educator Portal</u> 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.

Yes		٣
SSN		
Enter in th	ie form of XXX-XX-XXXX	
An existing account to t	profile with this SSN has been found. Please navigate back to the home page to link your the existing profile or <mark>link your profile here</mark> .	
Validate SSN	J	

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. <u>https://www.sd.gov/411</u>

DEPARTMENT OF EDUCATION	Apply
ink my Educator Profile	
ghlight Required Information	
Indicates required	
•Last Name	
* Date of Birth	
MM/DD/YYYY	iii
*SSN	
	Submit

Division of Accreditation and Certification, Office of Certification <u>certification@state.sd.us</u> Update January 2024 **Step 3:** If the linkage was successful, you will see a "Success" screen confirmation. Select "Go Home" to start your application.

		Apply
Home > Success	Search	Q
Success		
Your MySD account and educator profile have been successfully linked.		
Go Home		

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.

	Apply						
South Dakota Educator Certification Portal							
How can we help you today?							
Select Application							
Once your profile has been completed the applications you are eligible to complete will be unlocked and you can make your selection	ın.						

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.

