

## STEPS TO CREATE ON-LINE LICENSURE ACCOUNT (for new employees)

- Go to <https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do>
- Always use the buttons in the bottom right corner to navigate between pages – DO NOT USE the navigation buttons of your browser.
- Click on NCDPI Registration in bottom left-hand corner.
- Provide required information:
  1. Enter First Name (use your birth name – not nickname or middle name);
  2. Enter Second name as your middle or maiden name;
  3. Enter Last Name ;
  4. Enter your personal e-mail (this account will follow you if move between systems, so if you use your ECPS e-mail and move to a new district and forget to change your e-mail address with licensure, you will not receive e-mails pertaining to your license);
  5. Confirm the e-mail address you entered;
  6. Create a User ID (it must be a minimum of 8 characters) – we suggest using the first letter of your first name and your last name and if not 8 characters adding numbers that you will remember;
  7. Select the ‘secret question’ you want to use for password recovery (or you can write your own)
  8. Enter the answer to your secret question;
  9. Type the characters shown (you can refresh the characters by clicking on the refresh button just below the characters); and
  10. Click on ‘Next’ in the bottom right corner once all information is entered
- Review the next screen to ensure the information entered is accurate and then click ‘Save’ in the bottom right corner.
- The next screen notifies you that your ‘temporary’ password was sent to the e-mail account you used during the registration process. Open a new tab and go to your e-mail account and retrieve your User ID and Temporary Password.
- Click back on the On-Line Licensure tab and click on the ‘Return’ button.
- Log-in with the User ID and temporary password you received.
- On the next screen, enter the information requested and the system will attempt to find your license (be sure to use the name that is currently on your license).
- If the system finds a license for you, it will show your name and the new license number the system has generated for the license.
- Click ‘confirm’ if it appears to be your name.
- If the system does not find your license, but you know one has been issued for you, try using a different version of your name that may have been used (nickname, maiden name, etc.). If it still can’t be found, contact our Licensure Specialists - Elizabeth Kirian, [elizabeth.kirian@cravenk12.org](mailto:elizabeth.kirian@cravenk12.org) or Jodi Cordova, [jodi.cordova@cravenk12.org](mailto:jodi.cordova@cravenk12.org)
- On the ‘Quick Start Menu’ screen, click on ‘Show Details’ button on the right side of the screen (demographic information pops up).
- Click on ‘more details’ link and your licensure information page will show.
- Scroll to the bottom of the page and click on ‘Print License Certificate’ and your printable license will show and you can print.
- The ‘Quick Start Menu’ is the page where you can create applications to make changes to your license – **IT IS HIGHLY RECOMMENDED** that you contact the Licensure Specialist prior to creating applications.
- You can use the drop-down menu to see what applications you have access to create.