

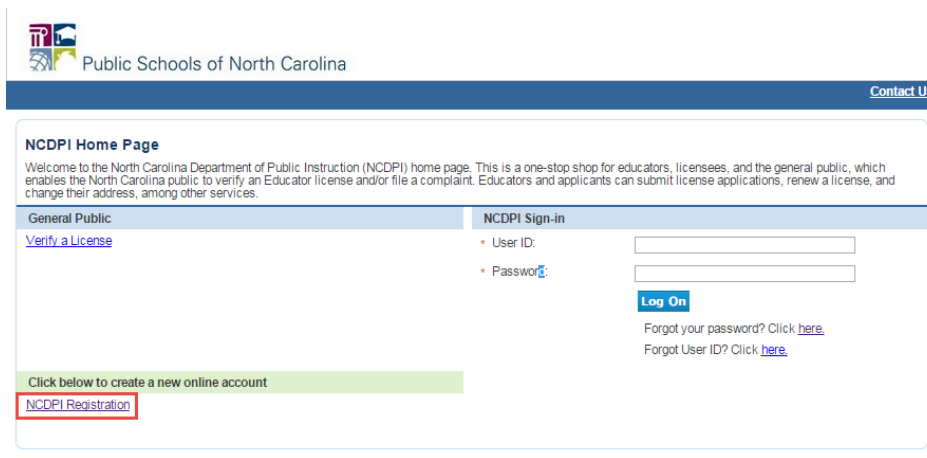
Educator Access to the NC DPI Online Licensure System

This provides an overview of how the educator will register, access an application that a school system has created, and the other functionality that is available.

Existing license holders should be encouraged to register and access their online account and update their contact information.

Note: If you have applied for an initial alternative license for an educator they will be automatically registered and a password emailed to them. They should not manually register.

1. The educator will select the NCDPI Registration link on the log in page.



The screenshot shows the NCDPI Home Page. At the top left is the logo for Public Schools of North Carolina. A "Contact Us" link is in the top right. The main content area is titled "NCDPI Home Page" and includes a welcome message. Below this, there are two columns: "General Public" with a "Verify a License" link, and "NCDPI Sign-in" with fields for "User ID" and "Password", a "Log On" button, and links for "Forgot your password?" and "Forgot User ID?". At the bottom, a green bar says "Click below to create a new online account" with a red-bordered "NCDPI Registration" link.

2. The educator will enter and submit their unique account information. After submitting this information, the educator will receive an email with a temporary password. On first login they will need to change their password.

User Registration

Please complete the information required below to become a registered Department of Public Instruction User. You will receive a confirmation email as part of the registration process. Please use a permanent personal email address.
The User ID you select will be your new User ID. The User ID must contain at least 8 characters.
Enter your details and press "Next".
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

- First Name:
- Second Name:
- Last Name:

Account Login

- Email: (e.g. name@domain.com)
- Confirm Email:
- User ID:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

- Secret Question:
 - Select a predefined question:
 - Or write your own question:
- Secret Answer:

Security Measures (This helps to prevent automated registrations.)

- Type the characters from the picture below (without spaces):

C X Z K Y [Refresh](#)

[Next](#) [Cancel](#)

- After changing their password, the educator will see the onboarding screen, which will guide them through the process of adding their license to their online account.

Public Schools of North Carolina

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Step1: Do you have an existing License? **Step2: Provide Identifying Information** **Step3: Confirm Information**

Welcome to DPI Online QuickStart
By answering a few simple questions we'll help you to get started

Instructions
Have you **ever** been issued a Professional Educator's license by the state of North Carolina?
If you are not sure, please select Yes in order to try and locate your records.

Yes No

[Next](#) [Cancel](#)

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Step1: Do you have an existing License? Step2: Provide Identifying Information Step3: Confirm Information

Help us to find your records

Step 2
If you have changed your name since you were licensed, your records could be under a previous name.

Required Information

License Type: Professional Educator's Licenses

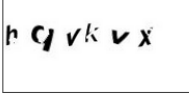
Last Name:

SSN: Last 4 digits of SSN

Date Of Birth: (mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

Type the characters from the picture below (without spaces):

 Refresh

Captcha Image

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Step1: Do you have an existing License? Step2: Provide Identifying Information Step3: Confirm Information

Good News! We have located your information

Step 3
Please confirm your license credentials

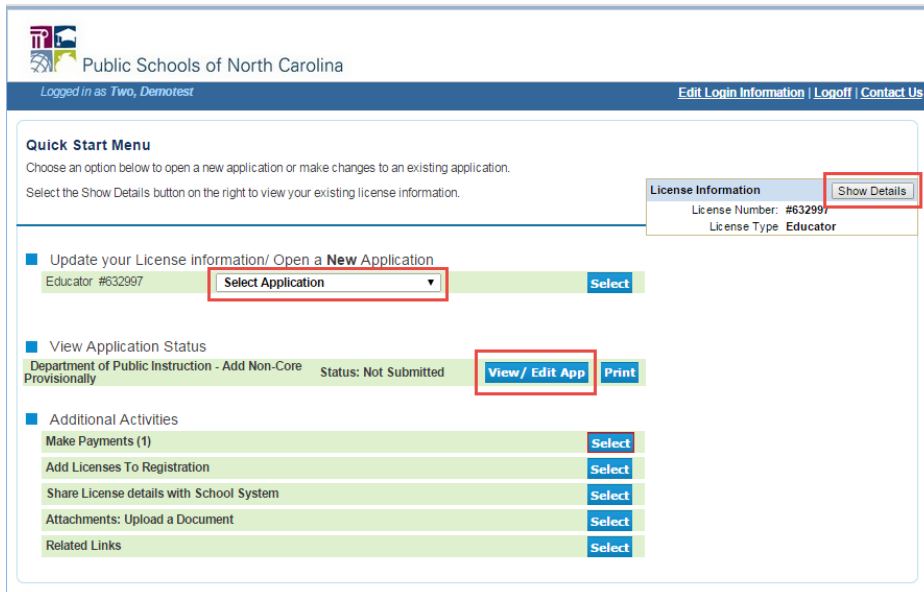
Individual Reference Number: 515879
Name: ARNOLD, TRACY LYNN JORDAN

License Type	License Number
Professional Educator's Licenses	632997

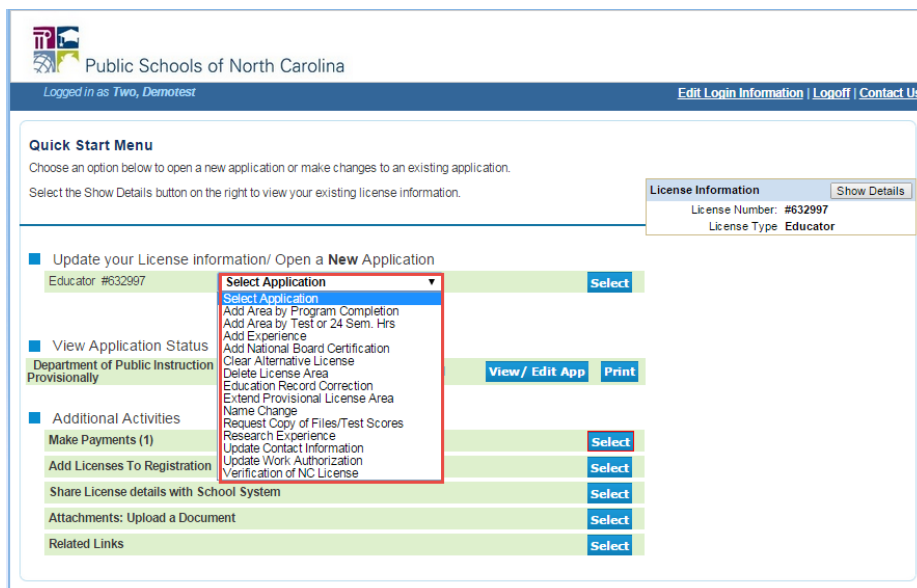
Select One:

I confirm this is my information
 No, this is not my license information

4. The licensed educator main menu will display.
 - The educator will have a dropdown menu to open a new application.
 - The educator can select Show Details to view their license details and print their license certificate.
 - Existing applications (including those opened by a school system) which require additional work will be displayed on the screen.
 - Existing fee payments that are required will be displayed under Additional Activities. Fees can be bundled so that they only pay the single highest fee when submitting multiple applications at once.



5. The below screenshot shows the applications available to educators.



6. The educator can select Show Details to view their license details and print their license certificate. The below screenshot shows the license details screen the educator will see where they can print their certificate.

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License More Details
 You can print a copy of the "License Certificate"

Name: TRACY LYNN JORDAN ARNOLD Status: Current
 License#: 632997 Expiration: 06/30/2015

License Area

License Area	Program Status	NBPTS	Experience	Effective
Curriculum Instructional Specialist	Standard Professional II		16	07/01/2012
School Administrator: Principal	Standard Professional II		0	07/01/2012
Academically Gifted	Standard Professional II		16	07/01/2005
Reading K-12	Standard Professional II		16	07/01/1999
Elementary Education (K-6)	Standard Professional II	G02	16	06/24/1997

Education

Country	State	Institution	Level	Major1	Major2	Completed
	NC	East Carolina University	Master's	School Administration		05/12/2001
	NC	East Carolina University	Master's			05/15/1999
	NC	East Carolina University	Bachelor's Degree			06/01/1997

Experience

Start Date	End Date	Experience Type	Year Type	Hours per Week	Employer	Position	Relevant	DPI Verified
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y
		Legacy			Legacy	Conversion	Y	Y

[Print License Certificate](#) [Back](#)

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