

Instructions for Registration in the New Online Licensure System & Affiliation with a school system

Log onto <https://vo.licensure.ncpublicschools.gov/>

2. Select *NCDPI Registration* in the lower left of the screen to initiate the process.

3. You should use a personal, private email address for this account, as this will be your login for continued access to your NC educator licenses, regardless of employment status.

4. After the first phase of registration, you will receive an automated email providing access to the second phase for completion of setting up your personal educator account.

5. To affiliate, you will need to select *Share License details with a School System*.

Select *Add*.

For the Educational Body, select Public Schools.

For the County, select the county in which the School System is located.

Select *Save*.