

## How to create an account for the Online Teacher Licensure

From the MDE website: [www.mde.k12.ms.us](http://www.mde.k12.ms.us)

The screenshot shows the Mississippi Department of Education website. At the top, the header includes the department name, the superintendent's name (Dr. Tom Burnham), a search bar, and general information (601-359-3513). Below the header is a large banner image with the text "Making the Grade: Testing Preparation". To the right of the banner is a sidebar with various links categorized under "Agency Leadership", "MDE Directory", "Public Notice and Access", "Calendars and Conferences", and "MDE Applications". The "MDE Applications" section is highlighted with a red box, and a callout box with the text "Choose Online Teacher Licensure" points to the "Online Teacher Licensure" link within this section.

### **Create New User Account Wizard**

By clicking on the Create New User Account button on the myELMS Login Screen, the system will launch the Create User Account wizard, a step-by-step process that will assist a new user with creating a new myELMS User Account and profile.

The screenshot shows the myMSDOE Single Sign On System login screen. The header includes the system name and the superintendent's name (Dr. Tom Burnham). The main content area is divided into four sections: "Already Have A User Account? Login Here:", "New User? Create User Account Here:", "Forgot Login Information? Login Here:", and "Click here to access the License Look-up:". The "New User? Create User Account Here:" section is highlighted with a red box, and the "Create New User Account" button is highlighted with a red box. A red arrow points from the text "Click the Create New User Account button to create a myELMS User Account." to the button.

**Step 1** allows the user to choose whether or not they are a Mississippi educator. Click on the button, "Yes – I am a Mississippi educator."

Once the user has selected his or her choice, click the Next button to advance to Step 2.

Help

- Contact Support
- MDE Home

Create User Name Wizard - Step 1 of 8

You are completing the Create User Name Wizard.

Are you currently an Mississippi educator?

If you are currently an Mississippi educator select Yes and click on the Next button; on the next step you will be asked to provide your Mississippi Educator ID, which can be found on your Mississippi Teaching Certificate, or your social security number.

If you are not a Mississippi educator select No and click on the Next button.

Once you have made your choice click the Next button.

☒ Yes - I am a Mississippi educator  
☐ No - I am not a Mississippi educator  
☐ Cancel - Please cancel the wizard

Next

**Step 2** displays the option to enter a Teacher Number or Social Security Number. Because most users will use their Social Security Number for verification, click on "I wish to verify my identity with my Social Security Number."

Dr. Tom Burnham, State Superintendent

Help

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Create User Name Wizard - Step 2 of 8

You are completing the Create User Name Wizard.

Please enter and confirm your Mississippi Educator ID, last name and date of birth below so we can retrieve your educator record.

Once you have entered and confirmed the data click on the Next button.

☒ I wish to verify my identity with my Teacher Number  
☐ I wish to verify my identity with my Social Security Number

Teacher Number:

Confirm Teacher Number:

Last Name:

Date of Birth:  MM/DD/YYYY

Once you have entered the required information click the Next button.

☒ Continue - Please continue the wizard  
☐ Cancel - Please cancel the wizard

Previous Next

Once the user selects the option of identification and enters information, click on the Next button to continue to Step 3.

**Step 3** of the Create User Account wizard asks the user to enter his or her Email Address and Confirm Email Address.

Once information has been entered, click the Next button.

**Step 4** of the Create User Account wizard asks the user to enter his or her user name and confirm the user name entered.

Once information has been entered, click the Next button.

**Step 5** of the Create user Account wizard asks the user to enter a password and confirm it. Once information has been entered, click on the next button.

**Step 6** of the Create User Account wizard asks the user to select a secret question and provide the answer.

**\*The user will be prompted to answer his or her secret question every 25th login for security purposes.**

Click on the question.

Type the answer.

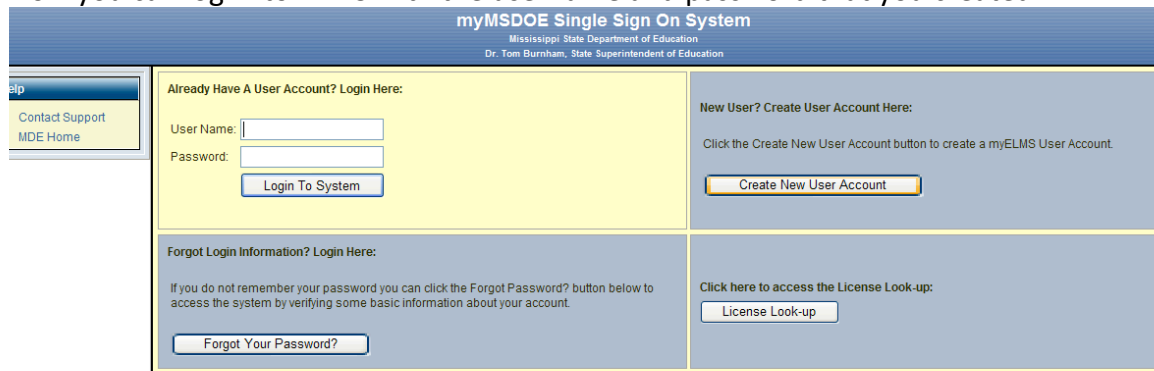
Once information has been entered, click on the Next button.

**Step 7** of the Create User Name wizard asks the user to provide his or her birth town.

Once information has been entered, click on the Next button.

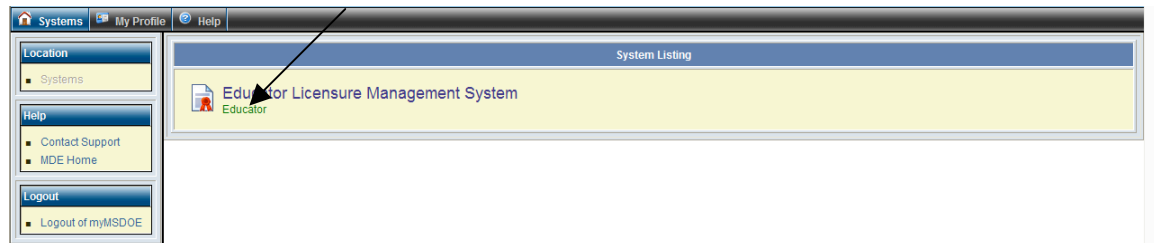
The final step in creating a “myELMS” account is to verify the username. Once the information has been reviewed, click on the Enter button.

Now you can log in to ELMS with the username and password that you created.



The image shows the 'myMSDOE Single Sign On System' login page. The header includes the title and the Mississippi State Department of Education logo. The page is divided into four main sections: 1. 'Already Have A User Account? Login Here:' with fields for 'User Name' and 'Password', and a 'Login To System' button. 2. 'New User? Create User Account Here:' with a 'Create New User Account' button and a note to click the button to create an account. 3. 'Forgot Login Information? Login Here:' with a 'Forgot Your Password?' button and a note about clicking the button to access the system by verifying basic information. 4. 'Click here to access the License Look-up:' with a 'License Look-up' button. A sidebar on the left contains links for 'Contact Support' and 'MDE Home'.

Next screen - - click on Educator



The image shows the 'Educator Licensure Management System' screen. The header includes the title and the Mississippi State Department of Education logo. The page is divided into two main sections: 1. A sidebar on the left with links for 'Systems', 'My Profile', and 'Help'. 2. A main area titled 'System Listing' containing a table with one row: 'Educator Licensure Management System' with a link to 'Educator'. An arrow points to the 'Educator' link.

\*Adapted from Mississippi ELMS online user manual