1. **VISIT**
https://online.nedoe.org

2. Select, **“Click here to Register”**.

3. Enter your name, date of birth, last four digits of your social security number, a *personal email address*, and your cell phone number.

   *As school email addresses may change over a five-year or ten-year certificate cycle, it is important to have a personal email address to communicate with you.*

4. Once all information is complete, click the, **“Submit Registration”** button. A temporary password will be sent to your personal email address and a text will be sent to your cell phone similar to this message.
5. If you have registered successfully, you will see this message on your screen.

6. Click the “Log In” button on your screen. Use your personal email address and the temporary password previously sent to your personal email as your login credentials. Click the “Log In” button again.

7. The system will prompt you to change your password. This screen will only appear the first time you register. 

   NOTE: You only need to register one time.

   Type in or paste your temporary password in the “Old Password” field. Choose a new password and enter it into the next two fields. Click on, “Reset Password” when all of the fields are completed.

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8. Once your password has been changed, you will receive an email and text similar to this message.

9. You will be redirected to the login screen where you will use your personal email address and your new password. Once both have been entered, click “Log In.” You will be taken to your personal dashboard.

The dashboard contains your personal educator information including experience, degrees, endorsements, and status of any current application(s). The dashboard is the location of all future applications, possible endorsements, and changes to certificates.