Oklahoma State Department of Education

Oklahoma Educator Credentialing System

Educator Certification User Guide
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Getting Started
Begin by accessing the Oklahoma State Department of Education website.

- [http://www.ok.gov/sde/](http://www.ok.gov/sde/)
- From the home page click on the link in blue labeled **Single Sign On** to access your account

Creating a New User Account

- If you have never created an account to manage various school or state reports or your own teacher records you will need to create a user account.
  - Click, **Are you a new user? Click here to create an account**
Create a New User Account Wizard Steps

Step 1

- Fill in the blanks with the required information
- Use the drop down menus to fill in your Date of Birth
- Click Next

![Create A User Account](image)

The username and email address must be unique. Only one email address can be tied to an account for if you ever forget your password the system will send you an email to reset your password. The username can only be tied to one account as it is a searchable option when locating accounts in the SSO system.
Step 2

- Select a **Secret Question** from the drop down menu
- Enter your answer to each question
- Click **Next**

Here is an example of the Secret Question bank
- Once you choose a question it will not appear on next question selection bank
Step 3

On this step you will indicate whether the Oklahoma State Department of Education holds an educator file for you or if you are just beginning the certification process.

- If you currently hold an Oklahoma teaching certificate, are needing to complete a college recommendation, Career Tech recommendation, or a Teach for America recommendation you will highlight the bubble, **I DO want to access my Oklahoma certification records.** Enter your teacher number if you have one and know it, or you can use your social security number to verify your identity and link your Single Sign On (SSO) account with your Oklahoma teacher record.

- If you are working on getting your Oklahoma teacher certification but have not submitted paperwork you will highlight the bubble, **I do NOT want access to my Oklahoma certification records.** You can continue creating your account but you will not have access to the Oklahoma Educator Credentialing System until paperwork has been submitted.
Create a User Account

Home > Create a User Account

Create a User Account - Step 3 of 4

Use this form to create an account.
Please enter the information below and click the Next button.

Would you like to access your Oklahoma certification records? If so, provide your Teacher Number or SSN.
- I do NOT want to access my Oklahoma certification records.
- I DO want to access my Oklahoma certification records.

Note: Teacher Number or Social Security Number is required.

Teacher Number:
Social Security Number:

Cancel  Previous Step  Next
Step 4

Once the system finds your teacher file it will link your Single Sign On account with your Oklahoma online teacher file. This last step is a summary of your Single Sign On account. Once you click **Submit** it will bring you back to the log in page.
Step 4

If you do not have an existing Oklahoma educator record with the Oklahoma State Department of Education this is an example of what you will see for step 4.
After you have created your account and later you need access to your Oklahoma educator record you may do so by clicking in the link, **Your Account**.

- Click on the link, **Edit Account**
• Enter your Teacher Number or Social Security Number

• Click Submit
Logging into the system
Enter your username and password to log into the system.

Home Single Sign On menu
The menu for the SSO system gives links to

- Home/Applications
  - This tab takes you to the Single Sign On home page
- Your Account
  - This tab is where your login information is held. If you need to make changes you would do so here.
- About this site
  - This tab gives information about the Single Sign On system
- Helpful Links
  - Located in this tab are links to the SDE service desk. Should you have issues regarding the system you would notify them and someone from the help desk could walk you through the system. Also located is a link to the Oklahoma State Department of Education home page, Accountability at a Glance, and the Wise Tool Online.
- **Sign Out**
  - This is the link you would use to log out of the system.

**Your Account**
From here you can manage your Single Sign On profile. Below your profile information are tabs to make updates to each section.
When you click on the first tab this edits your account information.

- Make your changes
- Click Submit
The second tab allows you to make changes to your username

- Update your username
- Click Submit

The third tab allows you to update your password information

- Create a new password
- Click Submit
The fourth tab allows you to make changes to your security questions

- Select a new **Secret Question** from the drop down menu
- Enter your new answer in the box below
- Click **Submit**

At any time if you decide to cancel any of the update wizards the system will ask to confirm before it exits the wizard without saving your changes. Below is an example of the pop up confirmation.
Help Page
Should you have questions regarding the Single Sign On system or an application within the system you can send these to the help desk.

- Click on the SDE Service Desk link.

From here you can either

- Call the Service Desk number
- Send an email to the Service Desk
Sign Out
The Sign Out tab logs you out of the system. By clicking on this link it takes you back to the log in page.

Recovering your Username or Password
If you forget your login information you can use the links below to have the system send you a link to reset your information.
By clicking on either link depending on what information you are needing to reset you will need to enter your email address. This address must match the email address listed in your profile.

- Enter your email address
- Click Submit
- The system will send an email to you with a link to reset your profile information
Once you have received the email to reset your login you will click on the provided link.

Note: Based on your email provider the image below might not appear exactly as shown.

- Click on the highlighted link

![Image of email to reset password]

You recently made a request to recover your password for the SDE Single Sign On system. Follow this link to recover your password.

- You will have 3 attempts to answer your security questions correctly

![Image of password reset page]
• Once you have successfully answered the questions you will be prompted to create a new password.
• Click Submit
• The Single Sign On home page will pop up

**OECS**
After successfully logging in or creating your account, the System Listing screen is displayed.

By clicking the Educator link you will be navigated to the educator’s home page.

The Home Page welcomes the educator with informational news bulletins, as well as a link to view their credentials and if applicable, a link to apply for recommendations, renew credentials and/or adding additional credential areas.
Applying for College Recommendations View

Renewing Educator Credentials View
Help with Wizard steps

After clicking apply or renew the 7 step wizard is launched.

Step 1

Fill in the information that is required marked with the * sign as well as any other applicable information that pertains to you.

If you are a US citizen click the Yes bubble and click Next. If you are not a US citizen you will click the No bubble and fill in your work expiration date and click Next to continue to step 2 in the wizard.

Note: Gender, Birth Date, and Ethnicity do not have the * sign but they are required to be filled out to continue to step 2.

Step 2

Update the required boxes and click Next.

If your address has not changed continue to step 3.
Step 3

Fill in the applicable information and click **Next**.
Step 4

Answer the Criminal History Disclosure questions and click the check box confirming you are the person that holds the credential being renewed. Checking the box is your electronic signature for the statement.

Note: When answering these questions mark the bubbles correctly. If you mark a bubble Yes in error you will need to send in an information update form which is found on the SDE website, and this may delay your application/renewal process.
Step 5

Here you will enter in your credit/debit card information for online payment.

Fill in the required information boxes noted by the * sign.

Verification code is the 3 or 4 digit code located on the back of your card under the magnetic strip to the right of the signature box.

Credit Card Street is the billing address where the statement is mailed.

Note: Fee type, amount, processing fee, and total renewal fee are grayed out because those are the only options for those boxes.
Step 6

This step is to review your information to make sure it is all correct.

By clicking Next you will be submitting your information to our database and your credit/debit card will be processed by clicking the Next button.

If you discover a change you need to make click the (edit) button next to the information type to make the update.

You will not receive a receipt along with your certificate. You can print this page and this can act at your receipt if you need verification for billing or reimbursement purposes or you can contact OSF Helpdesk and they will be able to email you a receipt.
Step 7

This last step is to verify your information was sent and is being processed.

Click Submit and your credentials page will come up and you will see your certificate.

The highlighted purple row shows the certificate you just applied for or renewed. The status column is if your file needs to be sent to a specialist to review before it can be renewed if you had requirements that needed to be met in order to renew. The application date is the date you did the online renewal. The process can take up to a few weeks depending on the volume of renewals and applications the office receives. You can check periodically to see if your certificate has been printed. When it is printed in the Printed? column it will have the date it was printed. Once they are printed you will receive your certificate within a week of the print date.
Requesting Duplicate Copies

After your certificate has been issued you are able to request a duplicate copy online.

- Log into the OECS system
- Click My Credentials or View My Credentials
- Click Request Duplicate next to the valid certificate

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Step 1

- Verify or update your profile information
- Click Next
**Step 2**

- Verify or update your address information
- Click **Next**

**Step 3**

- Verify or update your contact information
- Click **Next**
Step 4

- Select the number of copies you would like to have
- Click Next

Step 5

Here you will enter in your credit/debit card information for online payment.

Fill in the required information boxes noted by the * sign.

Verification code is the 3 or 4 digit code located on the back of your card under the magnetic strip to the right of the signature box.

Credit Card Street is the billing address where the statement is mailed.

Note: Fee type, amount, processing fee, and total renewal fee are grayed out because those are the only options for those boxes.
Step 6

This step is to review your information to make sure it is all correct.

By clicking Duplicate Request you will be submitting your information to our database and your credit/debit card will be processed by clicking the Duplicate Request button.

If you discover a change you need to make click the (edit) button next to the information type to make the update.

You will not receive a receipt along with your certificate. You can print this page and this can act as your receipt if you need verification for billing or reimbursement purposes or you can contact OSF Helpdesk and they will be able to email you a receipt.
Step 7

This last step is to verify your information was sent and is being processed.

Click Submit and your credentials page will come up and you will see your certificate.
Adding an Area

If you have taken a subject area test there will be a link for you to have the area added to your certificate.

If you have taken more than one test they will be automatically checked to have them added to your credentials using one add area application. If you don’t want a test added simply uncheck the box for that test.

Once you have selected the tests you would like to have added to your credentials follow the link Click Here to Add the Selected Areas to launch the Add Area From Test Application wizard.
Step 1

- Verify or update your profile information
- Click Next
Step 2

- Verify or update your address information
- Click Next

Step 3

- Verify or update your contact information
- Click Next
**Step 4**

Answer the Criminal History Disclosure questions and click the check box confirming you are the person that holds the credential being renewed. Checking the box is your electronic signature for the statement.

**Note:** When answering these questions mark the bubbles correctly. If you mark a bubble **Yes** in error you will need to send in an information update form which is found on the SDE website, and this may delay your application/renewal process.
Step 5

Here you will enter in your credit/debit card information for online payment.

Fill in the required information boxes noted by the * sign.

Verification code is the 3 or 4 digit code located on the back of your card under the magnetic strip to the right of the signature box.

Credit Card Street is the billing address where the statement is mailed.

**Note:** Fee type, amount, processing fee, and total renewal fee are grayed out because those are the only options for those boxes.
Step 6

This step is to review your information to make sure it is all correct.

By clicking Next you will be submitting your information to our database and your credit/debit card will be processed by clicking the Next button.

If you discover a change you need to make click the (edit) button next to the information type to make the update.

You will not receive a receipt along with your certificate. You can print this page and this can act as your receipt if you need verification for billing or reimbursement purposes or you can contact OSF Helpdesk and they will be able to email you a receipt.
Step 7

This last step is to verify your information was sent and is being processed.

Click **Submit** and your credentials page will come up and you will see your areas have been added to your certificate.

After you have finished the wizard the system will take you to your credentials page. If you look under the Areas for selected certificate you will see the area(s) that you just added with that day’s date as the application date, issued date, and effective date. Under certificates in the **Printed?** column it will say Queued. Once it is reprinted with the added areas it will have the date it was printed and you will receive it in the mail within 5 business days.

**Note:** If you have areas that you decide not to add, when you log into the OECS system again the option to add your tested areas will be there if you later decide to add them to your credentials.
Educators Options Menu

In the Educators Options menu you can navigate through your file to view your degrees, background submissions, passed tests, and mailed in applications. Listed below are examples of each.

Viewing Degrees

In the Degrees tab you can view the degrees the State Department has on file for you. From here you can view the degree type, date, when it was entered in the system, and if and when it was updated.

<table>
<thead>
<tr>
<th>Country</th>
<th>State</th>
<th>Institution</th>
<th>Degree Status</th>
<th>Major One</th>
<th>Major Two</th>
<th>Degree Date</th>
<th>Constructed Major</th>
<th>Create Info</th>
<th>Updated Info</th>
</tr>
</thead>
</table>

Viewing Background

In the Background tab you can view the dates your fingerprints were submitted, the dates they were cleared by OSBI and FBI, and the dates they were scanned into your file.

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Source</th>
<th>OSBI Date</th>
<th>FBI Date</th>
<th>Created</th>
<th>Updated</th>
</tr>
</thead>
</table>

Viewing Tests

In the Tests tab you are able to view the test(s) the State Department has on file of you passing and the date of the test.

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education</td>
<td>6/1/2005</td>
</tr>
<tr>
<td>Reading Specialist</td>
<td>12/1/2003</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>11/1/1993</td>
</tr>
</tbody>
</table>

Note: You cannot edit or delete Passed Tests that are associated with an issued certificate.
Viewing Images

In the Images tab you can view the date in which the State Department received and scanned in your applications to your file.

Viewing Assignments

Under the Educator Options menu you can click on Assignments and view your teaching assignments, co-teacher assignments, and HQT application statuses.

Other Credentials

In the Other Credentials tab you can view your specialty credentials such as National Board, Speech Pathology or ASHA credentials.
Updating Information

In the Credentials view at the top of the screen in the three boxes is your primary information. If you ever need to update this information click the link under the boxes labeled Click Here to Edit Educator.

If you change your email address you will also need to change it in your myOKDOE profile. When you first log in click My Profile, then Edit Profile.

Note: If you have your name legally changed you will need to fill out a name change request form and fax it in along with a copy of your new social security card with your new name on it.

Task Menus

Under the Location menu you can click on home and it will bring you back to your home page or to your credentials page.

The Help menu allows access to the educator user manual and a shortcut to contact the OESC support email if you have any questions the user manual could not answer. Screen Help will give you a short cut to forms that you may need for the page you are viewing. The DOE Home tab takes you to the Oklahoma State Department of Education main webpage.

The Logout tab logs you out of the OECS system.