

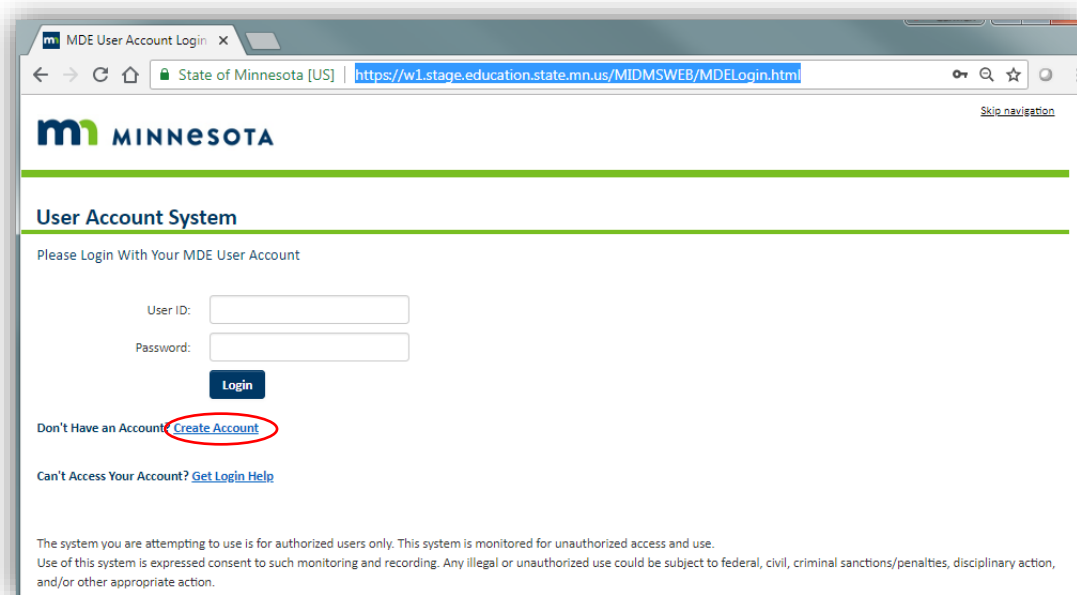


Directions to Set up a District User Account

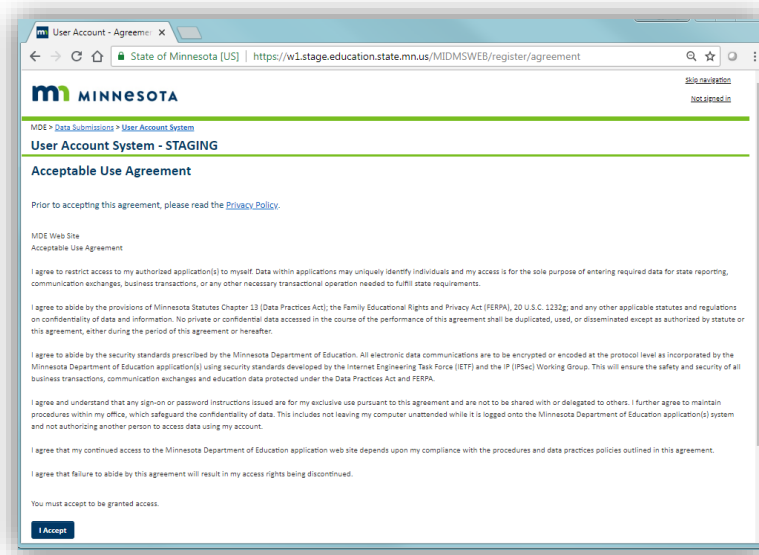
District users of the Educator Licensing system, who will verify a new educator applicant's teaching experience and/or job offer must apply for secured access to the Educator Licensing system.

Create User Account

1. Go to the MN Education User Account System
<https://w1.education.state.mn.us/educators> this link will be enabled when the system goes live.
Select [Create Account](#)

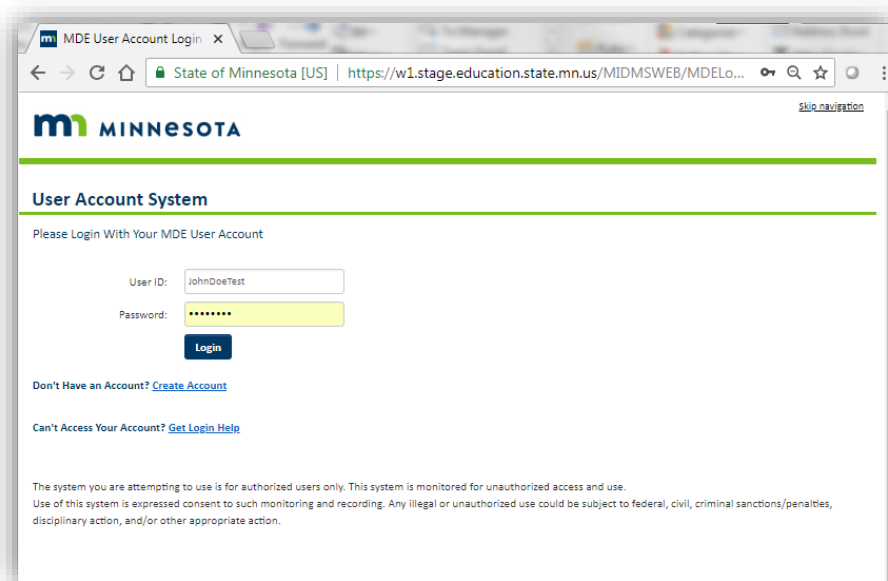


2. Read the Acceptable User Agreement. You must click on accept to be granted access.

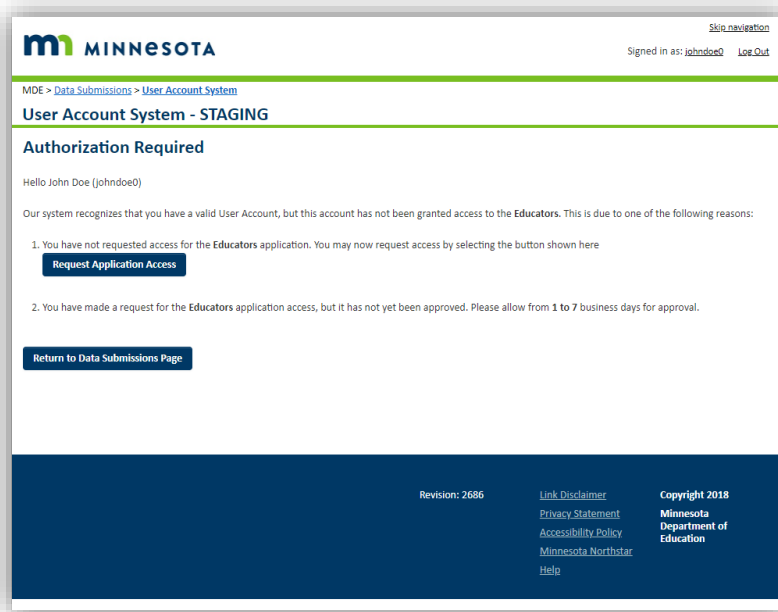


3. Fill out the form to create User Account, do not share account information with others.
4. Once an account has been created, return to the [User Account System](#) and log in using your new credentials.

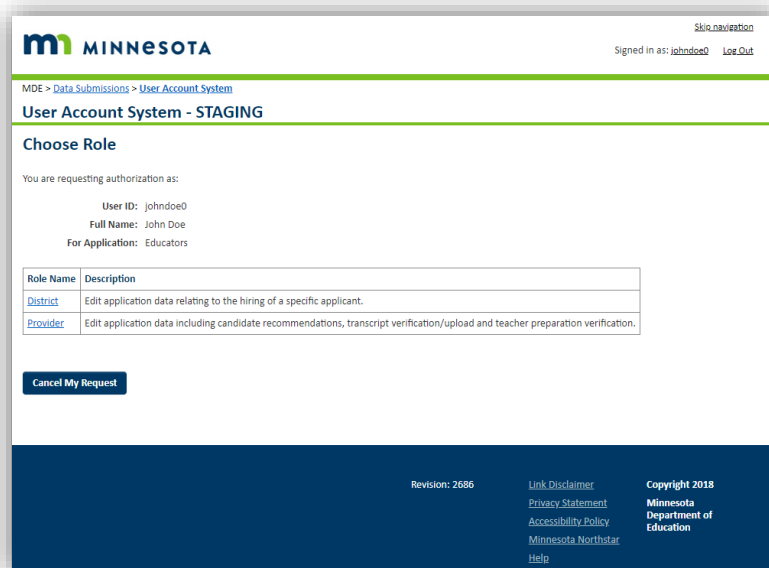
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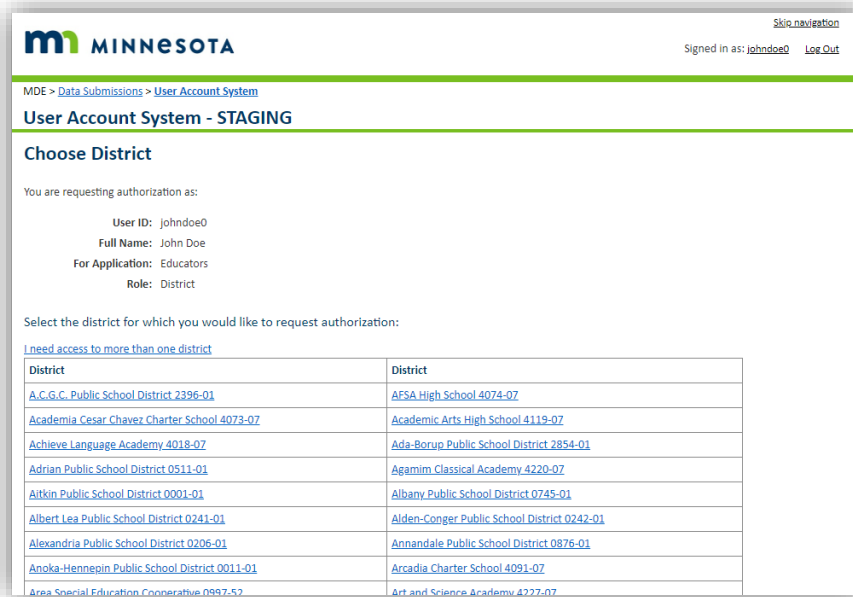
- Upon successful login, the **Authorization Required** screen will be displayed. Select the **Request Application Access** button.



- Depending on your credentials and access to the system a single selection or multiple Role Name options may appear. For Educators Online, select the **District** Role Name.

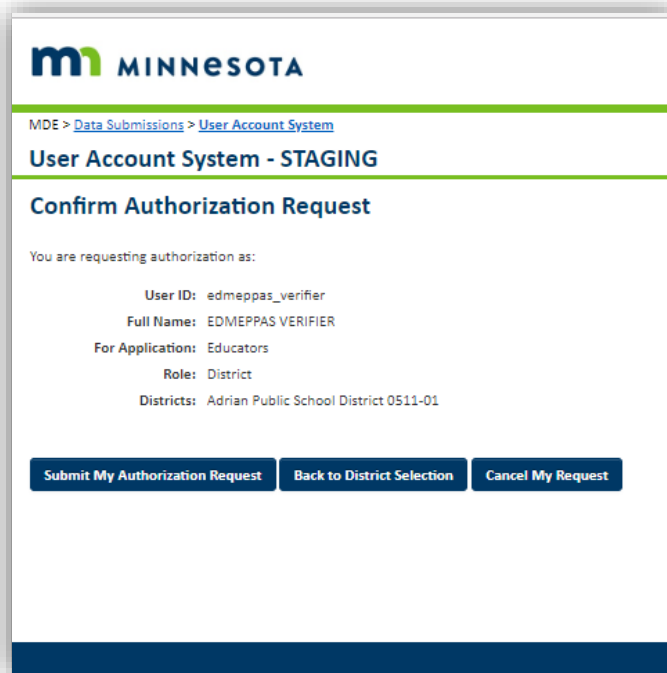


7. Select the district for which you would like to request authorization from the district list. If you work with more than one district, click on the “I need access to more than one district” link.



8. Upon selection, a Confirmation Authorization Request screen will appear. Select [Submit My Authorization Request](#). This action will send a request to your District Identified Official with Authority (IOWA) for approval and then final approval by PELSB staff.

Once this process is complete, your credentials are ready to use in the Educator Licensing system.



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