

Updating My Name or Contact Information

IMPORTANT – If the last payment you have made for an educator license has been within the last 30 days, please email pelsb@state.mn.us for directions on how to submit a name change.

1. Go to the Educators Online web page (<https://public.education.mn.gov/educatorsonline/signin/renewal>).
2. Privacy Statement: It is important to read this statement. Once you have read this, click the “I have read this statement” button at the bottom of the paragraph.

The screenshot shows the 'Educators Online' interface. At the top, there is a dark blue header with the Minnesota Professional Educator Licensing and Standards Board logo and the text 'Educators Online'. Below the header, the page title is 'Privacy Statement'. The main content area contains a paragraph of text explaining that the data provided on an application for Minnesota education licensure will be used by the Minnesota Professional Educator Licensing and Standards Board to assess qualifications. It also states that the information is private data, accessible only to the board and its staff, and that it may be used to deny or revoke a license. At the bottom of the text is a button labeled 'I have read this statement'. The footer of the page includes contact information for the Professional Educator Licensing and Standards Board, the revision number 4540, and the copyright year 2021.

3. If this is your first time logging into the system, you will be directed to a page explaining the information you will need. Once you have read the information, click on “Proceed to Login.”

The screenshot shows the 'Educators Online' login page. At the top, there is a dark blue header with the Minnesota Professional Educator Licensing and Standards Board logo and the text 'Educators Online'. Below the header, the page title is 'Educators Online'. The main content area contains a paragraph of text explaining that when you first log into the online licensing system, you must enter both your File Folder Number and your License Serial Number. It also states that the system is monitored for unauthorized access and use, and that use of the system is expressed consent to such monitoring and recording. At the bottom of the text is a button labeled 'Proceed to Login'.

4. To login, you will need the last name currently on your educator license and your file folder number. If you do not know your file folder number, there is a link on this page which will direct you to the License Lookup link so you can look up your file folder number.

MINNESOTA
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Educators Online

Last Name:

Last Name and File Folder Number must match the values on your previously issued license. Please check License Lookup for this information.
[License Lookup](#)

File Folder Number:

5. You will be brought to the Educator/ Applicant Login page. On this page you will enter your birth date, your social security number (SSN) or Individual Taxpayer Identification Number (ITIN), and the serial number from your most recent license.
- SSN/ ITIN are used only to ensure the file folder number entered is correct. There are individuals who hold the same last name and birth date, so the usage of SSN or ITIN is additional assurance that you will be logging into the correct account.
 - The serial number of your last license is another way to assure you are logging into the correct account. If you do not know your serial number, click on the link and it will be emailed to you. If you no longer have access to the email on your account, you will have to request the serial number.

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Educators Online

Educator/Applicant Login

Last Name Anthony-Wigle

* Date of Birth (mm/dd/yyyy)

* Social Security Number/ITIN (no dashes)

* Social Security Number/ITIN (confirm)

For educators that have held or hold a Minnesota license or have a paid application in progress, please enter your most recent Serial Number.

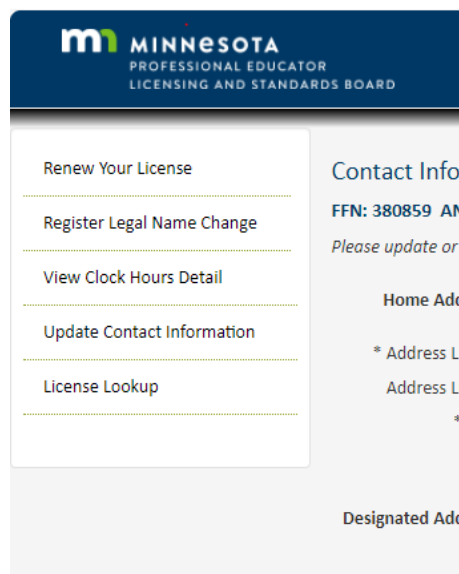
File Folder Number 380859

* Serial Number (first 6 or 7 digits, no dash)
If you do not know your serial number [click here to send to your email address on file.](#)

If you are unable to login contact PELSB pelsb@state.mn.us

If you do not have a social security number, contact PELSB for a paper application. MN statute 270C.72 Subd. 4 requires all agencies that issue licenses to collect Social Security Numbers as part of the application.

6. Once you have logged into the system, you will find the Contact Information window. You may update your home address, designated address, home phone, or email address.
 - a. Home address – this is your home address. It remains non-public data UNLESS you do not have a designated address.
 - b. Designated address – this is an address you can use for mailing purposes in order to assure your home address is non-public. This can be a work address or PO Box, etc. If you do not have a designated address then the home address is considered the designated address and IS public data.
 - c. Email address – while many people may use their work email address, remember that this should be an email address you can access all year.
7. On the left hand side are several options: Renew Your License, Register Legal Name Change, View Clock Hours Detail, Update Contact Information, and License Lookup.



8. Click on “Register Legal Name Change.” Enter your new name, and identify if it is due to marriage, divorce, or court decree. You will also upload a copy of the evidence of the name change.
9. It can take up to five days for the name change to be completed. If you have a current and valid license, PELSB will email you a new copy of your license with your updated name.