DESE Profile Directions

Educator Certification

Help Guide for Online Certification System

1. REGISTER

    a. To access the system, you must first create and register a userid and password at the following web page: **https://apps.dese.mo.gov/weblogin/login.aspx**. Click "**Register**" in the lower portion of the page

    b. Complete the registration questions

    c. Click "**Create User**" (a confirmation message will appear)

    d. Click "**Return to DESE Login page**" link

NOTE: Do not create more than one username. Creating multiple usernames will cause the system to deny you access to your profile page and certification records. If you have forgotten your username or password, you can click on **"Forgot Username/Password?"** in the lower section of the login page to request your username or to reset your password.

2. CONNECT USERNAME/PASSWORD TO WEB APPLICATIONS SYSTEM
    (https://apps.dese.mo.gov/weblogin/login.aspx)

    a. Enter your username and password and click **"Login"** to access the User Application page.

    b. Click **"Educator Certification System - Request Educator Access"** link

    c. Click **"Submit"**

    d. Click **"Close"** in the small confirmation window

    e. Click on **"Educator Certification System"** link

    f. Enter your Social Security Number (SSN) and date of birth (DOB)

    g. Click **"Submit"**

    h. Enter or verify your Profile information (proper/legal name - no nicknames) and click **"Save Profile"**

    i. Scroll down and complete or edit the Contact Information* section and click **"Save"**

    *An e-mail address must be included in this section, as all correspondence from Educator Certification will be sent to you by e-mail.