Educator Access to the NC DPI Online Licensure System

This provides an overview of how the educator will register, access an application that a school system has created, and the other functionality that is available.

Existing license holders should be encouraged to register and access their online account and update their contact information.

Note: If you have applied for an initial alternative license for an educator they will be automatically registered and a password emailed to them. They should not manually register.

1. The educator will select the NCDPI Registration link on the login page.

![NCDPI Registration Link](image)

2. The educator will enter and submit their unique account information. After submitting this information, the educator will receive an email with a temporary password. On first login they will need to change their password.
3. After changing their password, the educator will see the onboarding screen, which will guide them through the process of adding their license to their online account.
4. The licensed educator main menu will display.
   - The educator will have a dropdown menu to open a new application.
   - The educator can select Show Details to view their license details and print their license certificate.
   - Existing applications (including those opened by a school system) which require additional work will be displayed on the screen.
   - Existing fee payments that are required will be displayed under Additional Activities. Fees can be bundled so that they only pay the single highest fee when submitting multiple applications at once.

5. The below screenshot shows the applications available to educators.
6. The educator can select Show Details to view their license details and print their license certificate. The below screenshot shows the license details screen the educator will see where they can print their certificate.