# **MOECS LOGIN – EDUCATORS WITHOUT TEACHING CERTIFICATES**

Roles: Educator

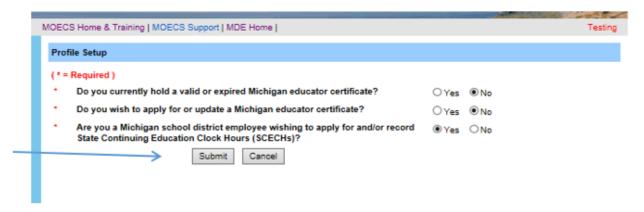
### Step 1

User logs into MOECS and selects "Educator or other license/certificate holder" from drop down list. User selects "Continue" after reviewing information below "What to choose?"

	and the former
MOECS Home & Training   MOECS Support   MDE Home	Testing
You want to register as Educator or other license/certificate holder V What to choose?	
Educators are individuals who have been issued, or who wish to apply for or update, Michigan Department of Education	n issued
<u>certificates:</u>	
Teaching certificate	
<ul> <li>Occupational (vocational) teaching certificate</li> </ul>	
School administrator certificate	
<ul> <li>School psychologist certificate</li> </ul>	
School counselor license	
IF YOU ARE AN EDUCATOR or School District Employee needing State Continuing Education Clock Hours (SCECHs), "CONTINUE" BUTTON TO PROCEED WITH THE MOECS SELF-REGISTRATION PROCESS.	CLICK THE
Substitute Teachers:	
<ul> <li>Do NOT need to create a login name and password</li> </ul>	
<ul> <li>Do NOT apply through MOECS for a substitute permit.</li> </ul>	
<ul> <li>Need to apply directly to the district/school where they wish to substitute teach.</li> </ul>	
<ul> <li>Districts/schools must apply for substitute permits for substitute teachers who do not hold valid Michigan teaching certi</li> </ul>	ificates
<ul> <li>If employed by a third party employment agency, it is the agency's responsibility to have the district/school apply for su permits for individuals who do not hold valid Michigan teaching certificates.</li> </ul>	ubstitute
Continue	

## Step 2

User answers three questions on Profile Setup screen. A non-educator school district employee would answer "No" to the first two questions and answer "Yes" to the third question. Select "Submit" after answering the three questions.



#### Step 3

User will see User Registration screen. User will complete all fields marked with a Red asterisk (required fields). User will select "Save"

User Registration	
(* = Required )	
* First Name	
Middle	
* Last Name	×
* SSN	4
* Confirm SSN	\$
	al Security Number from the United States, please contact the Michigan Department of Education (MDE), Office of Services (OPPS) at 517-373-3310.
* Gender	Male V
* Date of Birth	(mm/dd/yyyy)
* MEIS Account Number	6
<ul> <li>Security Question 1</li> </ul>	What is your father's middle name?
* Answer 1	4
<ul> <li>Security Question 2</li> </ul>	What is your mother's maiden name?
* Answer 2	
* Security Question 3	Who was your favorite teacher?
* Answer 3	,
* Email	
* Confirm Email	×
	Save Cancel

### Step 4

User answers one question on profile setup Screen and selects Submit.

Profile Setup		
Have you ever held a Michigan Educator Certificate?	OYes ONo	
$\longrightarrow$	Submit Cancel	

#### Step 5

User sees message verifying her/his profile has been set up. User will see a confirmation email with instructions for account activation and how to log into MOECS.

#### Profile Setup

Congratulations!!! Your profile has been setup. However, you will not be able to access the Michigan Online Educator Certification System (MOECS) until your account has been activated. A confirmation email has been sent to your email address. Please follow the instructions in the email to activate your account and to login to MOECS. You may also activate your account by closing out of the system and signing back in using your Login Name and Password and following the instructions.

Back to Login