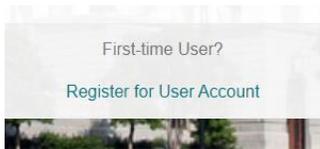


Obtaining Your Educator ID by Creating an SCDE Educator Portal Account

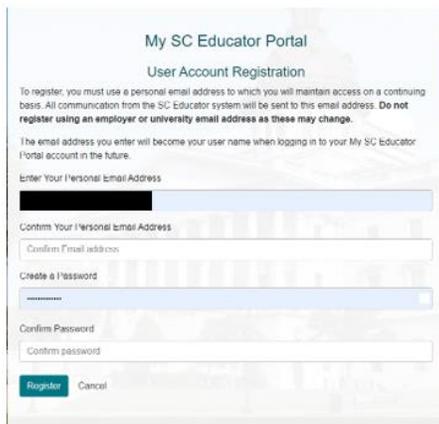
Notes to Consider Before You Begin:

-This website uses 2-Factor Authentication, so it's important to have the correct e-mail address when registering.
-Use a personal e-mail address when registering. Do NOT use a school e-mail address. You will need access to this e-mail address if you leave a school.

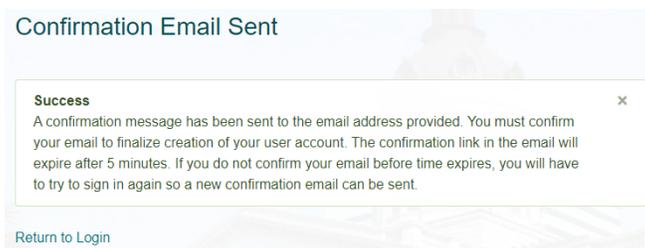
1. Go to: <https://ed.sc.gov/educators/certification/portal/> and Click My SC Educator Portal
 - a. [Direct Link](#)
2. Click, "I Agree"
3. Register for User Account



4. Fill in All Fields

A screenshot of the "My SC Educator Portal User Account Registration" form. The form includes instructions: "To register, you must use a personal email address to which you will maintain access on a continuing basis. All communication from the SC Educator system will be sent to this email address. Do not register using an employer or university email address as these may change." and "The email address you enter will become your user name when logging in to your My SC Educator Portal account in the future." The form fields are: "Enter Your Personal Email Address" (with a redacted input), "Confirm Your Personal Email Address" (with a "Confirm Email Address" input), "Create a Password" (with a password input and a strength indicator), and "Confirm Password" (with a "Confirm password" input). At the bottom, there are "Register" and "Cancel" buttons.

5. Confirm E-Mail Address in E-mail Provided



6. Click Return to Login (from E-Mail Confirmation) or "I Agree" from the Confirmation Page

7. Login with Email and Password you created your account with.
8. Once you login, you will receive a code in your e-mail and you must enter at login:

My SC Educator Portal

Verify Your User Account

A confirmation message containing an authentication code has been sent to the email address provided. The email with authentication code will expire after 5 minutes. If you do not enter the authentication code before time expires, you must sign in again to receive a new authentication code email.

If you do not receive an email with an authentication code, please check your email's spam or junk mail folders.

If you still don't receive an email with an authentication code, please click the link below to request assistance from the [My SC Educator Help Desk](#)

Enter Authentication Code

Submit Return to Login

9. You will then enter your Social Security Number:

My SC Educator Portal

Educator Certification Record

You have successfully created a user account in My SC Educator Portal. Now, we need to link your user account to your educator record on file. If you do not have an educator record, we will begin the process of creating a record for the first time.

Your SSN is required to ensure that we locate your existing record or create a record for the first time. For your protection, data are encrypted using industry standards.

Enter Social Security Number (SSN)

Confirm Social Security Number (SSN)

Search

Are you an international educator waiting to receive a US Social Security Number (SSN)?

10. Click Search

11. Enter your Date of Birth:

The screenshot shows the 'My SC Educator Portal' interface. At the top, it says 'Educator Record Found'. Below that, a message reads: 'We found an educator record matching the SSN you have entered. Now, we need a bit more information to confirm your identity.' There are two input fields for 'Date of Birth' and 'Confirm Date of Birth', both with a calendar icon on the right. Below the fields is a teal 'Confirm' button and a grey 'Back to Educator Search' button.

12. Once confirmed, you will receive a confirmation message, Hit Continue:

The screenshot shows the 'My SC Educator Portal' interface. At the top, it says 'Confirmed' with a green checkmark icon. Below that, a message reads: 'Hello [redacted] We have successfully confirmed your identity. Click the button below to continue.' There is a teal 'Continue' button.

13. In the top-left of your Home Page, you will find your Educator ID (EID) under your name.

The screenshot shows the 'SCDE Educator Portal' interface. At the top, it says 'Jennifer Roach' and 'EID: [redacted]'. Below that, there is a list of menu items: Profile, Requests, Send Documents, My Locker, Contact, and Logout.