

How to Create your EDS (eCertification) Account

There are two parts to this process: Part I, create your account in EDS and Part II *activate* your account in eCertification. You must enter your Social Security Number in full during Part II.

PART I: CREATE ACCOUNT

- Go to <https://eds.ospi.k12.wa.us>
- Select the **Create an Account** tab.

The screenshot shows the 'eDS System Sign In' page. At the top, there are two tabs: 'Sign In' and 'Create an Account'. A red arrow points to the 'Create an Account' tab. Below the tabs, the page title is 'eDS System Sign In'. There are two input fields: 'Username' and 'Password'. Below these fields is a 'Login' button. At the bottom, there is a link that says 'Forgot your username or password?'.

- You will see the form below: Complete the **Required Login Information** and **Data for Linking to a Certificate** sections.

The screenshot shows the 'eDS Create an Account' page. At the top, there are two tabs: 'Sign in' and 'Create an Account'. Below the tabs, the page title is 'eDS Create an Account'. There is a paragraph of instructions: 'Enter desired username and password in the boxes below. Username must be a valid email address. Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.' Below this is another paragraph: 'Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.' The form is divided into two sections: 'Required Login Information' and 'Data for Linking to a Certificate'. The 'Required Login Information' section has fields for 'First Name', 'Last Name', 'Birthdate' (with a format hint '(format: MM/DD/YYYY)'), 'Username', 'Password', and 'Verify Password'. The 'Data for Linking to a Certificate' section has fields for 'Gender' (with radio buttons for 'Male', 'Female', and 'Not Specified'), 'Certificate', 'SSN (last four)', and 'Contact Email'. At the bottom of the form is a 'Register' button, which is highlighted with a red arrow.

○ Username must be a valid email address.

○ If you ever been employed under a WA state certificate, then you must report this data.

○ If not, then leave blank.

- Select **Register**.
- The form below will open. Complete all entries and then click **Create Account**.

All fields marked with an asterisk (*) must be completed. You may edit your personal information on this page, including the email address used for your username, at any time. The information on this page is secure and OSPI will not share it. We will use the information on this page to contact you with official OSPI business only.

Please complete all required fields. When finished, click the **Create Account** button.

Create Account

Personal Information (Information provided here may be used to verify your EDS account)

* First Name: <input type="text" value="Cynthia"/> Middle Name: <input type="text"/> * Last Name: <input type="text" value="McVeigh"/> Race: <input type="text" value="Not Provided"/>	Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not Provided * Birth Date: <input type="text" value="02/28/1959"/> (mm/dd/yyyy) Ethnicity: <input type="text" value="Unknown / Not Provided"/>
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Teaching Certificate Information

Cert Number: -No Certificate-

Account Information

* Username: <input type="text" value="hrmailbox@sjisd.org"/> <i>Note: Username must be an e-mail address, e.g., jsmith@myschool.edu.</i>	Active: <input checked="" type="checkbox"/>
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Email Information

* Primary: <input type="text" value="hrmailbox@sjisd.org"/>	* Recovery: <input type="text" value="cluna228@gmail.com"/>
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Home Information (Information provided here may be used to verify your EDS account and OSPI may send official mail correspondence, such as certificate renewal information, to this address.)

Address Line 1: <input type="text" value="285 Blair Ave"/> City: <input type="text" value="Friday Harbor"/> Zip Code: <input type="text" value="98250"/> * Phone Number: <input type="text" value="3603707904"/>	Address Line 2: <input type="text"/> State: <input type="text" value="Washington"/> Country: <input type="text" value="United States"/> Fax: <input type="text"/>
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Business Information

Address Line 1: <input type="text"/> City: <input type="text"/> Zip Code: <input type="text"/> Phone Number: <input type="text"/>	Address Line 2: <input type="text"/> State: <input type="text" value="Washington"/> Country: <input type="text" value="United States"/> Fax: <input type="text"/>
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Create Account

[Privacy Policy](#)
 [Disclaimer](#)
 [Customer Support: 1.800.725.4311](#)
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***** NOTICE *****

EDS is maintained by the Office of Superintendent of Public Instruction (OSPI) for only authorized and official uses as described in the EDS Security Management Policy (<http://www.k12.wa.us/EDS/default.aspx>).

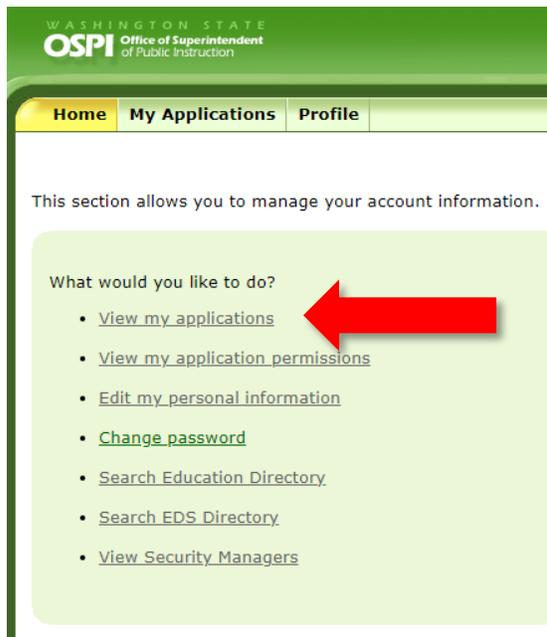
All system activity is monitored and logged by OSPI. Since this system contains sensitive and confidential data, users must take the necessary precautions to prevent unauthorized disclosure of data. By continuing to use this system you indicate your awareness of and consent to these conditions of use.

Please report violations to your District Data Security Manager or [OSPI Customer Support](#).

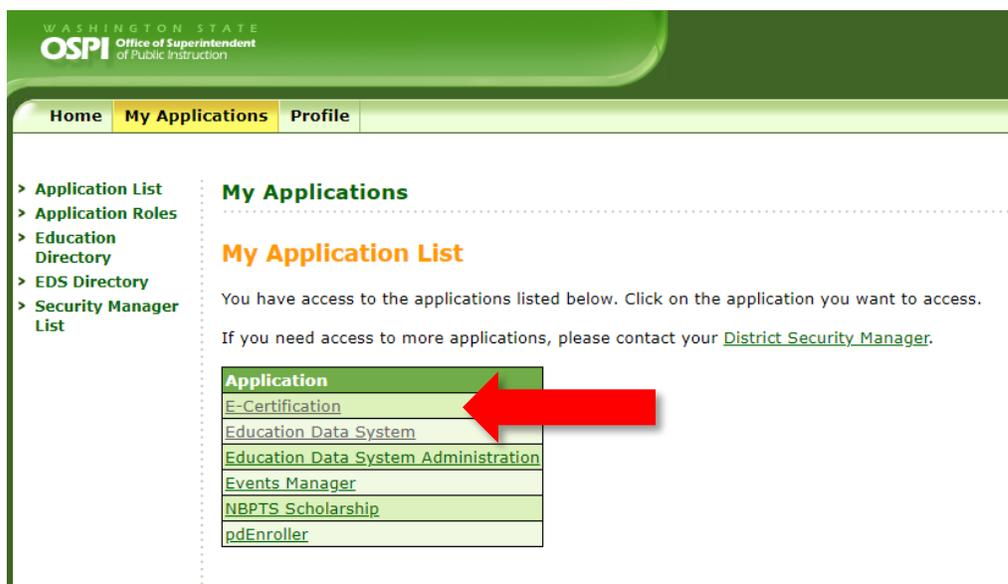
I AGREE
I DO NOT AGREE

PART II: ACTIVATE ACCOUNT

- Log back into your newly created account to **activate** it. Log in and click **View My Applications**.



- You should see **E-Certification** in the Application list. Click on E-Certification. (If you don't see it, log out and wait another 30 minutes.)



- Next, enter your SSI, and complete all other fields on the form. Click next two more times to complete the form.

Edit Educator - Step 1 of 3

You are editing an Educator.

Please review and/or update your profile information and click the Next button.

File Location:

Teacher Number:

SSN: *

First Name: *

Middle Name:

Last Name: *

Former Name:

Print Name:

Suffix:

Gender: *

Birth Date: MM/DD/YYYY *

Ethnicity:

* Race: American Indian or Alaska Native
 Asian
 Black or African American
 Caucasian or White
 Native Hawaiian or Other Pacific Islander

Educator Status: *

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Next 

- **Notify HR** that you have created and activated your account. (It can take up to 24 hours to become available after this step.)
 - HR will now be able to submit the District request for your certificate.
 - HR will notify you when that step is complete and instruct you to claim the request by applying for it.
- **Once HR has notified you to apply** for your District Request, log back in to eCertificaiton and apply as shown below. Notify HR once again, when you've completed that step.

Apply for Your District Request Here

If a district electronically requests a teaching credential for an educator, a link will be displayed on the educator's home page.



Apply For Your District Request Here

Click here to apply for your Washington District Request. Your district has electronically requested a Washington teaching credential for you. Click on this link to start your application process.

To start the process, the educator clicks on the link, Click here to apply for your Washington District Request. This action will launch the District Request Application List table. The educator clicks on the Begin link for the selected application.

District Request Application List					
Available Applications					
Application	District	Status	Request Date	Action	
4025 - Conditional		District Request	5/27/2014 10:42:57 AM	Begin	Begin
4025 - Conditional		District Request	5/27/2014 10:42:57 AM	Begin	Begin
4025 - Conditional		District Request	5/28/2014 7:20:08 AM	Begin	Begin
4026 - Emergency Certificate		District Request	5/28/2014 7:44:27 AM	Begin	Begin
4027 - Emergency Substitute Certificate		District Request	5/28/2014 7:58:02 AM	Begin	Begin
4028 - Intern Substitute Certificate		District Request	5/28/2014 8:06:29 AM	Begin	Begin
4075 - Initial/Probationary CTE Teacher Certificate		District Request	5/28/2014 8:15:30 AM	Begin	Begin

By clicking on the Begin link, an 18 step wizard is launched. The educator will go through each step for complete the application process.

If you need further assistance with this process, please contact the OSPI Professional Certification office at (360) 725-6400.