

## Accessing My Mississippi Teaching License Online

### Why should I retrieve my teaching license online?

- ✓ This is the best way to see whether MDE has processed any changes or additions to your licensure. It will save you the hassle of trying to get this information over the phone.
  - ✓ It is available 24 hours a day.
  - ✓ You can't lose it.
  - ✓ Once you have saved your license to your computer, it will be easy to attach it to job applications or to submit it for Dimensions classes at MC.
  - ✓ In future, you will be required to enter CEU information yourself, in order to update or renew your teaching license.
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- Go to [www.mde.k12.ms.us](http://www.mde.k12.ms.us)
  - In the menu on the right side of the webpage, click on **Online Teacher Licensure**.
  - If you have never been to this site, you will need to create an account for yourself with password & user name.
  - When you have established a User Account, you can log in at any time. Log in.
  - Click on **Educator** to view your current Mississippi Teaching license. (If you have administrative certification, you have the option to view this license, as well.)
  - Click on **View Your Credentials Here**. You will be able to view any current or prior certification through this portal. (Note – there is also a place to click to view information about the renewal cycle for your license.)
  - In the middle of the page, it says, “**Click Here for Virtual Certificate.**” Click there.
  - Your certificate (license) with endorsements will open in a pdf. format. You can print out hard copies or save this to your computer for later access without going back through the MDE portal.
  - For the purposes of this class, you should save your license to your computer so that you can submit it via MC Moodle.