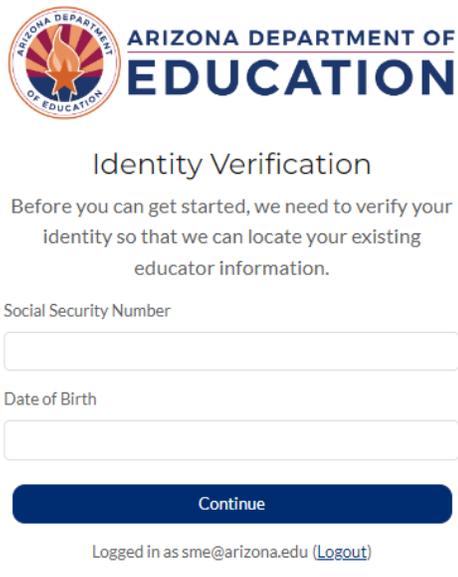


ADE Certification Application Guide

Created by Sara Knepper 11/1/2024 – DRAFT IN PROGRESS

1. You must have a valid [Arizona IVP fingerprint clearance card](#) to create an account.
2. Create an account at <https://adeconnect.azed.gov/Account/SelfRegistration/General>
3. Follow the emailed instructions to activate the account
4. You will have to wait 15 minutes after account activation to log into the system
5. Log into <https://mycert.azed.gov>
6. It will ask you to verify your information:



 **ARIZONA DEPARTMENT OF EDUCATION**

Identity Verification

Before you can get started, we need to verify your identity so that we can locate your existing educator information.

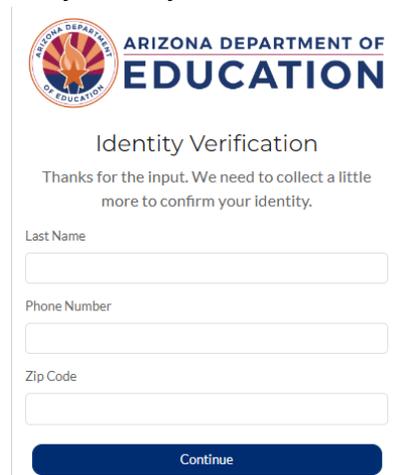
Social Security Number

Date of Birth

[Continue](#)

Logged in as sme@arizona.edu ([Logout](#))

- a. If this doesn't work, it will bring you to a second screen to ask for more information to try to find your account:



 **ARIZONA DEPARTMENT OF EDUCATION**

Identity Verification

Thanks for the input. We need to collect a little more to confirm your identity.

Last Name

Phone Number

Zip Code

[Continue](#)

- b. If this still doesn't work, it may be because you did not put your Social Security Number (SSN) on your Fingerprint Clearance Card application originally. You will need to contact the AZ Department of Public Safety at **(602) 223-2279** to add your SSN to your fingerprint information. It should take approximately 24 hours to process, and then you can try this step again.

7. Once your account is set up and your IR issued (keep an eye out for an email from the Certification Officer), there should be a tab or indicator at the top left that says To Do, and the IR should be there after it has been issued. You can then proceed with your application using your IR.

The screenshot shows the Educator Portal interface. The browser address bar displays <https://mycert.azed.gov/home>. The left sidebar contains the user's name, Wilma Wildcat, and their EIN: 1234567, along with a navigation menu including Home, My Certificates, Applications, Notifications, Upload Documents, Educator Profile, Contact Us, and Logout. The main content area features a 'To-Do Tasks' section with a red circle around the 'To-Do Tasks' header and a message: 'You're all caught up! You don't have any to-do items right now.' To the right is a 'Notifications from ADE' section with a message: 'You do not have any new notifications at this time.' and a link to 'View all notifications'. Below these sections is a 'My Applications' section with a message: 'You do not have any recent or incomplete applications.' and a 'Start Application' button.