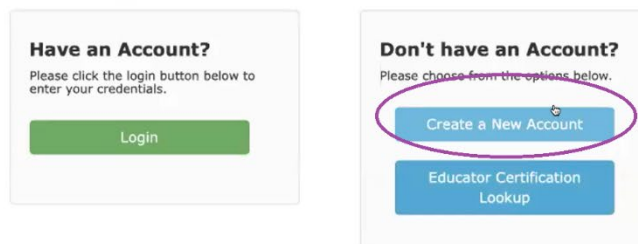
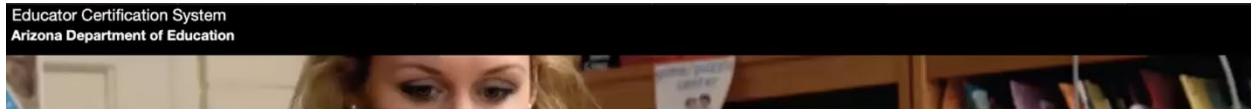


ADE Online Portal – Setup Guide

Follow the instructions below and purple circles to set up your ADE Online Portal Account.

1. In CHROME, visit <https://certification.azed.gov/>
2. Create a new account. After your account is created, when you come back in the future, you can instead click on Login on the left.

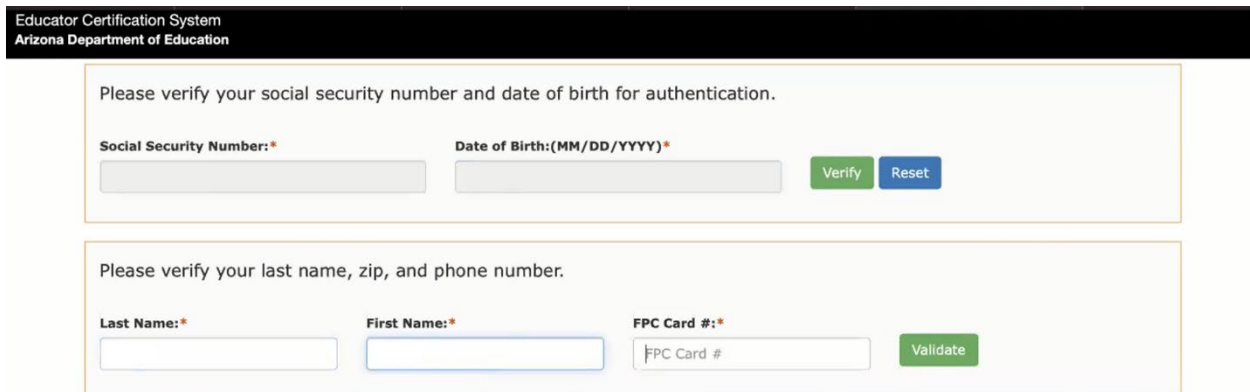
Two white rectangular boxes are shown side-by-side. The left box is titled "Have an Account?" and contains the text "Please click the login button below to enter your credentials." and a green "Login" button. The right box is titled "Don't have an Account?" and contains the text "Please choose from the options below." and two blue buttons: "Create a New Account" (circled in purple) and "Educator Certification Lookup".

3. Fill in your full SSN and Date of Birth, then click Verify.

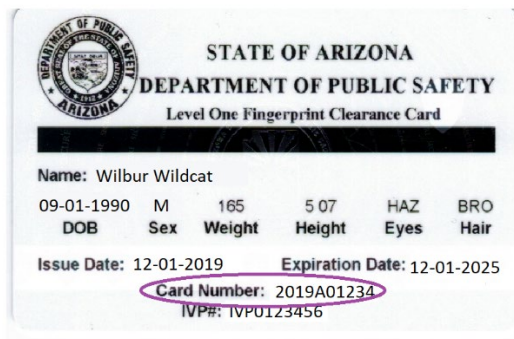
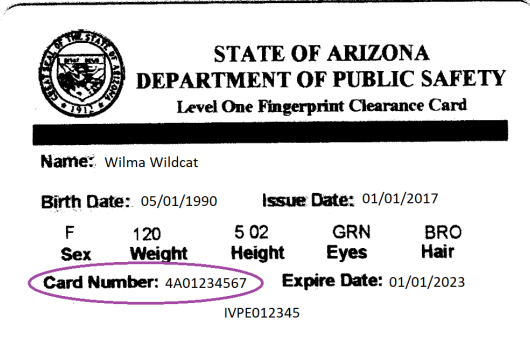
The next box should then pop up to fill in Last Name, First Name, and Fingerprint Clearance (FPC) Card number, then click Validate.

You may get stopped here if you did not put your Social Security Number on your Fingerprint Clearance Card application originally. If not, it will then prompt you to contact the AZ Department of Public Safety; you can call them 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.

You can find this on your Arizona IVP card where it says "Card Number". This is not the same as your IVP number.

Two white rectangular forms are shown. The first form has the heading "Please verify your social security number and date of birth for authentication." and contains two input fields: "Social Security Number: *" and "Date of Birth: (MM/DD/YYYY) *". To the right of these fields are two buttons: a green "Verify" button and a blue "Reset" button. The second form has the heading "Please verify your last name, zip, and phone number." and contains three input fields: "Last Name: *", "First Name: *", and "FPC Card #: *". To the right of these fields is a green "Validate" button.

Fingerprint card examples of where to find Card Number:



4. Much of your information should auto-populate if you listed your Social Security Number on your Fingerprint Clearance Card application. It is recommended that you use your address where you want your certificate to be mailed, but you will have a chance to edit this later if needed. Fill in all fields, then click Submit.

Please verify your social security number and date of birth for authentication.

Social Security Number: *

Date of Birth:(MM/DD/YYYY) *

ADE Connect Registration Form - Please fill out all fields below in order to create your ADE Connect Account

First Name: *

Middle Name:

Last Name: *

Gender: *

Ethnicity: *

United States Address: * (If you need to change your address to an international address deselect checkbox.)

Mailing Address: *

City: *

State: *


Zip: *

Phone Number: *

Phone Type:

Email Address: *

Confirm Your Email Address: *

I'm not a robot  reCAPTCHA Privacy - Terms

Note: Internet Explorer requires compatibility view be turned off to submit this form. Click here for instructions or use another browser, such as Firefox or Chrome.

5. The next page is a confirmation of submission.

Form Submission Confirmation

You will receive an email shortly at [@email.arizona.edu](mailto:email.arizona.edu) with instructions to complete the account creation process.

If you do not receive your confirmation please contact Arizona Department of Education Support for assistance.

Arizona Department of Education
1535 West Jefferson Street
Phoenix, Arizona 85007
602-542-5393
1-800-352-4558
Hours of Operation: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Office Closures
The Arizona Department of Education closes on Arizona State Holidays. For a full list of holidays and the actual dates, please see the [State Service Holidays calendar](#).

[Back to Home](#)

6. Immediately check your email and you should receive a confirmation from svc-adenotifications@azed.gov in a minute or two; this expires within one hour. There's a link in the middle of the email to Verify; click that link.

svc-adenotifications@azed.gov Inbox - Google 3:14 PM S

[EXT]Verify your email to finish setting up your Arizona Educator Certification Account

To:

External Email

* Please add svc-adenotifications@azed.gov to your address book to ensure that our emails reach your inbox.

Account Verification Required

In order to finish the creation of your account, which provides access to the Arizona Department of Education's Educator Certification, we need to verify your e-mail address and that you have initiated this request. Please click below to verify that this was a legitimate request and that this is the correct email address. The activation link below will expire in 1 hour.

[Verify](#)

Clicking the verify button after 1 hour will generate another e-mail with a new link to verify this request.

If you have received this as an error and would like to report it, please contact 602-542-7378 or adesupport@azed.gov

Please do not reply to this email. It has been sent from an unmonitored email account.

NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.

7. Create your Password following the guidelines and click Submit.

Your email has been verified. Please create your password.

- Password must be at least 8 characters
- at least one uppercase letter (A - Z)
- at least one lowercase letter (a - z)
- at least one number (0 - 9)
- at least one special character of !#\$%&"'()@
- must not include your first and/or last name

Password

Confirm Password

8. Click Login

Account created successfully. Click here to login:

9. Sign in with your email address and password.



Sign in with your organizational account

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

10. Welcome to your portal Home screen – you’re done! Now you must wait until your Institutional Recommendation is awarded – **DO NOT start your application early**, as it will be the wrong one.

The screenshot shows the user's home screen with a navigation bar at the top containing 'Home', 'My Certificates', 'Open Applications', and 'Completed Applications'. Below this is a yellow header bar with the user's name 'WILMA WILDCAT', Educator ID '1234567', and 'DPS Fingerprint Card Status: Valid (Card #4A01234567, Expires: 01/01/2023)'. A blue banner below the header reads 'Welcome WILMA WILDCAT to the Arizona Department of Education Certification System (AzEDCert)'. The main content area features four blue-titled cards: 'View Your Credentials' (with a magnifying glass icon), 'Using the Educator Portal' (with an information icon), 'Renew Your Certificates' (with a refresh icon), and 'Apply for a New Credential' (with a plus icon). Each card contains brief instructions and links to relevant pages.

If you have any questions, concerns, or issues, please contact ADE directly:
<https://www.azed.gov/educator-certification/contactus/>.