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://www.azed.gov/educator-certification/azedcert/

2. Click on AzEDCert Portal button

3. 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.

Have an Account?

Please click the login button below to enter your credentials.

Login

Don't have an Account?

Please choose from the options below.

Create a New Account

Educator Certification Lookup

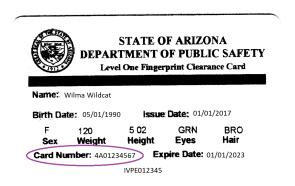4. Fill in your full SSN and Date of Birth, then click Verify.

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.

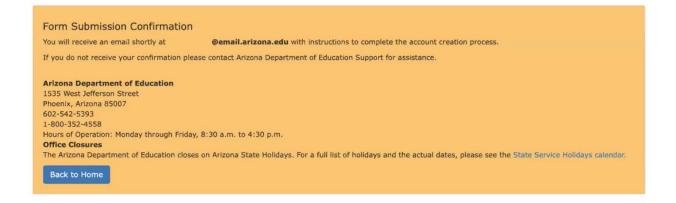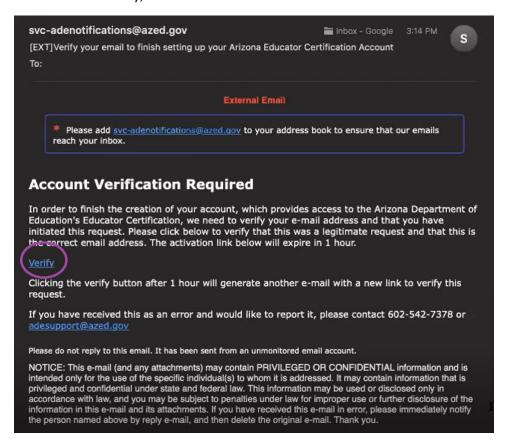Fingerprint card examples of where to find Card Number:

5. 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.

6. The next page is a confirmation of submission.

7. 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.

8. Create your Password following the guidelines, and click Submit.

9. Click Login

10. Sign in with your email address and password.

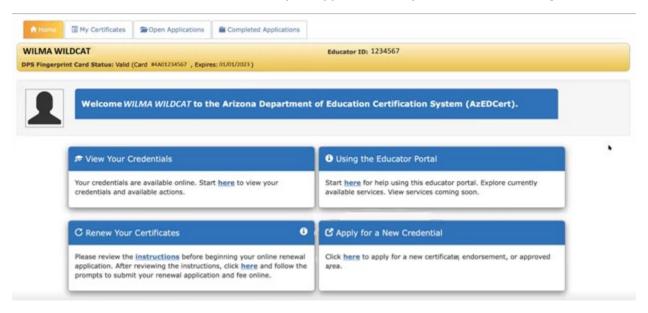Sign in with your organizational account

someone@example.com

Password

Sign in

Forgot Password?

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

11. 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.

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