

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



**ARIZONA DEPARTMENT
OF EDUCATION**

[COVID-19](#) [Students & Families](#) [Educators](#) [Administrators](#)

Q

[Home](#) / [Educator Certification](#) / [Prepare and Submit an Application](#)

Prepare and Submit an Application

COVID-19 Update: Office Hours

Our offices are currently not accepting walk-ins for certification applications or advisement. Apply and check your application status online using the [AzEDCert portal](#).

Apply Online

AzEDCert Portal

Visa and Mastercard payment only.

Apply By Mail

Send application, payment, and all materials to:

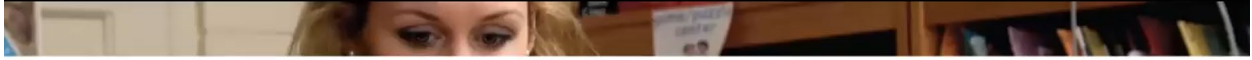
ADE – Certification

P.O. Box 6490

Phoenix, Arizona 85005-6490

Check or money order payment only.

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.

Educator Certification System
Arizona Department of Education

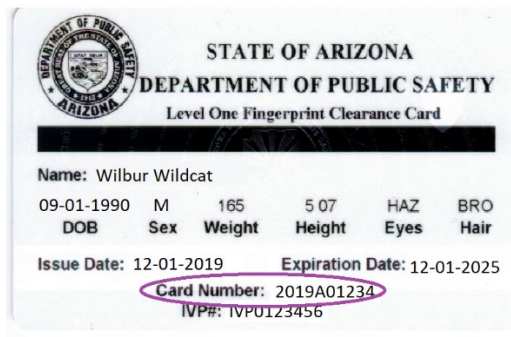
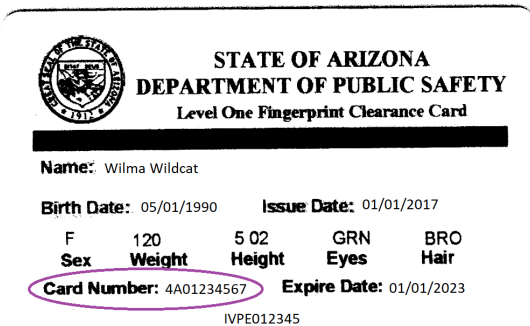
Please verify your social security number and date of birth for authentication.

Social Security Number: * Date of Birth:(MM/DD/YYYY) *

Please verify your last name, zip, and phone number.

Last Name: * First Name: * FPC Card #: *

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.

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 

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.

6. The next page is a confirmation of submission.

Form Submission Confirmation

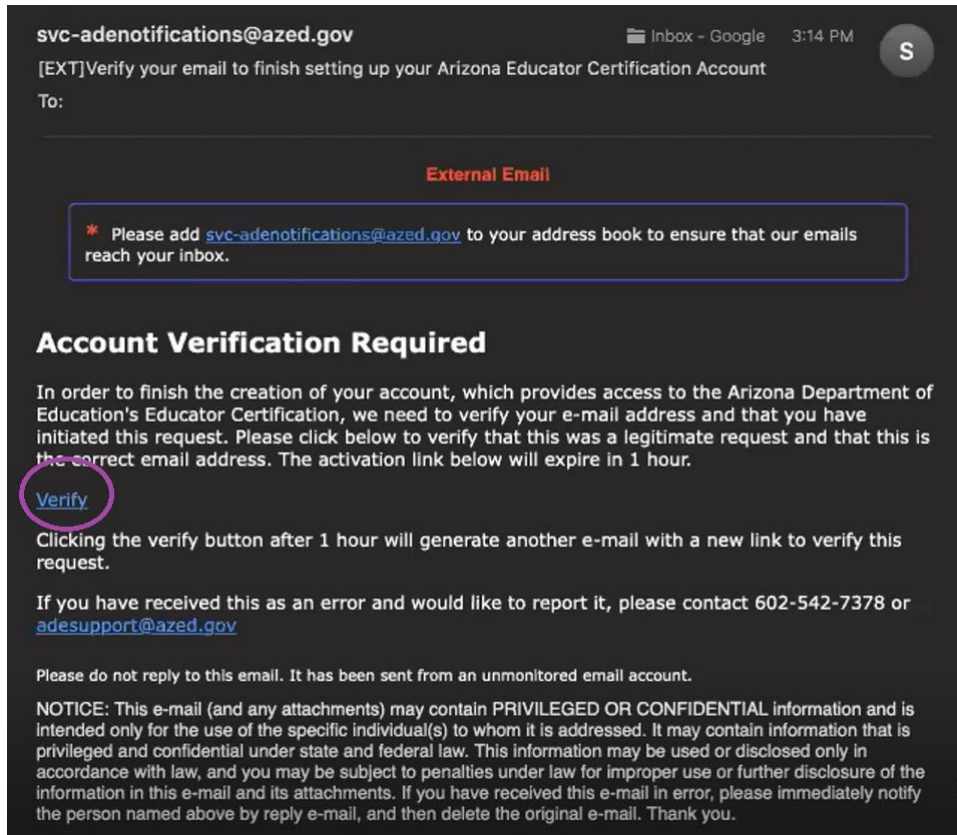
You will receive an email shortly at **@email.arizona.edu** with instructions to complete the account creation process.

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](#).

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.

The screenshot shows a form with the following elements:

- Header: "Your email has been verified. Please create your password."
- List of password requirements:
 - 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
- Input fields:
 - Label: Password
 - Input:
 - Label: Confirm Password
 - Input:
- Submit button: "Submit"

9. Click Login

The screenshot shows a confirmation message:

- Text: "Account created successfully. Click here to login:"
- Button: "Login"

10. Sign in with your email address and password.



Sign in with your organizational account

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.

The screenshot shows the user interface of the AzEDCert portal. At the top, there is a navigation bar with links for Home, My Certificates, Open Applications, and Completed Applications. Below this is a yellow header bar displaying the user's name "WILMA WILDCAT", their Educator ID "1234567", and their DPS Fingerprint Card Status: "Valid (Card #4A01234567, Expires: 01/01/2023)". A blue banner below the header says "Welcome WILMA WILDCAT to the Arizona Department of Education Certification System (AzEDCert)". The main content area contains four blue-tinted cards: "View Your Credentials" (with a brief description and a "here" link), "Using the Educator Portal" (with a brief description and a "here" link), "Renew Your Certificates" (with a brief description and a "here" link), and "Apply for a New Credential" (with a brief description and a "here" link).

If you have any questions, concerns, or issues, please contact ADE directly:

<https://www.azed.gov/educator-certification/contactus/>.