

MOECS LOGIN – EDUCATORS WITHOUT TEACHING CERTIFICATES

Roles: Educator

Step 1

User logs into MOECS and selects “Educator or other license/certificate holder” from drop down list. User selects “Continue” after reviewing information below “What to choose?”

The screenshot shows the MOECS registration interface. At the top, there are navigation links: "MOECS Home & Training | MOECS Support | MDE Home |" and a "Testing" status indicator. Below the navigation, a dropdown menu is set to "Educator or other license/certificate holder" with a link "What to choose?". The main heading reads: "Educators are individuals who have been issued, or who wish to apply for or update, Michigan Department of Education issued certificates:". A bulleted list follows: Teaching certificate, Occupational (vocational) teaching certificate, School administrator certificate, School psychologist certificate, and School counselor license. Below this, a bold instruction states: "IF YOU ARE AN EDUCATOR or School District Employee needing State Continuing Education Clock Hours (SCECHs), CLICK THE 'CONTINUE' BUTTON TO PROCEED WITH THE MOECS SELF-REGISTRATION PROCESS." Another section titled "Substitute Teachers:" includes instructions: Do NOT need to create a login name and password; Do NOT apply through MOECS for a substitute permit; Need to apply directly to the district/school where they wish to substitute teach; Districts/schools must apply for substitute permits for substitute teachers who do not hold valid Michigan teaching certificates; and If employed by a third party employment agency, it is the agency's responsibility to have the district/school apply for substitute permits for individuals who do not hold valid Michigan teaching certificates. A blue arrow points from the text to a "Continue" button.

Step 2

User answers three questions on Profile Setup screen. A non-educator school district employee would answer “No” to the first two questions and answer “Yes” to the third question. Select “Submit” after answering the three questions.

The screenshot shows the "Profile Setup" screen. At the top, there are navigation links: "MOECS Home & Training | MOECS Support | MDE Home |" and a "Testing" status indicator. The page title is "Profile Setup". Below the title, there is a red asterisk indicating required questions: "(* = Required)". Three questions are listed, each with radio button options for "Yes" and "No":
1. "Do you currently hold a valid or expired Michigan educator certificate?" with "No" selected.
2. "Do you wish to apply for or update a Michigan educator certificate?" with "No" selected.
3. "Are you a Michigan school district employee wishing to apply for and/or record State Continuing Education Clock Hours (SCECHs)?" with "Yes" selected.
At the bottom, there are "Submit" and "Cancel" buttons. A blue arrow points from the text to the "Submit" button.

Step 3

User will see User Registration screen. User will complete all fields marked with a Red asterisk (required fields). User will select "Save"

User Registration

(* = Required)

* First Name

Middle

* Last Name

* SSN

* Confirm SSN

If you do not have a Social Security Number from the United States, please contact the Michigan Department of Education (MDE), Office of Professional Preparation Services (OPPS) at 517-373-3310.

* Gender

* Date of Birth (mm/dd/yyyy)

* MEIS Account Number

* Security Question 1

* Answer 1

* Security Question 2


* Answer 2

* Security Question 3

* Answer 3

* Email

* Confirm Email




Step 4

User answers one question on profile setup Screen and selects Submit.

Profile Setup

Have you ever held a Michigan Educator Certificate? Yes No



Step 5

User sees message verifying her/his profile has been set up. User will see a confirmation email with instructions for account activation and how to log into MOECS.

Profile Setup

Congratulations!!! Your profile has been setup. However, you will not be able to access the Michigan Online Educator Certification System (MOECS) until your account has been activated. A confirmation email has been sent to your email address. Please follow the instructions in the email to activate your account and to login to MOECS. You may also activate your account by closing out of the system and signing back in using your Login Name and Password and following the instructions.

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