How to #1 - Onboarding with the online system

NCDPI Online Licensure System: https://vo.licensure.ncpublicschools.gov

User Registration

Please complete the information required below to become a registered Department of Public Instruction User. You will receive a confirmation email as part of the registration process. Please use a permanent personal email address.
The User ID you select will be your new User ID. The User Id must contain at least 8 characters

Enter your details and press "Next".

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

* First Name:

* Last Name: | Last Name

Account Login

* Email: | personal email | (e.g. name@domain.com)

* Confirm Email:

* User ID: | first.last

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

* Secret Question:

　Select a predefined question: | Where were you born? ▾

　Or write your own question:

* Secret Answer: | secret answer

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces): | wmcmr
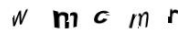
w m c m r   Refresh

Once you have entered the code, hit the "NEXT" button

[Next] [Cancel]

User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

[Return]

Footer Contact Board

To: first.last

From: tor_noreply@irondata.com

Subject: NEW USER ACCOUNT

Received: Thu Aug 06 2015 11:05:13 GMT-0400 (Eastern Daylight Time)

📄 Original   ↪ Forward   🗑 Delete

This email has been filtered to help protect you against malicious content. This may affect the email's appearance. If this email was sent by a trusted source, you can Remove Safety Filter

Check Any Inbox!

Go!

First,
Thank you for registering for an online account. Please complete your registration by logging on to your account at:
https://vo.licensure.ncpublicschools.gov

Your temporary password is provided below.
Please note that your online password is case sensitive.
USERID: FIRST.LASTNAME01
PASSWORD: SgddMdd9

*** Note: This is an automated email. Do NOT reply to this message.

Public Schools of North Carolina

Contact Us

NCDPI Online Licensure System

Welcome to the North Carolina Department of Public Instruction (NCDPI) online licensure system. This is a one-stop shop for educators, school systems, and the general public to verify North Carolina educators' licenses. Additionally, educators and school systems can submit license applications, renew a license, and update their contact information, among other services.

General Public	Educator and School System Sign-in
Verify a License	• User ID: first.lastname01
	• Password: ••••••••
	Use temporary password provided in the email received Log On
	Forgot your password? Click here.
	Forgot User ID? Click here.

Educator Registration: Click Below to Create a New Online Account

NCDPI Registration

W3C XHTML 1.0

Footer Contact Board

Public Schools of North Carolina

Logged in as *Last, First*   Edit Login Information | Logoff | Contact Us

Update Default Registration Information

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least (1) uppercase alphabetic character
- must contain at least (1) lowercase alphabetic character
- must contain at least (1) numeric character
- no special characters are required

* Old Password: ••••••••

* New Password: ••••••••

* Confirm Password: ••••••••

Save

W3C XHTML 1.0

Logged in as **Last, First**   Edit Login Information | Logoff | Contact Us

Step1: Do you have a have an existing Licens License / Application?   Step2: Provide Identifying Information   Step3: Confirm Information

Welcome to DPI Online*Quick*Start

By answering a few simple questions we'll help you to get started

Instructions

Have you **ever** applied for or been issued a Professional Educator's license by the state of North Carolina?

If you are not sure, please select Yes in order to try and locate your records.

Select "Yes" if you have an existing or expired license   ○ Yes

○ No   Select "No" if this is the first time requesting a license.
Do not select no if you have submitted a paper application

Next

W3C XHTML 1.0

Footer Contact Board

Step1: Do you have a have an existing Licens License?   **Step2: Provide Identifying Information**   **Step3: Confirm Information**

Help us to find your records

Step 2

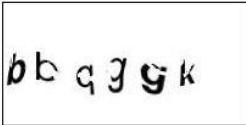If you have changed your name since you were licensed, your records could be under a previous name.

* Required Information

License Type:	Professional Educator's Licenses
* Last Name:	
* SSN:	Last 4 digits of SSN **Please enter the SSN in the correct format**
* Date Of Birth:	(mm/dd/yyyy)

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):

bbqℑgk

Refresh

Captcha Image

Next   Cancel

FAQ's – Can't verify your information on Step 3

Error Message: SSN is not recognized

> ➢ Ensure that the data the educator is typing in is identical to the information found in VR. Log into VR and do a search in the license module to verify the following data.
>   - For Last Name
>   - For SSN – last 4 digits only
>   - Date of birth – correct format

Error Message: There are multiple listening for your SSN – call Licensure

- Possible Cause – One Entity with 2 SSN's, one being incorrect.
- Do and Entity search on the
  - o Partial SSN (use % for wildcard) and Date of Birth
  - o Name