INSTRUCTIONS ON HOW TO CREATE AN ACCOUNT

PART - 1

*Follow the ORANGE direction markers throughout the examples.

1.) STEP ONE - Create an Educator Account.

- Go to NCDPI website.

- Register using a <u>permanent</u> email address (do not use your Wake Forest email).
- Once you register, NCDPI will email you a temporary password.
- When next you enter the site, you will use your USER ID and temporary password to sign in as an **Educator**.
- After you sign in with you temporary password you will be prompted to create a new one.

Use this USER ID and PASSWORD once you are ready to apply for Initial Professional License (IPL).