

# 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](#).

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:

Password:

**Log On**

Forgot your password? Click [here](#).

Forgot User ID? Click [here](#).

**Educator Registration: Click Below to Create a New Online Account**

[NCDPI Registration](#)

[Logon](#) | [Contact Us](#)

### 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:

Second Name:

Last Name:

**Account Login**

Email:  (e.g. name@domain.com) **\*Use a permanent email**

Confirm Email:

User ID:

**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:

Or write your own question:

Secret Answer:

**Security Measures** (This helps to prevent automated registrations.)

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

k b n s q **Refresh**

- Register using a permanent 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.

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:

Password:

[Log On](#)

Forgot your password? Click [here](#).

Forgot User ID? Click [here](#).

**Educator Registration: Click Below to Create a New Online Account**

[NCDPI Registration](#)

Public Schools of North Carolina [Logged in as Brown, Alan](#) | [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](#)

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