

How to Access E-Certification

Professional Certification

First-Time User:

1. Go to [Education Data System \(EDS\) Sign In](https://eds.ospi.k12.wa.us) [https://eds.ospi.k12.wa.us]
2. Select the **Create an Account** tab.
Username must be a valid email address.
Password must be at least 10 characters long, and contain at least one uppercase letter, one lowercase letter, one number, and one symbol
3. Complete the **Required Login Information**
4. Complete the **Data for Linking to a Certificate**. If you were ever employed by a Washington school district, you have data to claim.
5. Select **Register**. You will be prompted to **Request Application Roles**. This option can take up to 30 minutes to appear. If your school participates in eVAL, you may request a role at this time OR select Not Now to continue to E-Certification
6. Select **Register**
7. From the EDS homepage, select:
 - o **View my applications**
 - o **E-Certification** (to access this option, please wait 24 hours)
8. From the E-Certification homepage, you may apply for a certificate, change your role, or use the dropdown menu for a desired action.

Sign In Create an Account

eDS Create an Account

Enter desired username and password in the boxes below. Username must be a valid email address.

Password must be at least 10 characters, may not be the same as the last 10 passwords, and must include:

- at least one upper case letter
- at least one lower case letter
- at least one numeric digit
- at least one special character *\$+?_&=!%{}/
- may **not** contain the phrase 'pass'
- may **not** contain your first name.
- may **not** contain your middle name.
- may **not** contain your last name.
- may **not** be the same as your User Name.

Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.

Required Login Information

First Name:

Last Name:

Birthdate: (format: MM/DD/YYYY)

Username:

Password:

Verify Password:

Data for Linking to a Certificate

Gender: Male Female Not Specified

Certificate:

SSN (last four):

Contact Email:

Register

Returning User:

1. Go to [Education Data System \(EDS\) Sign In](https://eds.ospi.k12.wa.us) [https://eds.ospi.k12.wa.us]
2. Enter your username and password
3. Select **Login**
4. From the EDS homepage you may manage account information, select:
 - o **View my applications**
 - o **My Application List**
 - o **E-Certification**
5. From the E-Certification homepage, you may apply for a certificate, change your role, or use the dropdown menu for a desired action.

Sign In Create an Account

eDS System Sign In

Username

Password

Login

Forgot your [username](#) or [password](#)?



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