

IMPORTANT: Should you experience any technical difficulties while using the MEIS or MOECS platforms detailed in the tasks below, please contact moeCSSsupport@michigan.gov.

⇒ **TASK 1**

Create Required Accounts

Step 1 - Create Your MEIS Account

MEIS stands for Michigan Education Information System. If a candidate does not yet have a MEIS account, it needs to be created now using the link directly below. Please note:

- MOST students will need to make a MEIS account.
- A MEIS user will need only **one (1) account** which will allow access to multiple Michigan Department of Education (MDE) applications. ***If you already have a MEIS account, skip to Task 1, Step 2.***
- An account is unique to each individual user.
- An account **MUST NEVER** be shared.
- An account remains open forever.
- You must create the MEIS account first. A MOECS account, noted in Task 1 Step 2, cannot be created until a MEIS account exists.
- You will need to enter contact information (name, address, email, phone number) as part of account creation.
- **IMPORTANT:** The Michigan Department of Education recommends that candidates **use a personal email address you plan to keep throughout your career. DO NOT use your UM-Dearborn account.**

Create a MEIS Account

After opening the webpage above, select the link to “**Create a New MEIS Account**”.

- **NOTE:** Candidates may receive a notification that a “MEIS account already exists with your name” when entering their first and last name at the start of the process. This warning can be bypassed by selecting the “**Create a new MEIS account if you wish to continue**” link that appears below the warning.
- After the MEIS account has been created, please save your account information (MEIS number, etc.) in a place where you can find it. You will need this information immediately - and again in the future. It will be the same login details you will use throughout your career as an educator in Michigan.

Step 2 - Create Your MOECS Account

MOECS stands for Michigan Online Educator Certification System. If a candidate does not yet have a MOECS account, it needs to be created now using the link directly below.

[Create a MOECS Account](#)



MOECS Login

* = Required

* Login Name:

* Password:

[Login Assistance](#)

- Select “**Login Assistance**”. This feature will allow you to enter your name on the following page to determine if a MOECS account already exists for you.
- It is very unlikely you already have a MOECS account unless you are a substitute teacher or a paraprofessional. This critical step will ensure that a duplicate account is not created.
 - Creation of a duplicate account will cause issues with future steps. ***Please do not skip this step.***
- The search screen will appear as follows after selecting the words “**Login Assistance**”.

Account Search

Let's find your account!

The information you enter must match the name on your certificate. Pay special attention to maiden names, nicknames, hyphenated names, etc.

* = Required

* First Name:

* Last Name:

* SSN Last 4:

- Enter your first and last names carefully. This is how your name will be listed in Michigan Department of Education records regarding all issues pertaining to teacher certification.
- Spell correctly: Your first and last names and the spelling of those names **MUST** match UM-Dearborn records.
 - Check your UM-Dearborn record in your [My UM-Dearborn Portal](#):
 - Select “**Personal Information**” under MY QUICK LINKS.
 - Confirm that both your **First Name** and **Last Name** match what you enter in MOECS.
 - **DO NOT** use a preferred name or nickname.
- Be careful with the use of extra spaces or hyphenation. If your name does not include extra spaces or hyphenation in UM-Dearborn records, it cannot have them in the MOECS record.

- Avoid nicknames; this is a professional registry.
- Enter the last four digits of your social security number (if available).

Upon entering your name, the MOECS platform will communicate one of two things:

A MOECS Account Already Exists	A MOECS Account Does Not Exist
↓ Action to Take ↓	↓ Action to Take ↓
Follow the on-screen prompts to log into the existing account.	Follow the on-screen prompts to create an account.

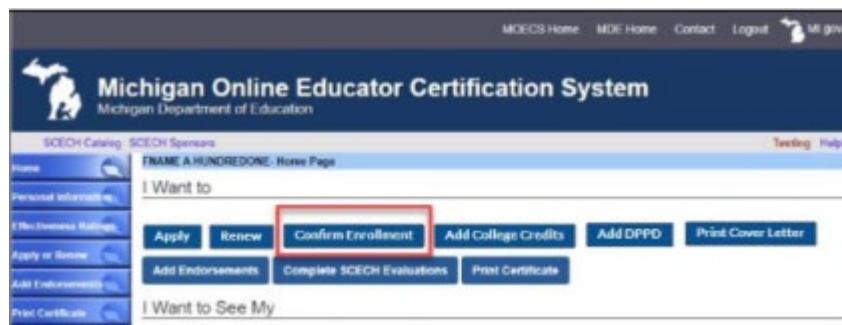
YOU ARE NOT DONE
Please move on to Task 2

⇒ TASK 2

Link your MOECS Profile to an Educator Preparation Institution (EPP)

Step 1 - Home Page Selection

After logging into your MOECS account (either an existing or newly created account), and accessing the home page, select “Confirm Enrollment” from the available tasks.



Step 2 - Enter EPP Information

Provide the requested information:

- Institution that has accepted you into an educator preparation program: University of Michigan - Dearborn
- Program level: Teacher
- Program type: Initial Certification
- Student identification number: Your 8-digit UMID

Click the “Next” button.

The screenshot shows a form titled "Confirm enrollment". On the left, a vertical menu bar lists "View Certifications", "View Professional Licensing", "Forms", and "Payment Methods". The main form area has a header "Are you currently enrolled in an approved Michigan educator preparation program?". It contains three required fields: "Select the institution/agency that has accepted you into educator preparation program" (dropdown menu), "Program level" (dropdown menu with options: Select, Teacher, School Counsellor, School Psychologist, School Administrator, School Social Worker), and "Program Type" (dropdown menu with options: Select, Initial Certification, Additional Endorsement). At the bottom, there is a text field for "Please enter your student identification number".

Step 3 - Review and Submit

A summary of your selections will be provided. If everything looks correct, select the “Submit” button. If not, select the “Back” button to edit answers. Once submitted the information will be sent to UM-Dearborn for review and confirmation.

The screenshot shows a summary of enrollment information. It includes the following details:

- Are you currently enrolled in an approved Michigan educator preparation program? Yes
- Select the institution/agency that has accepted you into the educator preparation program: #T.E.A.C.H.
- Program Level: Teacher
- Program Type: Initial Certificate
- Please enter your student identification number: 12345

At the bottom, there are three buttons: "Back", "Submit", and "Cancel".

Step 4 - Provide Proof of Completion

Select Enrollment Information from the MOECS home page to see the history of enrollment information as submitted into MOECS. Screenshot this page to upload as proof of successfully providing your enrollment information.

SCECH Catalog Home Help

NAME A HUNDREDONE: Home Page

I Want to

Apply Renew Confirm Enrollment Add College Credits Add DPOD Print Cover Letter

Add Endorsements Complete SCECH Evaluations Print Certificate

I Want to See My

PIC Effectiveness Ratings Certificate Out of State Evaluation Report **Enrollment Information**

Help

Enrollment Information

First Name	John	Last Name	Smith	PIC	1234	Date of Birth	01/10/1970	
Student ID	Provider	Program Level	Program(s)	Submitted Date	Status	Enroll Date	Exit Date	Exit Reason
1234	MSU	Teacher - Initial		02/04/2024	Pending Verification			
3245	Central University	School Social Worker		01/03/2020	Completed	08/01/2019	03/01/2021	Completed

You have completed all required tasks. Please utilize the screenshot to upload and complete this required clearance.

THANK YOU!