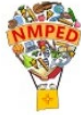


Step for User Account Creation


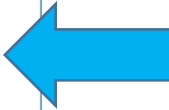
<https://licensureapp.ped.state.nm.us/register>

The first step the applicant must complete is **New User Registration**. Click on the Registration button as shown in the image below.



Professional Licensure Bureau
NM PED Licensure System

Login

 I'm not a robot  reCAPTCHA
Privacy - Terms
 
[Forgot Password](#)

The applicant will be redirected to New User Registration page as shown in the image below. Applicants are required to enter a valid First Name, Last Name, Date of Birth and SSN Number for successful registration. Applicants must also use a valid email address for registration. This email address will become the applicant's Username for Log In, used for receiving Temporary passwords, and email notifications from NMPED. Note the * identifies required fields



New User Registration

Please enter your information below.

User Personal Information

First Name * Enter First Name	Last Name * Enter Last Name	Middle Name Enter Middle Name	Former Name(s) Enter Former Name
Date of Birth * [Calendar icon] []	Email (For Login) * [Envelope icon] Enter Email Address	Phone * [Phone icon] []	
Mailing Address * Enter Mailing Address			
City * Enter City	State * Select State [v]	Zip Code * Enter Zip Code	
Social Security Number * Enter Social Security Number [Eye icon]	Role Requested * Select Role Requested [v]		



Applicants will select a Role from the Role Requested dropdown seen below. More than one role may be selected; however, Dossier Reviewer and Superintendent Roles are subject to approval from the Professional Licensure Bureau (PLB) Admin team. **For all educators, they should be selecting Applicant as their role.**

Role Requested *

Select Role Requested ▲

Select All

Search

Applicant

Background Specialist

Dossier Reviewer


Investigator

Licensure Consultant

PLBAdmin

The Security Information section, seen below, requires the applicant to create a password which will be used for future login purposes.

Security Information

Password * 

Password (Again) *

Password Rules

Password must be at least eight characters long.

Password must contain at least one upper, one lower and one numeric character.

Password can not contain words that can be found in a dictionary.

Password must contain at least one special characters. (eg. -, +, !, &, \$, or ?)

Password needs to be changed every 60 days.

Organizational Affiliations

Do or did you have a NM License?

Yes No

Most Recent District/State Charter ▼

Place of Employment

Previous/Current License Number


[Search License Number](#)

Organization Affiliations section, seen above, requires a Yes or No response to “Do or did you have a NM License?” Applicants with an existing or expired NM license would select “Yes” and click “Search License Number” which will populate the “Previous/Current License Number” field with the applicant’s License number.

Other Information

Ethnicity* **Gender***

Select Ethnicity Select Gender

I'm not a robot  reCAPTCHA
Privacy - Terms

Cancel Register

The applicant will complete the remaining required fields under “Other Information”.

Password Rules:

- Password must be at least eight characters long
- Password must contain at least one upper, one lower and one numeric character
- Password cannot contain words that can be found in a dictionary
- Password must contain at least one special character (eg. *, !, \$, or ?)
- Sample password – MyF@v0r!teSch**I

After the User enters all *required information the final step of New User Registration requires the applicant to click on “I’m not a robot” for verification.

The Applicant will receive a message stating “Registration Successful” and receive an email notification of successful registration.

Registration Successful!

Account is created successfully. An automatic email is sent to your personal email address.


Go to Login

Steps for Login

Registered applicants will login with their Username (email address) and password created in Registration. For verification purposes the User will click on “I’m not a Robot” and follow the Captcha photo requirements. <https://licensureapp.ped.state.nm.us/>


The Username is the User’s email address entered in Registration.

The Password entered here must match the password created in Registration.




Professional Licensure Bureau
NM PED Licensure System

Login

 I'm not a robot 
[Sign In](#) [Register](#)
[Forgot Password](#)

A One Time Password will be sent to the applicant’s registered email address and will be entered in the field seen below. The User may need to check their Junk Mailbox. If after two minutes a Temporary Password is not received the User can click on “Send Again”.



Professional Licensure Bureau
NM PED Licensure System

Enter the Temporary Password you received by Email:

[Send again](#)

[Validate](#) [Cancel](#)

PED LOGIN - One Time Passcode 

NoReplyPED <Join.us@state.nm.us>
to me

8:54 AM (16 minutes ago)

Dear [REDACTED]

Your One Time Passcode (OTP) to login into the NMPED Licensure Portal is 821009. This OTP is valid for 15 minutes. Please delete this email after using the code as it will not work for future login purposes.

Thank you,
Professional Licensure Bureau

[Reply](#) [Forward](#)

After the Login, a dialog box will appear, the applicant will click on the “OK”. You may get another dialog asking if you want to save your password. Please click No thanks as it will save the one-time passcode as your password. You will then be re-directed to the Landing page as seen below. Select “License Application” from the PED Application dropdown and select “Applicant” as the user role from the Select Your Role dropdown, then click on the Go button.

IMPORTANT NOTICE ✕

NOTICE REGARDING A CHANGE OF ADDRESS

The Public Education Department (“PED”) considers the mailing address, inclusive of any email address, that you have provided on this Application to be your official address of record. Any notice, letter, memo, or other form of communication, which PED is required by law to provide, or voluntarily chooses to provide, to you, shall be sent to the address of record and shall be deemed delivered once sent to the address of record, even if returned undelivered to the PED. Please be advised that as a Licensee of the PED, you are responsible for immediately notifying the PED of any change in street address or email address using the Change of Address Form. Submission of such form shall be the sole means by which you may change your address of record with the PED. If you relocate, change your mailing address, or change your email address and have not submitted your new address to the PED using the Change of Address Form, the PED will continue to consider the address you provided on this application, or on a subsequent Change of Address Form, to be your address of record.

NOTICE REGARDING A CHANGE IN EMPLOYMENT

As a Licensee of the PED you are required to ensure that you notify the PED of any change in employment if such change in employment results in your employment in any position that requires PED licensure. You must notify the PED within ten days of the first day of your new employment using the Change of Employment form.

OK

Save password ✕

Microsoft Edge will update your saved password for this site.

▼

👁

Save **No thanks**

PED Applications *

▼

Your Roles *

▼

GO

The Licensure Portal has a security measure in place that will redirect Users to the Login page after 30 minutes.