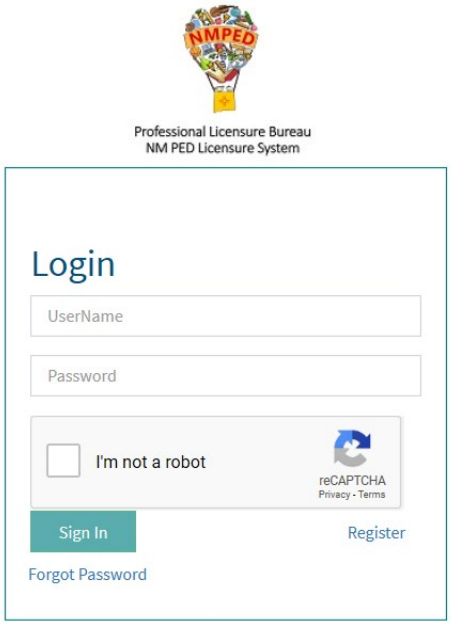
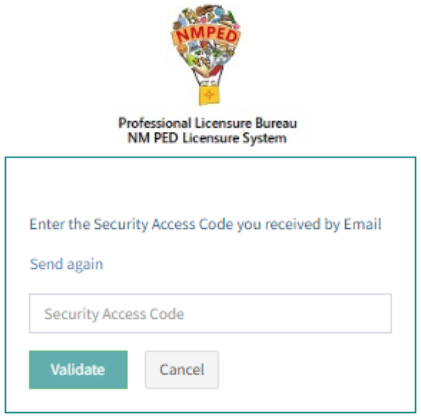
Steps for User Settings – Update Name, Contact Information, and District/School Affiliation

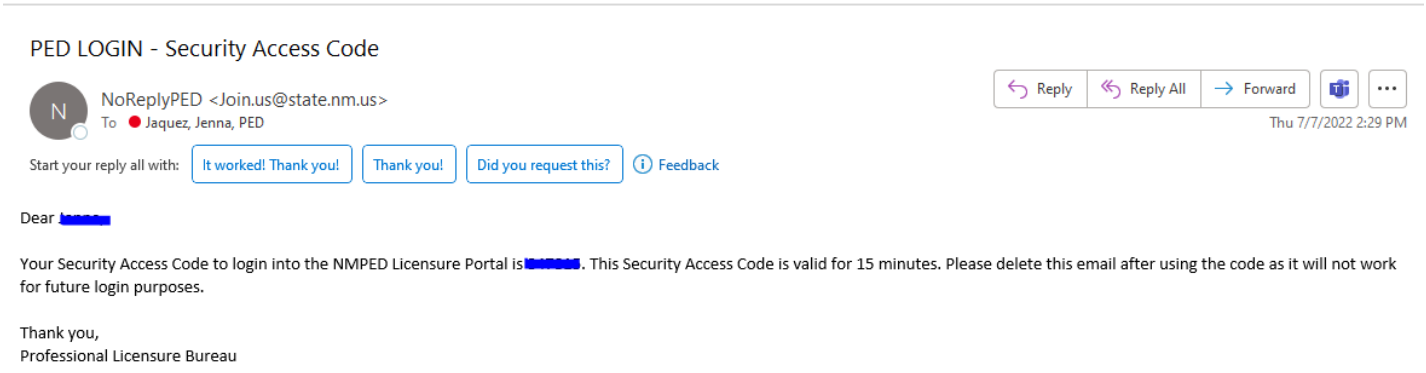
https://licensureapp.ped.state.nm.us

Educators will log into their accounts by entering their email (Username) and password.

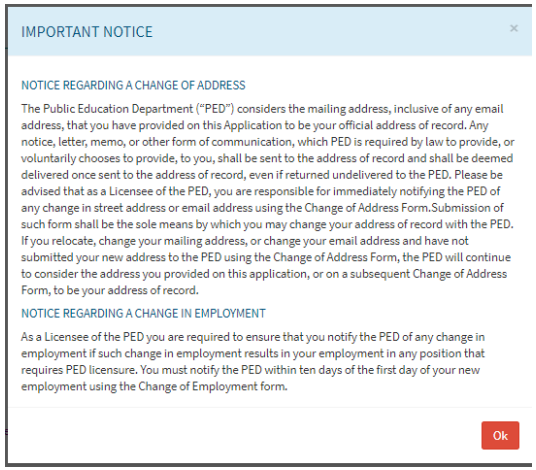


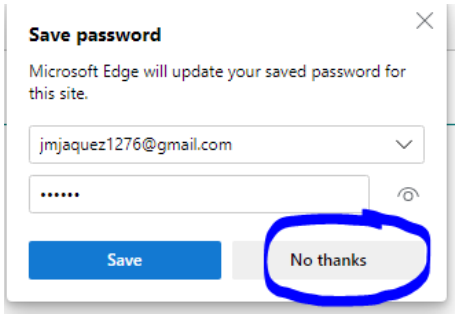
A Security Access Code will be sent to the applicant's registered email address and will be entered in the field seen below.

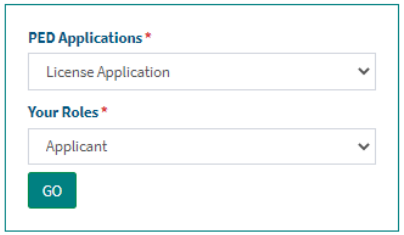




After the Login, a dialog box will appear, the applicant will click on the “OK”. You may get another dialog asking if you want to save your password. Please click No thanks as it will save the one-time passcode as your password. You will then be re-directed to the Landing page as seen below. Select “License 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.

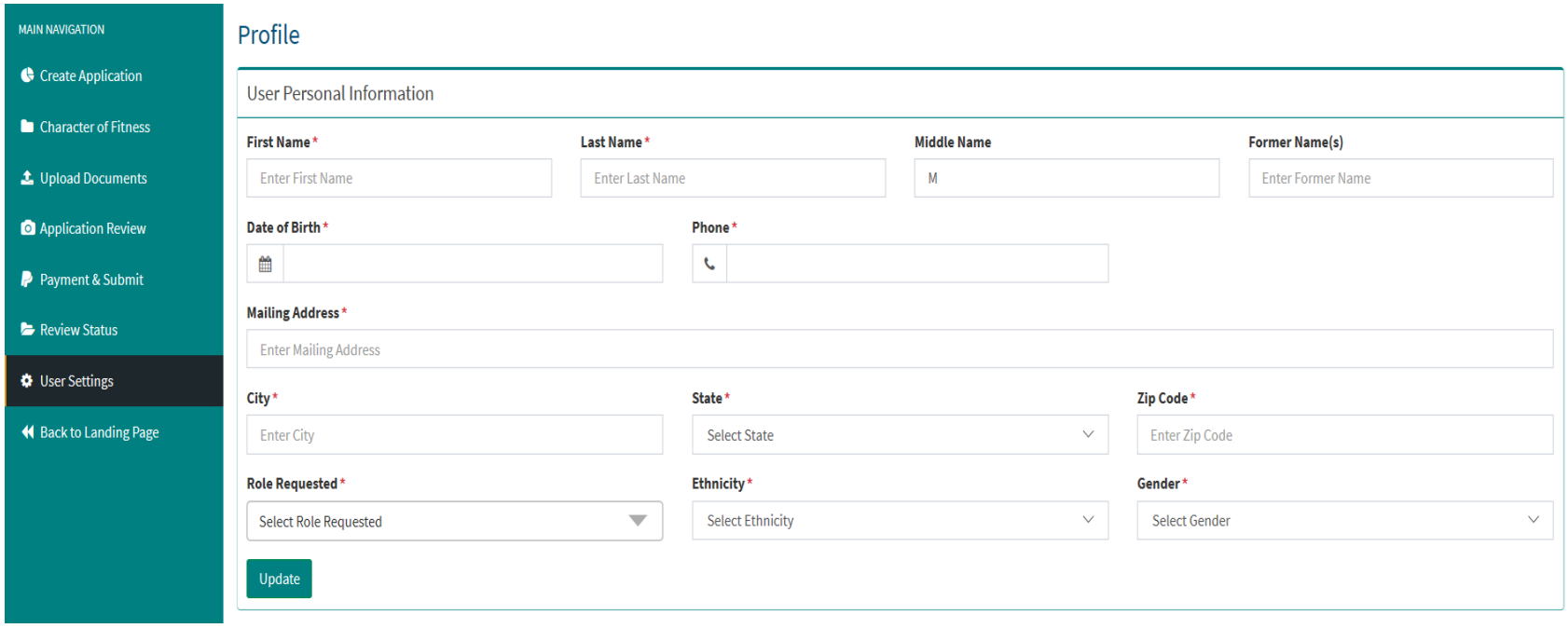


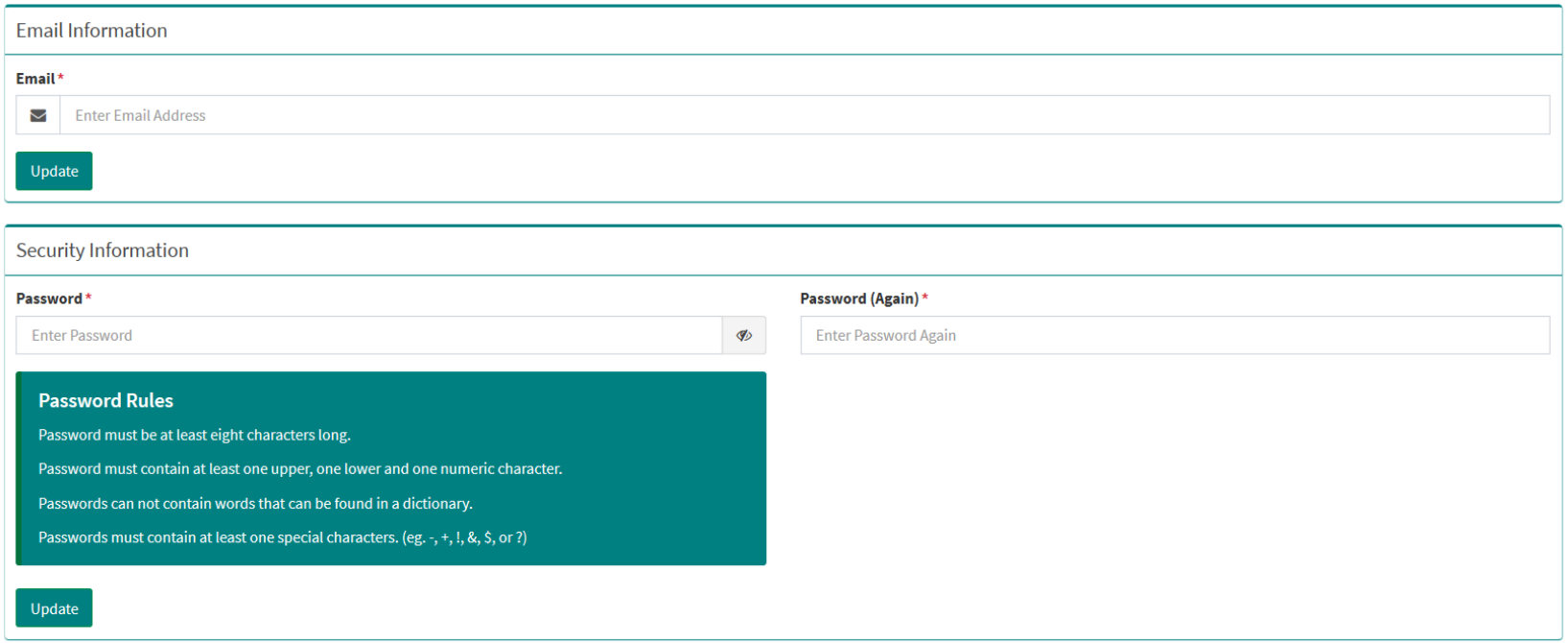




The Licensure Portal has a security measure in place that will redirect Users to the Login page after 30 minutes.

An applicant may update their mailing address, First Name, Last Name, contact information, and the district/school affiliation by clicking on the “User Settings’ in the left navigation bar. At any time, the applicant may update or change their email address (updates to the email address will also update the Username for login purposes) and update their password if required.





Once all the updates have been made, you will click on the Update button.