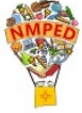


## Steps for User Settings – Update Name, Contact Information, and District/School Affiliation


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

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



Professional Licensure Bureau  
NM PED Licensure System

### Login

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

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




Professional Licensure Bureau  
NM PED Licensure System

Enter the Security Access Code you received by Email

Send again

### PED LOGIN - Security Access Code

 NoReplyPED <Join.us@state.nm.us>  
To ● Jaquez, Jenna, PED

Start your reply all with: [It worked! Thank you!](#) [Thank you!](#) [Did you request this?](#) [Feedback](#)

Dear [REDACTED]

Your Security Access Code to login into the NMPED Licensure Portal is [REDACTED]. This Security Access Code 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](#) [Reply All](#) [Forward](#)  

Thu 7/7/2022 2:29 PM

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.

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.

**MAIN NAVIGATION**

- Create Application
- Character of Fitness
- Upload Documents
- Application Review
- Payment & Submit
- Review Status
- User Settings**
- Back to Landing Page

## Profile

User Personal Information

|  |   |   |  |
|--|---|---|--|
| <b>First Name *</b>                                | <b>Last Name *</b>                            | <b>Middle Name</b>                          | <b>Former Name(s)</b>                          |
| <input type="text" value="Enter First Name"/>      | <input type="text" value="Enter Last Name"/>  | <input type="text" value="M"/>              | <input type="text" value="Enter Former Name"/> |
| <b>Date of Birth *</b>                             | <b>Phone *</b>                                |   |  |
| <input type="text" value=""/>                      | <input type="text" value=""/>                 |   |  |
| <b>Mailing Address *</b>                           |   |   |  |
| <input type="text" value="Enter Mailing Address"/> |   |   |  |
| <b>City *</b>                                      | <b>State *</b>                                | <b>Zip Code *</b>                           |  |
| <input type="text" value="Enter City"/>            | <input type="text" value="Select State"/>     | <input type="text" value="Enter Zip Code"/> |  |
| <b>Role Requested *</b>                            | <b>Ethnicity *</b>                            | <b>Gender *</b>                             |  |
| <input type="text" value="Select Role Requested"/> | <input type="text" value="Select Ethnicity"/> | <input type="text" value="Select Gender"/>  |  |

**Update**

Email Information

**Email \***

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.
- Passwords can not contain words that can be found in a dictionary.
- Passwords must contain at least one special characters. (eg. -, +, !, &, \$, or ?)

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