

Creating MEIS and MOECS Profiles

Candidate Task 1: Create MEIS Account and MOECS Profile

Candidates who already have both a MEIS account AND a MOECS profile may skip to **Candidate Task 2**.

- If candidates are unsure whether they already have a MEIS account, they can search here: [Account Search](#).

Step 1 - Candidates need to first [create a Michigan Education Information System \(MEIS\) account online](#) (Image #1).

- Users will need to report their contact information (name, address, email, phone) to complete account creation (Image #2). Candidates should record their login, password and MEIS account number for future use.

MEIS will notify candidates if an account already exists with the candidate's first and last name. A message stating a "MEIS account already exists with your name" may appear if there is a name match. **Verify once again, if necessary, that you do not already have an account** ([Account Search](#)). This warning can be bypassed by selecting "Create a new MEIS account if you wish to continue" link that appears below that warning message.

Recommendation: MDE highly recommends that candidates use a personal email address rather than a provider branded address to ensure account access following program completion.

Image #1: Main account creation page

Michigan Education Information System
Michigan Department of Education

Create a New MEIS Account

MEIS accounts are uniquely generated from the information you provide. Please **NEVER** share this information with anyone.

Note: All accounts **MUST** be individual user accounts. Accounts found that appear to be 'generic' (i.e. accounts that have school names, etc. entered in the Last Name / First Name fields) will be removed during periodic audits.

Please provide us with your Name.

* = Required

* First Name:

* Last Name:

The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable, users must: 1. Be authorized to access the system and only for official work-related business. 2. Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. 3. Never share user IDs or passwords. Shared accounts will be deactivated immediately upon discovery. 4. Never disclose any confidential, sensitive or restricted data to unauthorized individuals. 5. Give their expressed consent to the monitoring of their activities in the system. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution.

Image #2: Information needed to complete MEIS account

Michigan Education Information System
Michigan Department of Education

Create a New MEIS Account

* = Required

First Name:

Last Name:

* Primary Email:

* Do you have a second email:

* Password:

Password has at least 8 characters minimum.

Password meets 3 out of the following 4 criteria.

- At least 1 upper case character.
- At least 1 lower case character.
- At least 1 numerical character.
- At least 1 special character.

Special characters include: <<~*~@~!~!@~\$~%~?~?~

* Verify Password:

* Primary Phone:

Secondary Phone:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

18D:

District:

Building:

* Security Question 1:

* Answer 1:

* Security Question 2:

* Answer 2:

* Security Question 3:

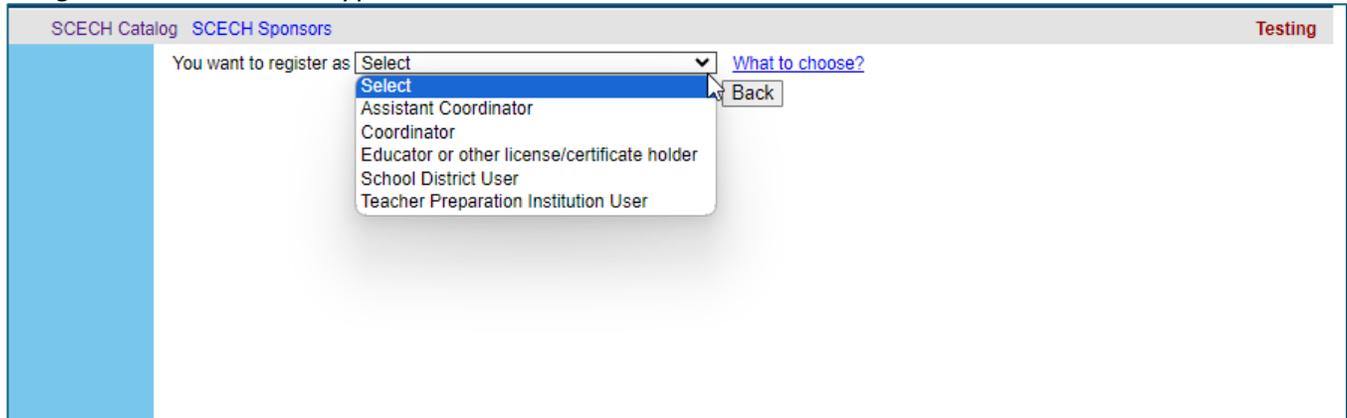
* Answer 3:

Step 2 – Candidates will then use their MEIS credentials to access [the MOECS website](#). If the user is new to MOECS (no prior account), users will need to setup a MOECS profile.

Five unique prompts need to be completed to finalize the profile. Users will receive the following prompts when accessing MOECS for the first time:

Prompt 1: MOECS User Type. For candidates, select “Educator or other license/certificate holder” and then select continue.

Image #3: MOECS user type



The screenshot shows a web interface for user registration. At the top, there are links for "SCECH Catalog" and "SCECH Sponsors" on the left, and a "Testing" label on the right. The main content area has the text "You want to register as:" followed by a dropdown menu. The dropdown menu is open, showing several options: "Select", "Assistant Coordinator", "Coordinator", "Educator or other license/certificate holder", "School District User", and "Teacher Preparation Institution User". To the right of the dropdown, there are two links: "What to choose?" and "Back".

Prompt 2: Profile Details. Select NO to the first prompt about holding a valid certificate and YES to the second prompt about being enrolled in an educator preparation program.

Image #4: Profile details



The screenshot shows the "Profile Setup" section of the MOECS website. At the top, there are navigation links: "MOECS Home", "MDE Home", "Contact", "Login", and "MI.gov". Below these is a dark blue header with the Michigan Online Educator Certification System logo and the text "Michigan Department of Education". Underneath the header, there are links for "SCECH Catalog" and "SCECH Sponsors". The main content area is titled "Profile Setup" and includes a red asterisk indicating required fields. There are two questions with radio button options for "Yes" and "No":
1. "Do you currently hold a valid or expired Michigan educator certificate?" with "Yes" and "No" options.
2. "Do you wish to do any of the following? (1) indicate enrollment in an educator preparation program (2) apply for or update a Michigan educator certificate" with "Yes" and "No" options.
At the bottom of the form, there are "Submit" and "Cancel" buttons.

Prompt 3: User Information. Candidates can start their profile by entering the requested demographic information (Image #5).

Image #5: Profile registration information

The screenshot shows a web browser window with a tab labeled "SCECH Sponsors" and a "Testing" status in the top right corner. The main content area is titled "User Registration" and contains a form with the following fields and values:

- * = Required
- * First Name: MOECS
- Middle Name: (empty)
- * Last Name: QATESTER
- If you do not have a social security number from the United States, please contact the Michigan Department of Education at MDE-EducatorHelp@michigan.gov or 517-241-5000.
- * Social Security Number: 200110111
- * Confirm Social Security Number: (masked with dots)
- * Gender: Female (dropdown menu)
- * Date of Birth (mm/dd/yyyy): 01/01/2000
- * MEIS Account Number: 99000111
- * Email: ann@test.com
- * Confirm Email: ann@test.com

At the bottom of the form are "Save" and "Cancel" buttons.

Prompt 4: Certificate History. Users are asked whether they ever held a teaching certificate.

Image #6: Confirm never held a teaching certificate

The screenshot shows a "Profile Setup" form with a blue header bar. The question is "Have you ever held a Michigan Educator Certificate?". There are two radio buttons: "Yes" (unselected) and "No" (selected). Below the question are "Submit" and "Cancel" buttons.

Intermediate Task: Confirm Email. After hitting submit, users will be asked to confirm their email address. Follow the instructions in the mail.

Image #7: Notice to check email

The screenshot shows a "Profile Setup" form with a blue header bar. The message reads: "Congratulations!!! Your profile has been setup. However, you will not be able to access the Michigan Online Educator Certification System (MOECS) until your account has been activated. A confirmation email has been sent to your email address. Please follow the instructions in the email to activate your account and to login to MOECS. You may also activate your account by closing out of the system and signing back in using your Login Name and Password and following the instructions. [Back to Login](#)".

Prompt 5: Finish Profile. Upon re-entering MOECS after confirming email address, candidates will be prompted to finish completing their profile (Image #8).

For **education history**, candidates should enter their current education preparation provider and the degree they expect to receive. The graduation date cell should be left empty. Candidates can update this information after they have finished their program.

Image #8: Finish profile

Add Personal Information

Welcome

Welcome to the Michigan Online Educator Certification System (MOECS).

Please review your personal information and update it if necessary. Also, provide any missing information in the field(s) with "*" and click "Save". Once saved, you will see links on the left navigation panel for you to proceed further.

*** = Required**

* First Name:

Middle Name:

* Last Name:

Suffix:

SSN:

* Gender:

* Ethnicity:

* Date of Birth: (mm/dd/yyyy)

* Country:

* Address Line 1:

Address Line 2:

* City:

* State / Province:

* Zip / Postal Code: - Extn:

* Primary Phone: Extn:

(e.g. 1234567890)

Secondary Phone: Extn:

(e.g. 1234567890)

* Email:

PIC

Check this box if you have ever been in the U.S. Armed Forces

Check this box if you are presently in the National Guard/Reserves

Education History (LIST ALL DEGREES EARNED)

College/University Attended	Degree	Year Completed
<input type="text" value="UNI"/>	<input type="text" value="Bachelors"/>	<input type="text" value="2020"/>
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

Task 1 is now complete. After saving their profile information, the users will see the dashboard below and are ready for Task 2.

Image #9: MOECS dashboard view

SCECH Catalog SCECH Sponsors Testing Help?

MOECS QATESTER- Home Page

I Want to

Apply Renew Confirm Enrollment Add College Credits Add DPPD 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

Certification Guidance Documents

Candidate Task 2: Confirm Enrollment

Step 1 – After logging into [MOECS](#) and accessing the home page, select **Confirm Enrollment** from the list of available tasks.

Image #10: Confirm Enrollment tab



Step 2 – Provide the requested information, including preparation provider, program level, program type, and student identification number. Click the **next** button.

Note: Candidates should check with their EPP if they do not know their student identification number. This number is provided by your EPP and NOT the Michigan Department of Education.

Image #11: Information requested to confirm enrollment

The screenshot shows the 'Confirm enrollment' form. At the top, it says 'For any additional questions please reach out to your Educator preparation program provider.' The form contains several required fields marked with an asterisk: 1. 'Are you currently enrolled in an approved Michigan educator preparation program?' with radio buttons for 'Yes' and 'No'. 2. 'Select the institution/agency that has accepted you into educator preparation program' with a dropdown menu showing 'Select'. 3. 'Program level' with a dropdown menu showing 'Select', 'Teacher', 'School Counsellor', 'School Psychologist', 'School Administrator', and 'School Social Worker'. 4. 'Program Type' with a dropdown menu showing 'Select', 'Initial Certification', and 'Additional Endorsement'. 5. 'Please enter your student identification number' with a text input field.

Step 3 – A summary of the candidate’s 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 the educator preparation provider for review and confirmation.

Image #12: Confirm information before hitting submit

Enrollment information summary	
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

Task two is now complete. Candidates can review their enrollment information using the steps outlined below. If the EPP rejects an enrollment, the candidate will receive an automatic email with instructions to contact their EPP for more details.

Additional Functionality: Select **Enrollment Information** from the MOECS home page to see the history of enrollment information as submitted into MOECS.

Image #13: Reviewing enrollment information

The screenshot shows the MOECS home page navigation menu. The menu items are: Home, Personal Information, Effectiveness Ratings, Apply or Renew, Add Endorsements, Print Certificate, View Certificates, and View Professional Learning. The 'Enrollment Information' button is highlighted with a red box.

Image #14: Reviewing enrollment information

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	05/01/2021	Completed