



For educators certified in Maryland: Directions for accessing your MD teaching certificate on-line:

Please note: If you have NOT previously created an Educator Portal Account with MSDE since the fall of 2007, you will not be able to do so now. Please click [here](#) to complete a paper request to access your certificate. Follow the directions on the completed document to submit.

Accessing the website and portal:

1. Go to www.mdcert.org.
2. On the right side of the window, you will see this:
To access your certification account, visit the [Educator Portal](#).
Click the link. Ensure your Pop-up blocks are disabled if you do not see the new window open.

Enter your user name and password:

1. Enter the email address you previously provided as your login - this is a permanent login name regardless if your email address has changed since you created the original account access.*
2. Enter your password and click 'Login'. If you have forgotten your password or login name, click the 'forgotten' link and provide the information requested to have it emailed to you.
3. If you have taken the steps above and are unable to reset your password, contact your Certification Specialist.
4. Once reset, please login with your login and new password.

*AACPS personnel cannot view passwords in the MSDE Educator Portal but login names are visible.

View and Print the certificate:

1. Click 'View Certificate' on the menu list at upper border of the screen (you must have Adobe Reader on your PC).
2. Print the file as needed.

AACPS Unit I and II educators may contact the AACPS-HR Certification office with questions regarding their certificate. All others must contact MSDE directly. View contact information at www.mdcert.org.