

Oklahoma State Department of Education OCES User Guide

BEFORE "THE BUTTON" IS PUSHED

Access the Oklahoma Department of Education webpage at <http://sde.state.ok.us/>

Scroll to the bottom of the page, in the middle column next to the teacher certification picture, click on the link [Click here to create an account or Log on](#)



Step 1

As an educator click **Yes** if you have held, currently holding, or are working towards getting an Oklahoma Teaching Credential.

Click **Next** to continue.

myOKDOE Single Sign On System
Oklahoma Department of Education
Sandy Garrett, Superintendent

<p>Help</p> <ul style="list-style-type: none"> ■ User Manual ■ Contact Support ■ DOE Home 	<p>Already Have A User Account? Login Here:</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login To System"/></p>	<p>New User? Create User Account Here:</p> <p>Click the Create New User Account button to create a myOKDOE User Account.</p> <p style="text-align: center;"><input type="button" value="Create New User Account"/></p>
<p>Forgot Login Information? Login Here:</p> <p>If you do not remember your password you can click the Forgot Password? button below to access the system by verifying some basic information about your account.</p> <p style="text-align: center;"><input type="button" value="Forgot Your Password?"/></p>		

Create User Name Wizard - Step 1 of 8

You are completing the Create User Name Wizard.

Do you hold, or are currently working on an Oklahoma teaching credential?

If you hold an Oklahoma teaching credential or are currently completing an approved teacher education program in the state of Oklahoma, then select **Yes** and click on the **Next** button; on the next step you will be asked to provide your Oklahoma Teacher Number or Social Security Number. Your Teacher Number can be found on your Oklahoma Teaching Certificate.

If you do not hold an Oklahoma teaching credential and are not completing an approved Oklahoma teacher education program, select **No** and click on the **Next** button.

.....

Once you have made your choice click the Next button.

Yes - I hold (or am working toward) an Oklahoma teaching credential
 No - I do not hold an Oklahoma teaching credential
 Cancel - Please cancel the wizard

Step 2

Use your **social security number** for identification purposes.

Click **Next** to continue .

Create User Name Wizard - Step 2 of 8

You are completing the Create User Name Wizard.

Please enter and confirm your Oklahoma Teacher Number, last name and date of birth below so we can retrieve your educator record.

Once you have entered and confirmed the data click on the Next button.

I wish to verify my identity with my Teacher Number

I wish to verify my identity with my Social Security Number

Social Security Number:

Confirm Social Security Number:

Last Name:

Date of Birth: MM/DD/YYYY

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Step 3

Enter and confirm your **E-mail** address

Click **Next** to continue.

Create User Name Wizard - Step 3 of 8

You are completing the Create User Name Wizard.

Email Address:

Confirm Email Address:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Step 4

Create and confirm **User Name**.

Click **Next** to continue.

Create User Name Wizard - Step 4 of 8

You are completing the Create User Name Wizard.

Please enter and confirm the User Name you would like to use to access the system.

Your User Name must be between 6 and 20 characters long. **Note!**

Once you have entered and confirmed the data click on the Next button.

User Name:

Confirm User Name:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Step 5

Create and confirm **Password**.

Click **Next** to continue.

Create User Name Wizard - Step 5 of 8

You are completing the Create User Name Wizard.

Please enter and confirm the password you would like to use to access the system.

Your password must be between 6 and 20 characters long and consist of 2 types of characters.

Once you have entered and confirmed the data click on the Next button.

Password:

Confirm Password:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Step 6

Select a **Secret Question** from the assorted list.

Enter secret question answer.

Click **Next** to continue.

Create User Name Wizard - Step 6 of 8

You are completing the Create User Name Wizard.

Please select a secret question and answer to use for accessing the system. This question will be asked any time you reset your User Name. It will be verified every 25 logins to ensure that it is current.

Once you have selected the question and entered the answer click on the Next button.

Secret Question:

- What is the name of your first pet?
- What is your father's middle name?
- What is your mother's maiden name?
- What town were you born in?

Secret Question Answer:

Sadie

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Step 7

Enter in **Town of Birth**.

Click **Next** to continue.

Create User Name Wizard - Step 7 of 8

You are completing the Create User Name Wizard.

Please enter your town of birth below so we can further distinguish your identity.

Once you have entered and confirmed the data click on the Next button.

Town of Birth:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Step 8

Click **Enter** to complete the Create User Name Wizard

Create User Name Wizard - Step 8 of 8

You are completing the Create User Name Wizard.

You are almost finished!

Your new myOKDOE Single Sign On System account will **NOT** be created until you click on the Enter button.

Your new User Name is listed below.

When finished reviewing click on the Enter button.

User Name: *****

Please click on the Enter button to continue.

Continue - Please continue the wizard

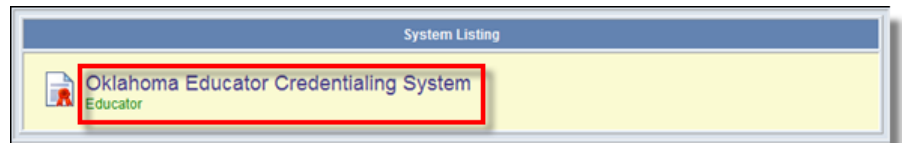
Cancel - Please cancel the wizard

Previous Enter

Viewing Educator Account

After successfully creating your account, the System Listing screen is displayed.

By clicking the **Educator** link you will be navigated to the educator's home page.

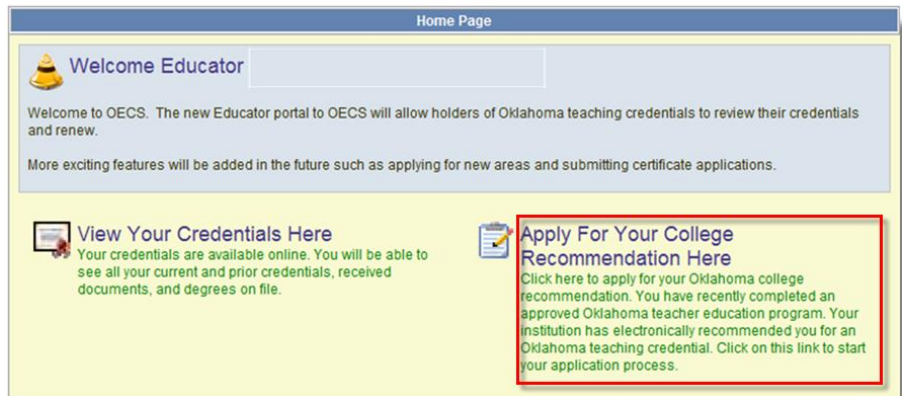


The Home Page welcomes the educator with informational news bulletins, as well as a link to view their credentials and if applicable, apply for their college recommendation or renew their certificate.

AFTER "THE BUTTON" IS PUSHED

****You will receive an email from Glazer after we push the button.****

Click on the link **Apply For Your College Recommendation Here**



By clicking on the "Apply For Your College Recommendation Here" link, the College Recommendation Awaiting Application screen is displayed.

Click **Apply For Credential.**

Certificate	Status	Institution	Recommended	Apply
L - License	Completed Program	OK-Bacone College	11/17/2009	Apply For Credential

If you have any pending college recommendations they will be displayed in the above list. If your certificate is in the Program Complete status it is eligible for application. You can apply for it by clicking the Apply For Credential link to the right of the certificate.

If the above credential is in the **Pre-Complete Program** status then you have **not** yet completed the program. In order to apply for your certificate online **the program must be complete**. Contact your recommending institution for more information on what you need to do to complete the program.

Educator Recommendation Application Wizard

Step 1

Enter all applicable information and edit any information that needs to be updated.

****PRINT NAME is very important!!! This is how your name will appear on your teaching license.****

Click **Next** to continue.

Educator Recommendation Application - Step 1 of 7

You are applying for the certificate recommended by your institution.

Please edit the profile information and click the Next button.

Teacher Number:

SSN: *

Prefix:

First Name: *

Middle Initial:

Last Name: *

Maiden Name:

Print Name:

Suffix:

Gender:

Birth Date: MM/DD/YYYY

Ethnicity:

US Citizen: Yes No

Work Expiration Date: MM/DD/YYYY
Required if Non US Citizen

**Note Format!
Ex:01/01/1975**

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Next

Step 2

If applicable, update **Address** information.

Click **Next** to continue.

Educator Recommendation Application - Step 2 of 7

You are applying for the certificate recommended by your institution.

Please edit the address information and click the Next button.

Address ID: 227950

Address1: *

Address2:

Address Physical:

City: *

Country Code:

State Code:

Zip Code: *

Zip Plus4:

Updated: sharon.sanders - 6/4/2009 4:14:04 PM
Created: sharon.sanders - 6/4/2009 4:14:04 PM

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Previous Next

Step 3

Enter **Contact** information.

Click **Next** to continue.

Educator Recommendation Application - Step 3 of 7

You are applying for the certificate recommended by your institution.

Please update your contact information and click the Next button.

Work Phone: () - ext.

Home Phone: () -

Alternate Phone: () -

Fax Phone: () -

Email Address:

Website:

Once you have entered the required data click on the Submit button.

Save - Please save the profile information.

Cancel - Please cancel the wizard

Step 4

Answer each required question.

Click the **Check Box** for validation of your identity.

Click **Next** to continue.

Educator Recommendation Application - Step 4 of 7

You are applying for the certificate recommended by your institution.

Please answer the following required questions of the Criminal History Disclosure Statement.


Yes No Question

1. During the preceding ten-year period, have you been convicted of a felony
2. During the preceding ten-year period, have you been convicted of a crime involving moral turpitude
3. Have you ever been convicted in Oklahoma, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime or an attempt to commit a crime which is considered sexually related in nature
4. Have you ever been convicted, received a suspended sentence, or received a deferred judgment for a crime or attempted crime which was considered sexually related in nature in any other state or jurisdiction
5. Have you ever had adverse action taken against any educator certificate or license in Oklahoma or any other state or jurisdiction
6. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency in Oklahoma or any other state or jurisdiction
7. Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Oklahoma or in any other state or jurisdiction

→ Click the check box to the left to confirm that you are the person who completed the approved program and that the background questions above were answered honestly.

Once you have answered the Background question click on the Next button.

- Continue - Please continue the wizard.
- Cancel - Please cancel the wizard.

 Previous

Next 

Step 5

Enter **Payment** information.

For Credit Card address and zip code use the billing address and billing zip code.

Click **Next** to continue .

Educator Recommendation Application - Step 5 of 7

You are applying for the certificate recommended by your institution.

Please enter your payment information and click Next.

Fee Type: LIC - License Application (\$50) *

Payment Type: Credit Card (Inactive) *

Credit Card #: * no spaces or dashes

Expiration Date: * (Example: 08/2011)

Verification Code: * **3 digit number on back of card**

Please provide the name on the credit card. You must also provide the billing address for the credit card being used and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: *

Credit Card Street: *

Credit Card Zip: *

Amount: 50.00 *

Processing Fee: 2.00 *

Total Renewal Fee: \$52.00 *

Once you have entered the required data click on the Submit button.

Save - Please save the fee information.

Cancel - Please cancel the wizard.

Previous Next

Step 7

The process is now **Complete!**

Step 7 verifies your application and issuance of your certificate.

By clicking on the link, "**Click Here to view your new credential information**" you will be navigated to your Certificates screen.

By clicking on the **Submit** button, you will be navigated to the "**College Recommendations Awaiting Applications**" screen.

College Recommendations Awaiting Applications Screen

Once application process is complete and the educator clicks on Submit, he or she will be navigated to the College Recommendations Awaiting Applications screen in the event there is additional applications to be processed.

College Recommendations Awaiting Application				
Certificate	Status	Institution	Recommended	Apply
No Records Found				

If you have any pending college recommendations they will be displayed in the above list. If your certificate is in the Program Complete status it is eligible for application. You can apply for it by clicking the Apply For Credential link to the right of the certificate.

If the above credential is in the Pre-Complete Program status then you have not yet completed the program. In order to apply for your certificate online the program must be complete. Contact your recommending institution for more information on what you need to do to complete the program.

Credential Screen

The educator's Credential Screen displays Certificate and Areas for Selected Certificate. Once the educator has completed the "Educator Application Wizard" the Status will show the certificate as issued.

Certificates									
Select	Class	Status	SDE Code	Recommend	App Date	Issued	Effective	Expires	Printed?
Select	Standard	Issued			5/5/2009	7/8/2009	5/1/2009	6/30/2014	7/8/2009

Areas For Selected Certificate							
Area	Description	SDE Code	Recommend	App Date	Issued	Effective	Expires
1501-93	ELEMENTARY EDUCATION(Grades 1 to 8)			5/5/2009	7/8/2009	5/1/2009	6/30/2014
4075-95	LANGUAGE ARTS(Grades 6 to 8 (Middle School))			5/5/2009			

When the certificate is in the batch to be printed it will say "Queued". If the educator has any deficiencies a letter will be sent out indicating what needs to be updated in our system. Once the certificate is printed it will show the date in which it was printed and your certificate will be sent out the next business day.