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1 General Information

You are advised to enable Adobe PDF Reader plug-in if **Help** is not working properly in your browser. The steps to manage Adobe PDF Reader plug-in for [Internet Explorer \(IE\)](#), [Mozilla Firefox](#) and [Google Chrome](#) browsers are described below:

1.1 Internet Explorer(IE)

1. At the top of the IE window; Click on the **Tools** menu and then select **Manage Add-ons**.
2. Select **All Add-ons** from the **Show** drop-down.
3. Click on **Adobe Reader** listed under **Adobe Systems Incorporated**.
4. Click on **Enable** to enable Adobe Plug-in.

1.2 Mozilla Firefox

1. At the top of the Firefox window, Click on the **Tools** menu and select **Add-ons**.
2. Click the **Plugins** tab.
3. Click on **Adobe Acrobat** and select **Always Activate** from the drop-down to enable Adobe Plug-in.

1.3 Google Chrome

1. Type `chrome://plugins/` in the Chrome browser address bar.
2. Find Adobe Reader in the list and Click Enable to enable Adobe Plug-in.

1.4 Safari

1. Confirm that Adobe Reader plug-in is installed in Safari. If not download Adobe Plugin.

2 Online Licensing System for Educators

This is the Login Screen to the Online Licensing System for Educators. You will reach your home page after successfully completing your login.

Enter your credentials to get access to the Online Licensing System.

USER LOGIN

Field name	Description
Login Name	Enter your Login Name / User Name.
Password	Enter your Password
Login	Click ' Login ' to verify your credentials' and get logged into the system.

Other Options

Field name	Description
Forgot Password	If you forget your Login Name / password click Forget Password to reach Forget Login / Password screen enter details to reset Login details. Note: Last Name, SSN and Date of Birth are mandatory fields to reset your Login details.
Existing and previously licensed Vermont Educators Register Here	If you are a new User click Register to reach Educator Registration Page you can Register and get Login credentials'. Note: This Function is to used by Educators to generate their Login Credentials. Note: Last Name, SSN and Date of

	Birth are mandatory fields.
Never held an Educator License in Vermont? Click here	<p>If you want to apply for an Initial application click Initial License Application to reach Initial User Registration fill details to create a new educator.</p> <p>Note: This function is for Educators who have never held a Vermont License who wish to apply for Initial Licensure in Vermont.</p>
To Search For an Educator	<p>Click Search to perform a general search for a currently licensed educator. This opens the reach Educator Search page.</p> <p>Note: To view additional profile or license information you must be logged into the system with desired credentials.</p>

3 Forget Login / Password

This is the forgot password page. You can use this screen to reset your details if you have forgotten your login credentials.

Note: Last Name, SSN and Date of Birth are mandatory fields to reset your login credentials.

Note: Above details must match our database to reset your Login Credentials.

Forget Login / Password

Field name	Description
Last Name	Enter your Last Name.
SSN	Enter your SSN (Social Security Number).
Date of Birth	Enter your date of Birth in this format MM/DD/YYYY.
Return to Online Services	Click Return to Online Services to return to home page of Online Licensing System.
Retrieve Login / Password	After entering your details, click Retrieve Login/Password to reset your Login credentials. An email is sent to your email address. Follow the steps described in the email to retrieve your Login/Password information.

4 Educator Registration

This is the educator registration page. You can generate login credentials for an already licensed Vermont Educator by entering the required details.

Note: Last Name, SSN and Date of Birth are required to generate your Login.

Educator Registration

Field name	Description
Last Name	Enter your Last Name.
SSN	Enter your SSN (Social Security Number).
Date of Birth	Enter your Date of Birth in this format MM/DD/YYYY.
Return to Online Services	Click Return to Online Services to reach the home page of the Online Licensing System .
Reset	Click Reset to clear the field values.
Next Step	After completing the above details, click Next Step to proceed to the next step for registering an educator.

5 Initial User Registration

This is an educator Initial Registration page, you can register a new educator and get his login credentials for future transactions. You need to provide his Personal Information, Contact Information and Account Information.

Personal Information

Field Name	Description
Last Name	Enter Last Name. *This is a mandatory field.
First Name	Enter First Name. *This is a mandatory field.
Middle Name	Enter middle Name.
Suffix	Enter Suffix.
Maiden Name	Enter Any maiden name or any other first or Last name to include in profile.
DOB	Enter your Date of Birth. *This is a mandatory field.
SSN	Enter your 9 digit SSN. *This is a mandatory field.

Contact Information

Field Name	Description
Country	Choose your country. *This is a mandatory field.
Street 1	Enter your address line 1 *This is a mandatory field.
Street 2	Enter your address line 2
City	Choose your City. *This is a mandatory field.
State/ Province	Choose your State / Province of residence. *This is a mandatory field.
ZIP	Enter your 9 digit ZIP code.

	*This is a mandatory field.
Phone #- Ext	Enter your 10 digit primary phone number with Extension (if any). *This is a mandatory field.
Alternate Phone #- Ext	Enter your 10 digit alternate phone number with Extension (if any).
Fax	Enter your 10 digit Fax Number.
Preferred Email.	Enter your preferred Email Id. *This is a mandatory field.
Alternate Email	Enter your Alternate Email Id.

Online Account Information

Field Name	Description
Login Name	Choose a login name. *This is a mandatory field.
Password	Choose your Password. Password is case sensitive and must be at least 8 letters long with at least one upper case and one number. *This is a mandatory field.
Retype Password	Re-type your password.

Buttons

Button Name	Description
Register & Go to Next Step	Click Register & Go to Next Step to save educators details and proceed to the next step 'Initial Licensing Application preliminary Questions(s)'.
Return to Online Services	Click Return to Online Services to reach to Online Licensing System.

6 Educator Search

This is a search page. You can use it to search and view educators details. Set search criteria to get precise results. At least one search criteria must be filled.

Note: To view 'Profile' or 'License details' in detail you need to get logged into the system with desired credentials.

Educator Search

Field Name	Description
Last Name	Enter Last Name to include it in search criteria.
First Name	Enter First Name to include it in search criteria.
Middle Name	Enter Middle Name to include it in search criteria.
License Type	Please choose type of license you are looking for. You can choose from 'ALL' or a specific license type.
Endorsement	Select the type of Endorsement you are looking for. You can choose from 'ALL' or a specific endorsement type.

Click on **Search** to display results.

Buttons

Button Name	Description
Reset	Click Reset to reset search parameters to their default values.
Search	Click Search to display results.
Return to Online Services	Click Return to Online Services to reach to Online Licensing System.

The search results is shown as mentioned below:

Search Results

Field Name	Description
Educator Name	Name of the Educator.
License type	License Type of Educator.
Subject Limit	Subject Limit for the license type.
Grade Limit	Grade limit of the subject.
License Restrictions	License Restrictions if any.
Endorsements	Endorsements for the license type.
Expiration Date	Expiration Date of the License.

7 Login Options

You are a user with multiple authorizations. Please select an option through which you wish to complete login.

Login options

Field Name	Description
Option button	Choose any one option from which you wish to complete login.
Reset	Click Reset to clear your selection.
Next	Click Next to complete login. And reach Home page.