

## MOECS Login and Access Information for Educators

The Michigan Online Educator Certification System (MOECS) is available to educators who hold a valid or expired Michigan certificate or who wish to apply for a Michigan certificate.

To determine if you already have a MOECS account click here.

- 1. Click on "Login Assistance."
- 2. Enter your first and last name and the last 4 digits of your social security number.
  - If a MOECS account is located, an email will be sent to you with your login name and instructions for resetting your password.
  - If a MOECS account is not located, you will be instructed to click on "<u>Create Initial Account</u>" which will redirect you to the Michigan Education Information System (MEIS). You will create a MEIS account to obtain a login name and password for MOECS. <u>Important</u>, you want to print the confirmation page at the end of setting up your MEIS account to retain vital log-in information.
- 3. Once you have created your MEIS account and have your login name and password, return to <u>MOECS</u> to log in.
  - If you are having trouble logging into MOECS account, please keep in mind that your password must meet 3 out of the following 4 criteria.
    - At least 1 upper case character
    - At least 1 lower case character
    - o At least 1 numerical character
    - At least 1 special character
- 4. Once logged in for the first time, you must register. Answer the first question: "<u>Would</u> <u>you like to register as</u>:" by choosing "<u>Educator</u>"
- 5. Complete the first part of the registration process by filling in part of your personal profile information and save.
- 6. Log out and log back in.
- 7. Complete the second part of the registration process by filling in the rest of your personal profile information and save. You will now be on your Home Page and blue navigation buttons will appear in the left menu providing you with many <u>convenient</u> features.

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