



NMPED Licensure Bureau
Online Application and Payment System
Quick Start Guide

Introduction

Welcome to NM PED's **Online Licensure Application and Payment System**. This document provides step by step guidance for an applicant to complete everything from User Registration, Application Creation, Document Upload and Payment. Please follow this link to <https://licensureapp.ped.state.nm.us> to begin.

Should you encounter difficulties along the way please email LicensureUnit@state.nm.us for assistance. Our Licensure Team will respond quickly and track questions or concerns. Frequently Asked Questions (FAQ) will be available on our website at <https://webnew.ped.state.nm.us/bureaus/licensure/>.

Step for User Account Creation

The first step is **New User Registration**. The User will enter information for all required fields indicated by *. A valid and readily available email address should be used. **The email address entered in Registration will become the applicant's User Name for future login purposes.**

NEW MEXICO
Public Education Department

New User Registration

Please enter your information below.

User Personal Information

First Name * Enter First Name	Last Name * Enter Last Name	Middle Name Enter Middle Name	Former Name(s) Enter Former Name
Date of Birth * [Calendar icon]	Email (For Login) * Enter Email Address	Phone * [Phone icon]	
Mailing Address * Enter Mailing Address			
City * Enter City	State * Select State	Zip Code * Enter Zip Code	
Social Security Number * Enter Social Security Number	Role Requested * Select Role Requested		

The User is required to select one or more roles from the dropdown. The Security Information section requires the User to create a password which will be used for future login purposes.

Password Rules:

- Password must be at least eight characters long
- Password must contain at least one upper, one lower and one numeric character
- Password cannot contain words that can be found in a dictionary
- Password must contain at least one special character (eg. *, !, \$, or ?)
- Sample password – MyF@vOr!teSch**I

After the User enters all *required information the User will click on “I’m not a robot” for verification.

The Applicant will receive a message stating “Registration Successful” and also receive an email notification of successful registration.

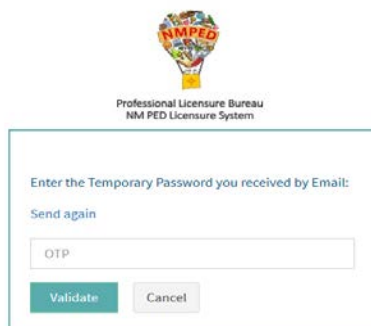
Steps for Login

Registered Users will login with their User Name and Password.

The User Name is the User's email address entered in Registration.

The Password entered here must match the password created in Registration.

The Licensure Application System will ask the User to "Enter the Temporary Password you received by email". The User will need to open their email to find Temporary Password. The User may need to check their Junk Mailbox. If after two minutes a Temporary Password is not received the User can click on "Send Again".



Steps to Create Application

Select "License Application" from the "Select PED Application" dropdown and select "Applicant" as the User role from the "Select Your Role" dropdown to create an application.

Most fields on the Application Creation page that will auto populate based on data entered in the User Registration form.

The "Request for New License" section will allow the applicant to apply for one or more licenses, add an endorsement to an existing license or renew a current license. Click Add/Save after each separate application request. After entering all applications the user will answer questions 1-5 on Create Application page, then click on Add/Save.

Note: Official Transcripts are still required for licensure. Please work with your college or university to have them sent electronically to LicensureUnit@state.nm.us. At this time we are still accepting Sealed Official transcripts mailed to: 300 Don Gaspar Ave. Room 103, Santa Fe, NM 87501.

After completing all required fields the User will click on the "Save" button.

Steps for Character and Fitness

After a successful submission on the Create Application page, the User is directed to the Character and Fitness questions. Applicants are asked to carefully review each question and are required to answer Yes or No.

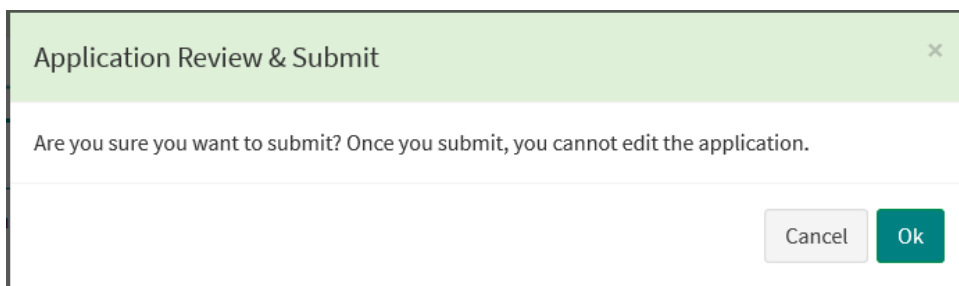
Steps for Upload Documents

The User is required to upload documents based on the submitted application(s). Click on the Paperclip icon to begin upload. More than one document may be uploaded into to each field. Note: any fields missing a required upload will not be able to forward with the application.

The user has the ability to delete any uploaded document should they wish to do so. Upon completion of the document upload the User will click “Next” to proceed with Application Review and Submit.

Steps for Application Review & Submit


The User has an opportunity to review the entire application including the documents uploaded. The User will click on “Submit”. A confirmation message appears, see below, allowing the applicant one final opportunity to make final edits. **Once the applicant selects “OK” the application is locked for edits and uploads.** The User will be asked to answer the Oath section before being re-directed to the payment section.



Steps for Payment

Once directed to the payment section the User will be asked to click on the “Pay” button to proceed to secure payment site. Payment Details section requires a valid credit card number and expiration date. The User will be required to fill in all billing and credit card information. Click on “Next” to proceed with payment. Review your Order section allows for final review of the order before making the payment. Click on “Pay” to make the payment. Once the payment is submitted the application is sent for PLB review. The applicant can review the status of the submitted application(s) under the Review Status section.

Review Status

Review Status				
Show 10 entries Search: <input type="text"/>				
Application Type	License Category	License Type	Pathway	Status
 New (Initial)	TEACHER	K-8 ELEMENTARY	Reciprocity-In Country	Pending

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Steps for User Settings

An User may update their mailing address, First Name, Last Name and Phone number using the User Setting page.

At any time the applicant may update or change their email address (updates to the email address will also update the User Name for login purposes) and update their password if required.