Accessing the New Educator Portal System
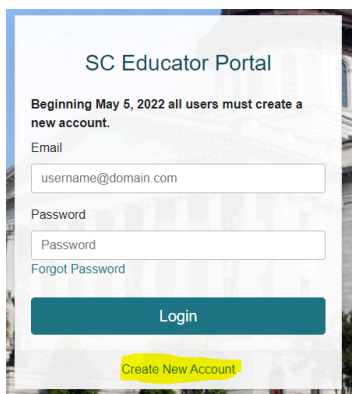
1. Visit the SCDE Website at https://ed.sc.gov/

2. Choose the "Educators" tab and click "Certification"

3. Click "Educator Portal"
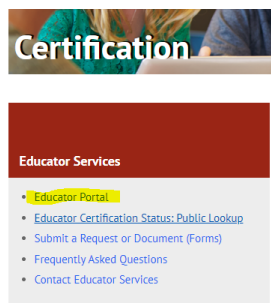
4. Click "SC Educator Portal"

5. Click "Create New Account"

6. Create an account using your personal email address (not your school/work email) and a password that meets the following requirements:
   a. Minimum of 8 characters
   b. Include at least 1 capital letter
   c. Include at least 1 special character (such as !)
   d. Include at least 1 number

7. Log in
   a. You will receive a code by email; check your spam folder if you don't receive it immediately

8. You're in! Here are the options you will see:
   a. EID – The number assigned to your account; you will be asked to provide this if you call or email the SCDE regarding your certificate
   b. Profile – View and update your contact information
   c. Requests – Submit requests and upload supporting documents
   d. Send Documents – Respond to SCDE requests for additional materials
   e. My Locker – View your certificate, records, uploaded documents, and any letters the SCDE has sent you
   f. Contact – Contact the SCDE