

HOW TO: Find Personal Identification Code (PIC)



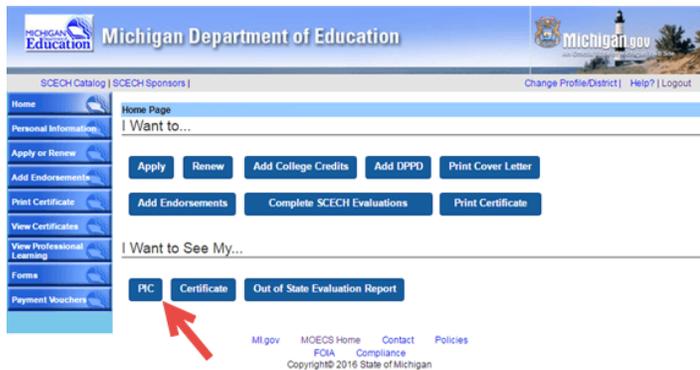
Introduction:

A Personal Identification Code (PIC) is a unique number recorded in the Michigan Online Educator Certification System (MOECS) to safeguard an educator’s privacy and ensure accuracy when matching certificate and professional learning records. If you will be using State Continuing Education Clock Hours (SCECHs) to renew your certificate or license in MOECS, you will need to locate your PIC number and place it into your record on the Professional Learning Portal to have your SCECH credits appear in MOECS.

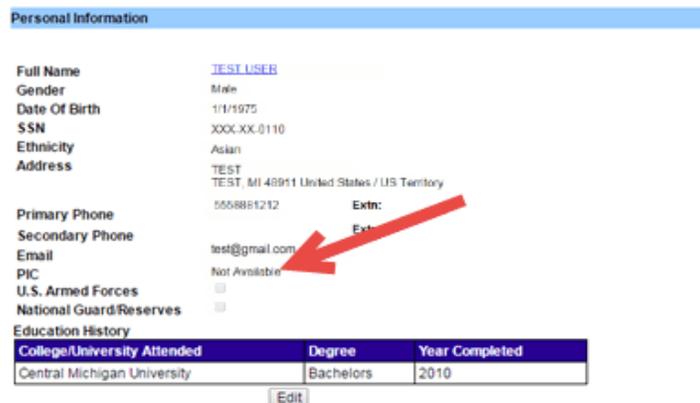
The process below outlines the instructions for locating the educator PIC.

Details:

1. Begin by accessing [MOECS](#).
2. Next, login using your MOECS or Michigan Education Information System (MEIS) username and password. Note: If you are unable to access MOECS, contact the [MOECS Support Desk](#).
3. Then click **PIC** from the “I Want to See My...” section.
Note: Alternatively, on the left -hand navigation menu select Personal Information.



4. Finally, locate the educator PIC number is located directly below the “Email” field.



Note: If “Not Available” is displayed for your PIC value, MOECS does not have a PIC for this account. Educators missing a PIC are required to contact the MOECS Support Desk.