

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.
- Next, login using your MOECS or Michigan Education Information System (MEIS) username and password. Note: If you are unable to access MOECS, contact the <u>MOECS Support Desk</u>.
- Then click **PIC** from the "I Want to See My..." section.
 Note: Alternatively, on the left -hand navigation menu select Personal Information.

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

Personal Information					
Full Name	TEST USER				
Gender	Male 1///1975 XXXX.0110 Asian TEST TEST, MI 48911 United States / US Territory				
Date Of Birth					
SSN					
Ethnicity					
Address					
Primary Phone	5558881212	Extn:			
Secondary Phone		Ext			
Email	test@gmail.com				
PIC	Not Available				
U.S. Armed Forces					
National Guard/Reserves					
Education History					
College/University Attended		Degree	Year Completed		
Central Michigan University		Bachelors	2010		
	Edit]			

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.