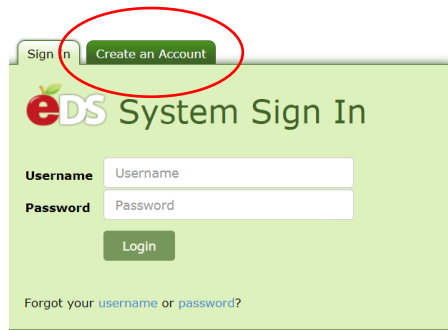


Next Step: How to Set Up an E-Cert account

Link: <https://eds.ospi.k12.wa.us> (save as a Favorite)

If you already have an eCert account, simply log in and select **Data for Linking to a Certificate**

First time user: Select **'Create an Account'** tab



Sign in | **Create an Account**

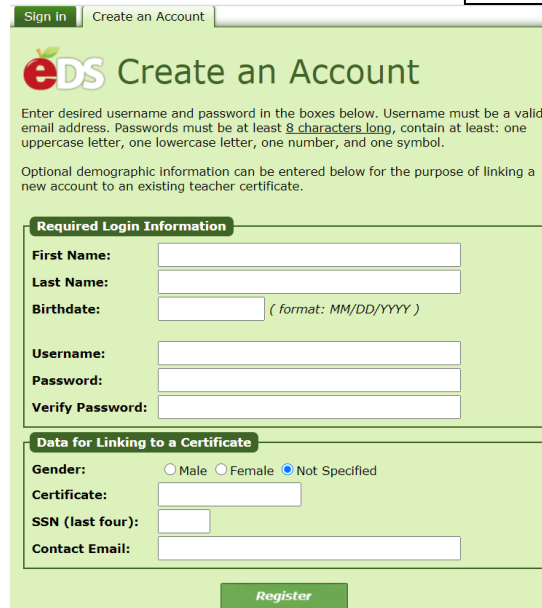
eDS System Sign In

Username:

Password:

Login

Forgot your username or password?



Sign in | Create an Account

eDS Create an Account

Enter desired username and password in the boxes below. Username must be a valid email address. Passwords must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

Optional demographic information can be entered below for the purpose of linking a new account to an existing teacher certificate.

Required Login Information

First Name:

Last Name:

Birthdate: (format: MM/DD/YYYY)

Username:

Password:

Verify Password:

Data for Linking to a Certificate

Gender: Male Female Not Specified

Certificate:

SSN (last four):

Contact Email:

Register

Fill in
Required
Login
Information;
then
Register

Login and select **View My Applications** tab, Select **E Certifications**, then **Manage Certifications**, then select **Add Certification Hours**. ****Please note! If the E-Certifications link is not immediately available, please log out of your account and re-enter at a later time to allow the system to 'load' that application into your account.****

Select **My Credentials** to view current and prior certification (*for most of you this screen will be blank unless you hold and have held Washington State teaching certification*). You can edit this screen by selecting 'Click Here to Edit Educator'; select 'Next' to continue.

The second part of the Credentials screen displays the Paraeducator's Applications, Certificates, Endorsements and Deficiencies for Selected Certificates.

Select the **PD Hours** tab -- to add Professional Development hours, select the link **Click Here to Add Professional Development Hours**.

Enter the following:

- Credit type: select **Paraeducator Fundamental Course of Study** from drop-down menu
- City: **Bellingham**
- State: **Washington**
- Organization/Company: **Bellingham Public Schools**
- Class: **Paraeducator**
- Other Hours: **28** (pre-loaded)
- Begin Date: **09/01/2019** (or **09/01/2020** if new hire in the 2020-21 school year)
- Completed Date: **enter date you completed the FCS training**
- Type of Study: **General Study** (pre-loaded)
- Save and exit PD entry; log out.