

# EDS Account Creation

## Professional Certification

Log on to:

<https://eds.ospi.k12.wa.us>

### First time users select “Create an Account” tab

**Username:** must be valid email address

**Password:** must be at least 8 characters long, contain at least: one uppercase letter, one lowercase letter, one number, and one symbol.

To Complete Profile– **Select Register**

You will be prompted to:

**“Request Application Roles”**

If your school participates in eVal, you may request a role at this time

or Select the “Not Now” button to continue to E-Cert

**On the Home Page**

Select - **View my applications**

Select - **E-Certification** (takes 15 min to set role)

**\*Note:** If you were ever employed by a Washington School District you have data to claim. When creating an account enter required login information AND data for linking to a certificate.

### Returning users select “Sign In” tab

Enter Username and Password – Login

The next screen will allow you to manage account information.

Select: View my applications

My Application List

Select E-Certification

This will take you to the **Home Page**

- Select Available Role
- Select - **My Credentials** tab
- Select - **Educator** tab – drop down to select desired action

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**

Sign In Create an Account

## eDS System Sign In

Username:

Password:

**Login**

Forgot your [username](#) or [password](#)?

**Questions: (360) 725-6400 or [cert@k12.wa.us](mailto:cert@k12.wa.us)**



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**