

Access Your Record Online

Whether you are logging in to update your address or to renew your librarian certificate you will start at this webpage: <https://mylicense.in.gov/eGov/Login.aspx>

1. On the first login screen there are two fields: user id and password. Unless you recently set up a different password, you **enter the same identifier in both spots** on this screen.
 - a. If you don't know what that identifier is email me at charris@library.in.gov and ask "What identifier do I use to log into the system?"
 - b. If you already changed your password this year, try using the password that you created in the second field.

2. If you have tried the instructions in step 1 and they didn't work, you have two options:
 - a. You can click where it says "click here if you have forgotten" your password or User ID; or
 - b. You can follow the text instruction to click on "Register a Person" under menu on the left.
3. Either way, you get a second log in screen that has four fields: **License Number; Birth Date; SSN; and Registration Code**.
 - a. **Please ignore the fields that ask for birthdate or for SSN. We have not collected that information from you, so entering that information will not help to retrieve your record.** Instead you will want to use only the fields that ask for **your license number** and **your registration code**.
 - b. The instructions on that second log in screen may state: "If you do not find a record, you will be prompted to create a new registration." **However, please note – you do not want to create a new registration!** You must access your existing record in order to renew your existing license.
4. **Finding your license number:** You can find your certificate number by looking yourself up on the Professional Licensing Agency's eVerification site [here](https://mylicense.in.gov/everification/Search.aspx). This site works best when you limit your query to just 3 variables: **Profession** (select librarian from the drop down menu), **First Name**, and **Last Name**. Other search fields are available but I don't recommend using them. The web address is: <https://mylicense.in.gov/everification/Search.aspx>.
5. **Your registration code:** is listed on your renewal notice. If you did not get a renewal notice or have misplaced it, you will need to contact me to get your registration code.

Thank you for making the effort to update your mailing address and renew your certificate on line!