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. If you recently registered on the website you can log in here using the password that you created.

2. If you have not yet registered on the site, click the upper left hand menu item “Register a Person.”

3. This brings up 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!