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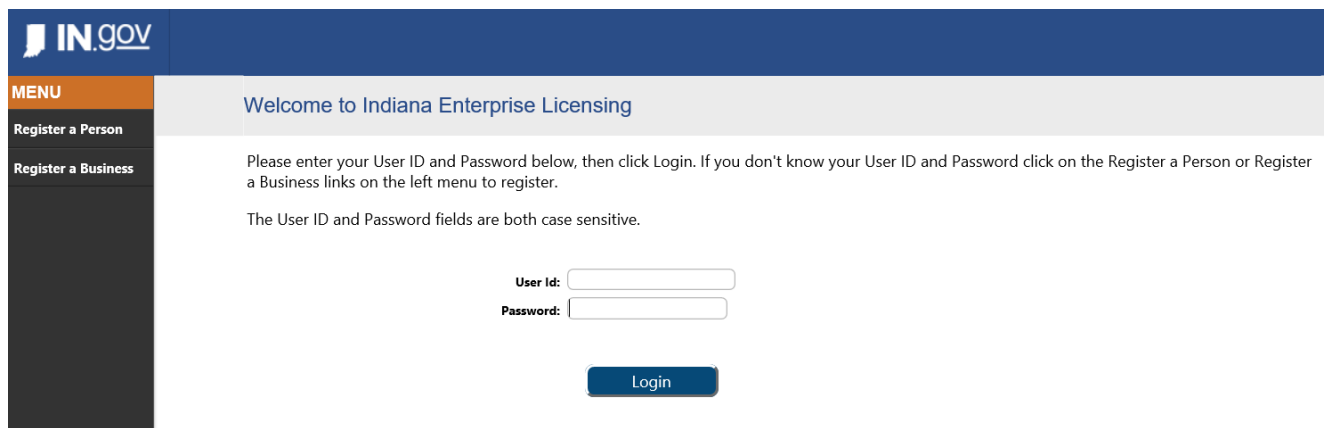
Whether you are logging in to update your address or to renew your librarian certificate you will start at this webpage: https://mylicense.in.gov/eGov/Login.aspx.

Who can renew online?
- Only 5-year certificates may be renewed online.
- Temporary permit renewals and upgrades require submission of a paper application by mail.
- Currently the system doesn't allow you to change your name, employer, or job classification online. Submit a paper application with the updated information or, if you have changes at a time when you are not renewing your certificate, please send this information to ChHarris@library.in.gov.

Instructions
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 user id and 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 prompt you 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. 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**. You don't need to use the other search fields. The web address is: https://mylicense.in.gov/everification/Search.aspx.

5. **Your registration code**: is listed on the renewal notice that we sent by US Mail to the mailing address we have on file for you. Renewal notices are usually sent out about two weeks into the quarter in which your certificate will expire. If you didn't get a renewal notice or have misplaced it, you'll need to contact Cheri Harris at ChHarris@library.in.gov to get your registration code.

6. Once you have logged in choose **Renew License** or **Mailing Address Update** from the menu on the left.

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