POLICY REGARDING ACCESS TO RECORDS ON THE CERTIFICATION PORTAL

This policy addresses access to records in the **Indiana State Library -- Certification for Indiana Librarians** database, which is also known as Indiana State Library’s (ISL’s) Certification Portal.

1. **ACCESS TO AN INDIVIDUAL’S OWN ACCOUNT**

A person who holds a librarian certificate or temporary librarian permit must set up an account in ISL’s Certification Portal to be able to print a copy of their certificate or temporary permit. The account is personal to that individual and only the individual account holder should have access to it.

An individual can take the following actions when they are logged into their own portal account:

1. Update their own contact information.
2. Submit a written request to correct or change how their name is listed on the account.
3. Renew their 5-year certificate online which includes verifying completion the required number of LEUs and paying the renewal fee online.
4. Pay an amount for which the person has been invoiced in circumstances that may not involve a renewal of a 5-year certificate. (Examples include a person who sent an application by mail and either forgot to include payment or submitted payment in the wrong amount.)

The person who holds the Certification Portal account should be the only person to conduct each of these activities.

ISL holds each person responsible and accountable for the accuracy of their information in the portal. That accountability loses meaning if multiple people have access to an individual’s account.

1. **ACCESS TO OTHER PEOPLE’S PORTAL ACCOUNTS**

Individuals are not allowed to access portal accounts other than their own. To verify an employee’s certification status, a library director, HR staff member, or supervisor may use the public lookup function of the portal instead.

The public lookup function allows anyone to view the status of a librarian’s credentials without having an account or logging into it.

1. From <https://digital.statelib.lib.in.us/certification> click “Verify Status.”
2. To look up an individual, enter the person’s first and last name **only** (ignoring all other variables) & click the “Search” button.
3. Scroll down to see records brought up by your search. See more detailed information by clicking on the person’s name. To print that information, click on the “Print-friendly Version” button then click “Print.”

The restrictions in this policy do not apply to ISL staff who have administrative rights in the Certification Portal.

Final 6/17/2022