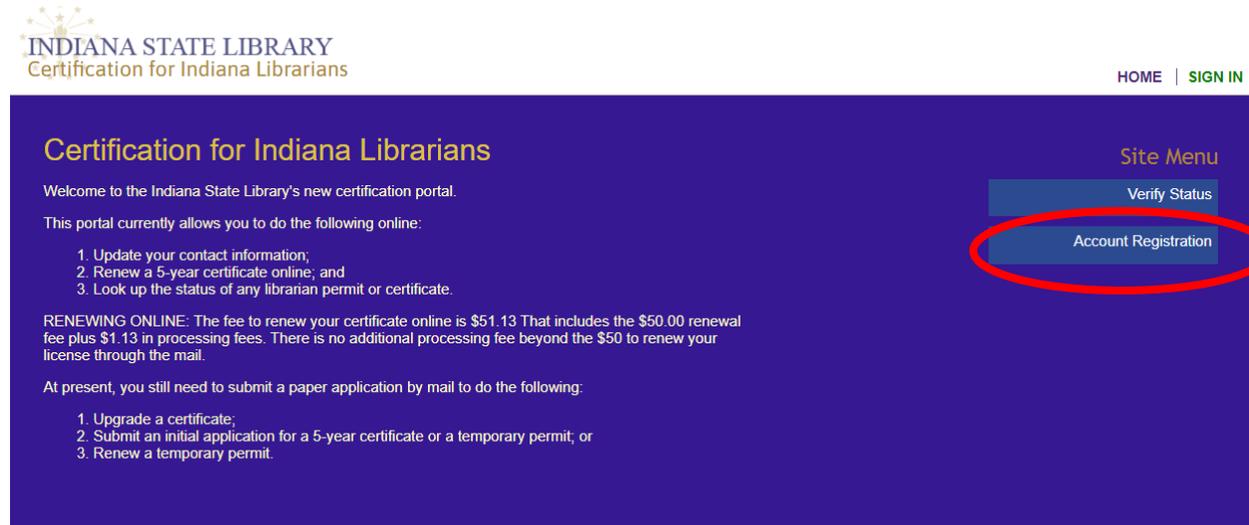


Certification Portal Password Set/Reset Instructions with Images

Go to <https://digital.statelib.lib.in.us/certification>.

Click “Account Registration”



INDIANA STATE LIBRARY
Certification for Indiana Librarians

HOME | SIGN IN

Certification for Indiana Librarians

Welcome to the Indiana State Library's new certification portal.

This portal currently allows you to do the following online:

1. Update your contact information;
2. Renew a 5-year certificate online, and
3. Look up the status of any librarian permit or certificate.

RENEWING ONLINE: The fee to renew your certificate online is \$51.13 That includes the \$50.00 renewal fee plus \$1.13 in processing fees. There is no additional processing fee beyond the \$50 to renew your license through the mail.

At present, you still need to submit a paper application by mail to do the following:

1. Upgrade a certificate;
2. Submit an initial application for a 5-year certificate or a temporary permit; or
3. Renew a temporary permit.

Site Menu

- Verify Status
- Account Registration**

Click “Recover Account Password”

[Home](#) > [Account Registration](#)

Account Registration

Accounts on the Certification for Indiana Librarians site are created by the Indiana State Library.

Those who do not currently have a temporary permit or librarian certificate, and never have in the past, will not yet have certification.

Those who currently do have a temporary permit or 5-year certificate or those who have had one in the past will already have their associated email address and password. Those who cannot remember the password or who have never previously used the site will need to use the feature to set up a new password.

Please direct any account-related questions to the Certification Program at Certification@library.IN.gov

[Recover Account Password](#)

Enter the primary email address associated with your certification record. This must be the email address that is set as your primary/login email address in your account. If you don't know which email you used, or no longer have access to the primary account, reach out to certification@library.in.gov to update your email address. **Click “Recover Password.”**

Recover Password

Username or Email Address:

[Recover Password](#)

The password recovery email will be sent from SysAdmin@library.IN.gov to your email address if the email address you entered matches the primary/login email address in your account. Check your spam if you don't receive it. The email text is below.

In the email, click "Recover Password."

A Password Recovery has been requested for the Indiana State Library Certification for Indiana Librarians account associated with this email address. If you requested this recovery, please use the Recover Password link below and enter the name (case-sensitive) associated with this account. If you did not request this Password Recovery, please disregard this request.

[Recover Password](#)

If preferred, you can alternatively navigate to the following site and enter the recovery key manually.

<https://digital.statelib.lib.in.us/certification/recoverykey.aspx>

Recovery Key: ~~BFED06AFB70CD901050DA70B7C90DR40903FC7966~~

Thank you,

Indiana State Library

"Recover Password" will open a new web browser page with a recovery key pre-populated. Enter **ONLY** your first and last name in this screen. Then, click "Verify Identity."

Recover Password

In order to reset your password, you will require your Recovery Key and Name associated with the account on file.

Recovery Key:

Name:

[Verify Identity](#)

Recovery keys are valid for only 20 minutes, after which a new key will be necessary. Creating a new key will invalidate any previous keys.

NOTE: If, instead of clicking "Recover Password" in the email, you select the hyperlink (<https://digital...>), you will be taken to a slightly different screen where you must copy & paste the recovery key from your email. The "Recover Password" link from the email is preferred.

Recover Password

In order to reset your password, you will require your Recovery Key, Email, and Name associated with the account on file.

Recovery Key:

Email:

Name:

[Verify Identity](#)

You will next get a new screen that looks a bit like an error message but is the Password Reset page.

Enter your New Password:

- At least 8 characters long with at least
 - 1 upper-case letter
 - 1 lower-case letter
 - 1 number, **and**
 - 1 special character.

Click “Reset Password”

Recover Password

The Recovery Email Address used does not match your Primary Email Address required for Login. After changing your password, please update your Primary Email Address in your Account Profile if you wish to change it.

New Password:

Confirmation:

Reset Password

Navigate back to <https://digital.statelib.lib.in.us/certification>.

Click “Sign In.”

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1. Upgrade a certificate;
2. Submit an initial application for a 5-year certificate or a temporary permit; or
3. Renew a temporary permit.

Enter your Email Address and new Password.